

Board of Education 2nd Monthly Meeting
Monday, June 24, 2024 12:00 PM

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

Agenda

1. Date Public Notice appeared in the Norfolk Daily News:
2. Call to Order
 - 2.1. Roll Call
 - 2.2. Declaration of a Legal Meeting
3. Reports and Discussion Items
 - 3.1. Finance & Facilities Report
 - 3.2. Proposed Cell Phone Practices for 2024-2025
4. Consent Agenda
 - 4.1. Minutes of Previous Meetings
 - 4.2. Claims
5. Action Items
 - 5.1. Discuss, consider and take action to approve the 2024-2025 Certified Staff Handbook
 - 5.2. Discuss, consider and take action to approve the 2024-2025 Classified Staff Handbook
 - 5.3. Discuss, consider and take action to approve the 2024-2025 Substitute Staff Handbook
6. Future Meetings
7. Adjournment



Norfolk Public Schools Cell Phone/Electronic Devices Practices 2024-2025

Norfolk Public Schools will implement the following cell phone, personal electronic equipment, Smart Watch practices. Our goal is that by instilling these practices, we will enhance the learning environment at Norfolk Public Schools. By providing a consistent electronic device plan across the district, our students will clearly understand our expectations and the consequences for not following those expectations. Information about these practices will be shared with students at the beginning of the school year.

Elementary Schools:

All cell phones will be turned off and in bookbags. Smart Watches are only to be used as a timepiece.

Middle School:

It is recommended students leave cell phones at home, however if they come to school, they are expected to be shut off upon entering the building and kept in their locker. Cell phones may only be used at the end of the day when exiting the building. Smart Watches are only to be used as a timepiece.

Junior High:

Students are allowed to use cell phones/personal electronic devices before school, during lunch, during pass periods, and after school. Upon entering the classroom, students are expected to put cell phones away. Cell phones/personal electronic devices are not to be used in the classroom unless teacher permission is granted. They are not to be visible during instructional time.--This includes instructional time that occurs in the hallways. Smart Watches are only to be used as a timepiece.

Senior High:

All personal cell phones and electronic devices (including earbuds and headphones) must be silenced and out of sight during the entire class period. Smart Watches may be worn but may not be used for communication purposes.

Students may use their personal devices before and after school, between class periods, and during lunch. Study Halls, Media Center, and ELO will have specific guidelines for each setting.

Board of Education Regular Meeting
Monday, June 10, 2024 5:30 PM
NPS Central Administration Office
512 West Phillip Avenue
Norfolk, NE 68701

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

1. Date Public Notice appeared in the Norfolk Daily News: June 5, 2024
2. Call to Order

- A. The Norfolk Public School District's board of education meeting was called to order at 5:34 PM (due to technical difficulties).
- 2.1. Roll Call – See attendance above.

Motion to excuse the absence of Teri Bauer and Tom Stanton at 5:35 PM passed with a motion by Beth Shashikant and a second by Cindy Booth.

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

Yea: 4, Nay: 0, Absent: 2

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

3. Pledge of Allegiance

4. Student Fees Hearing

- A. Hearing opened at 5:36 PM to discuss, consider, and receive input on the student fee policy. Items included:

1. Student fee receipts and expenditures in 2023-2024
2. Current fees for 2023-2024
3. Proposed fees for 2024-2025 with changes highlighted
4. Student Fee Policy #5416

- B. No members of the public commented on the student fee policy and proposed fees for 2024-2025.

- C. The district collected \$63,506.50 in board approved student fees in the areas of instruction and activities during the 2023-2024 school year. These fee dollars can only be expended for the items for which they are collected. The district had \$49,300.10 in board approved disbursements for 2023-2024 which left the fund with a cash balance of \$467,703.84 as of May 31, 2023. The cash balance is primarily composed of those fees which are not necessarily expended on an annual basis such as the technology and summer school fees. The district reviews all items on the proposed fee list annually and only lists those fees which we believe are necessary to help offset the total cost to the district.

5. Parental Involvement Hearing

- A. Hearing opened at 5:38 PM

- B. Nebraska State Statute 79-533 requires that school boards review their parental involvement policies and hold a public hearing regarding these policies annually.
 - C. The Norfolk Public Schools' Board Policy 6400 contains all requirements of this statute, including:
 - (1) How the school district will provide access to parents concerning textbooks, tests, and other curriculum materials used in the school district;
 - (2) How the school district will handle requests by parents to attend and monitor courses, assemblies, counseling sessions, and other instructional activities;
 - (3) Under what circumstances parents may ask that their children be excused from testing, classroom instruction, and other school experiences the parents may find objectionable;
 - (4) How the school district will provide access to records of students;
 - (5) What the school district's testing policy will be; and
 - (6) How the school district participates in surveys of students and the right of parents to remove their children from such surveys.
 - D. Our attorney has suggested that we wait until next summer to make changes to this policy, as additional revisions may occur prior to the implementation date of July 1, 2025.
 - E. Hearing opened for public input, no community members spoke.
 - F. Additional parental rights specific to Title I of the Every Student Succeeds Act are outlined in Board Policy 6410.
6. Public Comments & Communication
- A. 1 member from the public spoke.
7. Information and Discussion Items
- 7.1. Finance & Facilities Report - Speaker: Dr. Thompson
 - A. The total amount of claims to be approved on the consent agenda by specific fund are listed below:
 - General Fund = \$302,542.49
 - Nutrition Fund = \$1,508.07
 - Cooperative Fund = \$2,282.36
 - Subsidiary Fund = \$5,601.78
 - Special Building Fund = \$133,606.67
 - Senior High Activity Fund = \$46,651.43
 - Junior High Activity Fund = \$2,619.60
 - B. All of these claims were reviewed earlier today by the Finance and Facilities Committee.
 - 7.2. Teaching & Learning Report - Speaker: Mary Luhr, reporting for Beth Nelson and Jared Oswald
 - A. The past month has been busy with finalizing orders, sorting materials, resolving data and decision issues with building principals, completing required state reports, and reviewing federal grant balances for final claims. Jared Oswald is currently attending the PLC Institute in Minneapolis. Each year, we aim to send a group of administrators and teachers to enhance their pedagogical knowledge and explore new approaches to our district's PLC processes.
 - 7.3. Student Programs Report - Speaker: Mary Luhr
 - A. Summer school is being held from June 3 through June 21, 2024. The following schools host the special education classes: Bel Air elementary for K-4 students, Junior High for 5-8 students and Senior High for 9-12 students. 55 special

education students are attending summer school this year. This is the average number each year.

- 7.4. Student Services Report - Speaker: Erik Wilson
 - A. Summer school has been up and running for about a week now and will officially end on June 21st. Our summer AFS graduation ceremony will be held at 6:00 PM on June 20th at the Johnny Carson Theater.
 - B. Summer is typically a time when we try to get a lot of technology/safety projects completed. Our team has been busy working in the buildings and scheduling new installations for Smart boards, security cameras and other tech needs. Interior door locks are also being installed in buildings. Projects are moving along nicely and should be completed by the end of July, so we are ready for the start of the new school year.
 - C. Finally, student handbooks have been revised, and you will see them on the agenda next month as we finalize those for the start of the next school year as well.
- 7.5. Human Resources & Accreditation Report - Speaker: Angie Baumann
 - A. Currently, we are looking to hire a variety of paraprofessionals for the 2024-2025 school year, including classroom, special education, ELL, Title and media paras. In addition, we are seeking applications for a health tech and custodians. There are positions available at all levels, PK-12. Candidates can apply for these positions on our website.
- 7.6. Superintendent's Report - Speaker: Dr. Thompson
 - A. Summer School: We have over 900 students attending summer school, with 27 students at Little Panthers Preschool, 298 students at our elementary schools, 72 middle school and junior high students at the junior high, and 547 students at the senior high school. Summer School focuses primarily on remediation and intervention of reading and math skills at all levels, with the exception of senior high where credit recovery and increased course availability or flexibility are the focus. The costs of summer school are tracked and recovered via the TEEOSA formula.
 - B. Tax Levy: I am aware that community members received their yellow tax valuation postcards last week and that some are frustrated by the increase in their valuations. I want to be clear that schools do not set property valuations. Those are set by the county assessor. The piece that schools have some control over is the property tax levy. I do not know what our property tax levy will be this year. It is much too early for us to tell. However, the Board lowered our levy by 5.5 cents last year and a total of 29.5 cents over the last 13 years. We will do the best that we can to continue that downward trend as we develop our 2024-2025 budget. Keeping in mind that our staff has negotiated a 4% increase in wages for next year which is an increase of approximately \$1.8 million. Property Tax Reform Town Hall with Governor Pillen is scheduled for Thursday, June 13, 4:00 PM at the Norfolk Country Club.
8. Committee Reports
 - 8.1. Facilities & Finance Committee Report - Speaker: Brenda Carhart
 - A. The Facilities & Finance Committee met earlier today. Board members present were Sandy Wolfe and Brenda Carhart.
 - B. The committee reviewed claims and financial reports.

- C. A facilities update was given regarding the Middle School construction, specifically the brick color. Construction has begun and they are trying to get as much done inside as they can before school starts. Construction is currently moving on as scheduled. No summer school is being held at the Middle School.
- D. The committee also discussed lunch prices and recycling buses.
- E. The next Finance and Facilities Committee meeting is scheduled for July 8th, 2024.

8.2. Policy Committee Report - Speaker: Cindy Booth

- A. The Policy Committee met on Wednesday, June 5th. All Committee members were in attendance. We reviewed multiple policy revisions suggested by Perry Law Firm as a result of the 2024 legislative session.
 - Policy 1050--Access to Records was revised to reflect changes resulting from LB 43, which altered Nebraska's Public Records Request Laws. Residents of Nebraska are now entitled to 8 hours of "free" staff time in response to a records requests, but non-residents are entitled to no "free" time.
 - Policy 3130--Purchasing Policies was revised to reflect changes resulting from LB 287. It indicates that employees cannot contract on behalf of themselves, family members or their own business without prior Board approval.
 - Policy 3140--Contracting for Services was revised to reflect changes resulting from LB 1300. It indicates that technology contracts cannot be awarded to companies that are owned or operated by foreign adversaries.
 - Policy 3571--Meal Charge Policy was revised to reflect changes resulting from LB 1329. It indicates that we will not use a debt collection agency or collect interest or fees for outstanding school lunch debt (which NPS has never done).
 - Policy 4141--Teacher Training was revised to reflect changes resulting from LB 1329. It indicates that the defined length of state required trainings will be determined by the Board (rather than the legislature).
 - Policy 5006 -- Option Enrollment Policy was revised to reflect changes resulting from LB 1029. It indicates that students can now option once at elementary level, once at middle level, and once at secondary level.
 - Policy 5008 -- Attendance was revised to reflect changes resulting from LB 1029. It indicates that both physical and mental illnesses may be considered excused absences.
 - Policy 5013 - Preschool Enrollment is a new policy written to reflect changes resulting from LB 71. It outlines our procedures and priorities for preschool enrollment.
 - Policy 5101 - Student Discipline Policy was revised to reflect changes resulting from LB 43 which protects the religious freedom rights of students.
 - Policy 5103 --Tribal Regalia is a new policy written to reflect changes resulting from LB 43. It indicates that members of Native American tribes may wear tribal regalia at school events.
 - Policy 5201 -- Promotion and Retention - Revised to reflect changes resulting from LB 71. It indicates that parents may require their student to retake a grade level in certain circumstances.
 - Policy 5205 -- Graduation - Revised to reflect changes resulting from LB 705. It indicates that completion of the FAFSA or an opt out form is a graduation requirement.

- Policy 6111 -- Classroom Environment - Revised to reflect changes resulting from LB 1329. It indicates that only Gall-Peters or AuthaGraph projection maps will be used.
- Policy 6310 - Textbook Loans - should be rescinded - per LB 705 which shifted the responsibility of the textbook loan program from school districts to NDE.
- Policy 6700 -- Firearm Policy - was only revised to fix a clerical error. The changes in LB 1329 did not apply to school districts our size.
- Policy 8240 -- Membership in School Board Associations - was revised to reflect changes resulting from LB 304. It indicates that we will include a list of the associations and organizations that our school belongs to on our website. We would also include a list of any fees paid to lobbyists-if we had any.
- Policy 8342 -- Designated Method of Giving Notice of Meetings - was revised to reflect changes resulting from LB 287. It indicates that we may give notice via posting on our website and in public spaces if our newspaper is unable to publish our notice on time.
- Policy 8346 -- Public Participation at Board Meeting - was revised to reflect changes resulting from LB 43. It indicates that we will have public comments at all Board meetings starting in July.

B. Our committee recommends the adoption of the first reading of these policies this evening.

8.3. Norfolk Public Schools Foundation Committee Report - Speaker: Brenda Carhart

- A. The Norfolk Public Schools Foundation Board of Directors met on May 20, 2024 at 4:30 p.m. Fifteen board members were present. President Jason Busch called the meeting to order. On May 1st, two NPS teachers were awarded the inaugural ‘Panthers Supporting Panthers Continuing Education Scholarship’ during the Staff Appreciation event. Then at Honors Night on May 16th, the Foundation awarded 58 scholarships to graduates totaling \$73,700. Jason Busch, Lindsay Schellpeper, and Austin Truex presented the scholarships. The Big Give is planned for Tuesday, May 21st. All funds raised by the Foundation will go towards the Panther Packs program.

9. Approve Consent Agenda

Motion to approve the consent agenda at 6:02 PM passed with a motion by Beth Shashikant and a second by Brenda Carhart.

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

Yea: 4, Nay: 0, Absent: 2

9.1. Minutes of Previous Meetings

- A. Minutes from the meeting on May 28, 2024 were reviewed.

9.2. Personnel

9.2.1. Contract Approval

- Claussen, Mark - District School Psychologist
- Dukes, Alicia 5th Grade Teacher, Norfolk Middle School

9.3. Claims

- A. Claims were included and reviewed earlier by our Finance and Facilities Committee.
- B. There are no conflict statements this month.

10. Action Items

10.1. Discuss, consider and take action to set student meal prices for 2024-2025

- A. NPS has not increased school breakfast and lunch prices since before the pandemic. Each year though, our costs to provide those meals increases. We are at a point now where we do need to make a price increase in order to keep our nutrition fund solvent. That said, I am recommending we increase district breakfast prices from \$1.60 to \$1.75 for all grade levels. I am also recommending increasing lunch prices PK-6 to \$3.25 per meal and 7-12 to \$3.35 per meal. The chart below shows the 23/24 prices and recommended 24/25 prices. These increases still put us way below the state recommended price of \$3.85 per lunch. At these prices, if we continue to receive the federal supply chain allowance of approximately \$100,000 for school lunches, the district would break even. If the federal government does not renew the supply chain allowance, the Nutrition Fund would lose approximately \$100,000. We can survive that this year but if that happens, we will need to have a substantial increase in 2025-2026.

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

Motion to set student meal prices for 2024-2025 at 6:05 PM passed with a motion by Brenda Carhart and a second by Beth Shashikant.

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

Yea: 4, Nay: 0, Absent: 2

- 10.2. Discuss, consider and take action to grant permission to recycle route buses #7 and #12
- A. We have 2 old route buses that do not run anymore that we would like to recycle. Bus #7 is a 1993 and bus #12 is a 1997, which makes it hard to get parts and keep them running. We have used what parts we can salvage from them already. We anticipate we can get a couple of thousand dollars at the scrapyards for each of these buses. There just isn't much value left in them to try and sell. This will also free up some space in our back outside storage at the maintenance building.

Motion to grant permission to recycle route buses #7 and #12 at 6:06 PM passed with a motion by Beth Shashikant and a second by Cindy Booth.

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

Yea: 4, Nay: 0, Absent: 2

- 10.3. Discuss, consider and take action to approve the first reading of Board policies: 1050 (Access to Records), 3130 (Purchasing Policies), 3140 (Contracting for Services), 3571 (Meal Charge), 4141 (Teacher Training), 5006 (Option Enrollment), 5008 (Attendance), 5101 (Student Discipline), 5201 (Promotion and Retention), 5205 (Graduation), 6111 (Classroom Environment), 6700 (Firearm Policy), 8240 (Membership in School Board Associations), 8342 (Designated Method of Giving Notice of Meetings) and 8346 (Public Participation at Board Meetings)

- A. These policy revisions were drafted by our school attorney based upon changes in state and/or federal law. The Policy Committee reviewed these revisions and recommended the approval of their first reading.

Motion to approve the first reading of Board policies:1050 (Access to Records), 3130 (Purchasing Policies), 3140 (Contracting for Services), 3571 (Meal Charge), 4141 (Teacher Training), 5006 (Option Enrollment), 5008 (Attendance), 5101 (Student Discipline), 5201 (Promotion and Retention), 5205 (Graduation), 6111 (Classroom Environment), 6700 (Firearm Policy), 8240 (Membership in School Board Associations), 8342 (Designated Method of Giving Notice of Meetings) and 8346 (Public Participation at Board Meetings) at 6:07 PM passed with a motion by Beth Shashikant and a second by Cindy Booth.

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

Yea: 4, Nay: 0, Absent: 2

- 10.4. Discuss, consider and take action to approve the first reading of Board Policy 5013 (Preschool Enrollment)

- A. This is a new policy drafted by our school attorney due to changes in state statute regarding preschool enrollment.
- B. State Statute now allows five-year-old children to remain in preschool for an additional year at the school's discretion. However, due to our limited capacity at Little Panthers Preschool and our desire to serve as many 4-year-old children as possible, we are setting clear criteria to limit the number of 5 years accepted into Little Panthers Preschool.
- C. The Policy Committee has reviewed this policy and recommends the approval of its first reading

Motion to approve the first reading of Board Policy 5013 (Preschool Enrollment) at 6:10 PM passed with a motion by Cindy Booth and a second by Brenda Carhart.

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

Yea: 4, Nay: 0, Absent: 2

- 10.5. Discuss, consider and take action to approve the first reading of Board Policy 5103 (Tribal Regalia)

- A. This is a new policy based upon LB 43's First Freedom Act. It will allow students who are members of an indigenous tribe to wear tribal regalia on school grounds as long as the tribal regalia does not interfere with the educational process or endanger another person.
- B. The Policy Committee reviewed this policy and recommends the approval of its first reading.

Motion to approve the first reading of Board Policy 5103 (Tribal Regalia) at 6:11 PM passed with a motion by Brenda Carhart and a second by Cindy Booth.

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

Yea: 4, Nay: 0, Absent: 2

- 10.6. Discuss, consider and take action to rescind Board Policy 6310 (Textbook Loans)

- A. This policy and practice are no longer necessary, as LB705 shifted the responsibility of the textbook load program from school districts to the Nebraska Department of Education.
- B. The Policy Committee reviewed this policy and recommends that it is rescinded.

Motion to rescind Board Policy 6310 (Textbook Loans) at 6:12 PM passed with a motion by Beth Shashikant and a second by Brenda Carhart.

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

Yea: 4, Nay: 0, Absent: 2

11. Future Meetings

- A. The 2nd monthly meeting of the Board of Education is scheduled for Monday, June 24th, 2024 at Noon. The next regular meeting of the Board of Education will be held on Monday, July 8th, 2024 at 5:30 PM. All components of these meetings will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.

12. Executive Session -- To Discuss Personnel -- As Needed to Protect the Reputation of an Individual

- 12.1. Convene Executive Session -- To Discuss Personnel -- As Needed to Protect the Reputation of an Individual

Motion to Convene Executive Session -- To Discuss Personnel -- As Needed to Protect the Reputation of an Individual at 6:13 PM passed with a motion by Brenda Carhart and a second by Cindy Booth.

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

Yea: 4, Nay: 0, Absent: 2

12.2. Reconvene Meeting from Executive Session

- A. Executive meeting ended at 6:25 PM
- B. Returned to open meeting at 6:26 PM

13. Discuss, consider and take action regarding the resignation of Hayley Gansebom

Resignation: Hayley Gansebom - Speech Language Pathologist

Motion to accept the resignation of Hayley Gansebom pending the hiring of a suitable replacement at 6:26 PM passed with a motion by Beth Shashikant and a second by Cindy Booth.

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

Yea: 4, Nay: 0, Absent: 2

14. Adjournment

- A. The meeting adjourned at 6:26 PM

Chairperson

Superintendent

35	BOMGAARS SUPPLY	RESPIRATOR	01 2610 610 2 001 000	\$64.99
36	BOMGAARS SUPPLY	OVERBOOT	01 2610 610 2 001 000	\$18.49
37	BOMGAARS SUPPLY	SUPPLIES	01 2620 610 1 001 000	\$23.33
38	BOMGAARS SUPPLY	SUPPLIES	01 2620 610 2 001 000	\$23.32
39	BOMGAARS SUPPLY Total			\$213.62
40	CANNON MOSS BRYGGER	BA ADDITION	01 2620 431 1 001 010	\$2,121.03
41	CANNON MOSS BRYGGER Total			\$2,121.03
42	CAPTAL BUSINESS SYSTEMS,	ROOM 611 COPIER	01 2410 340 2 209 001	\$4.68
43	CAPTAL BUSINESS SYSTEMS, Total			\$4.68
44	CARD SERVICES	FOLDERS FOR MATH RESOURCES #13	01 1200 610 1 493 014	\$5.92
45	CARD SERVICES	SUBSCRIPTION RENEWAL #21	01 2410 610 2 209 001	\$12.50
46	CARD SERVICES	SUBSCRIPTION #13	01 2410 643 1 430 014	\$99.00
47	CARD SERVICES Total			\$117.42
48	CDW GOVERNMENT, INC	PROJECTOR LAMP	01 1100 650 1 602 005	\$282.55
49	CDW GOVERNMENT, INC	GOOGLE VOICE ACCTS	01 1200 643 1 004 000	\$153.10
50	CDW GOVERNMENT, INC	GOOGLE VOICE ACCTS	01 1200 643 2 004 000	\$153.09
51	CDW GOVERNMENT, INC	CHROMEBOOKS	01 1200 650 1 004 009	\$129.00
52	CDW GOVERNMENT, INC	CHROMEBOOKS	01 1200 650 1 004 009	\$746.88
53	CDW GOVERNMENT, INC	CHROMEBOOKS	01 6910 610 1 004 000	\$566.02
54	CDW GOVERNMENT, INC	CHROMEBOOKS	01 6910 610 2 004 000	\$566.02
55	CDW GOVERNMENT, INC Total			\$2,596.66
56	CITY OF NORFOLK	WASTE REMOVAL	01 2630 420 1 001 000	\$2.85
57	CITY OF NORFOLK	WASTE REMOVAL	01 2630 420 2 001 000	\$2.85
58	CITY OF NORFOLK	MEALS FAMILY ACTIVITY NIGHT	01 3541 610 1 004 000	\$400.00
59	CITY OF NORFOLK Total			\$405.70
60	CLAUSEN, TAMALA	MAY 2024 MILEAGE	01 2510 333 1 001 000	\$179.56
61	CLAUSEN, TAMALA	MAY 2024 MILEAGE	01 2510 333 2 001 000	\$179.56
62	CLAUSEN, TAMALA	MAY 2024 PAYROLL	01 2510 340 1 001 000	\$1,830.13
63	CLAUSEN, TAMALA	MAY 2024 PAYROLL	01 2510 340 2 001 000	\$1,830.12
64	CLAUSEN, TAMALA Total			\$4,019.37
65	COLE PAPERS INC	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$30,136.58
66	COLE PAPERS INC	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$30,136.57
67	COLE PAPERS INC Total			\$60,273.15
68	CREDIT CARD SERVICES	POSTAGE #CM	01 1100 531 2 116 002	\$13.20
69	CREDIT CARD SERVICES	BOOKS #JO	01 1100 610 1 011 000	\$45.58
70	CREDIT CARD SERVICES	SUPPLIES #TA	01 1100 610 1 104 010	\$35.95
71	CREDIT CARD SERVICES	OFFICE SUPPLIES #TA	01 1100 610 1 104 010	\$12.99
72	CREDIT CARD SERVICES	LAMINATION ROLLS #TA	01 1100 610 1 104 010	\$298.71
73	CREDIT CARD SERVICES	UFLI MANUALS #TA	01 1100 610 1 104 010	\$376.25
74	CREDIT CARD SERVICES	COAT LOCKERS #TA	01 1100 610 1 104 010	\$4,019.25
75	CREDIT CARD SERVICES	SUPPLIES #TA	01 1100 610 1 104 010	\$307.18

76	CREDIT CARD SERVICES	SUPPLIES #TA	01 1100 610 1 104 010	\$19.98
77	CREDIT CARD SERVICES	PINS AND FOLDERS #AMY	01 1100 610 1 201 003	\$102.92
78	CREDIT CARD SERVICES	GREEN TICKETS #AMY	01 1100 610 1 201 003	\$37.27
79	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #AMYB	01 1100 610 1 213 003	\$147.78
80	CREDIT CARD SERVICES	TEACHING SUPPLIES #AMYB	01 1100 610 1 215 003	\$173.40
81	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #AMYB	01 1100 610 1 216 003	\$196.07
82	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #AMYB	01 1100 610 1 216 003	\$197.80
83	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #AMYB	01 1100 610 1 217 003	\$203.64
84	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #AMYB	01 1100 610 1 218 003	\$69.49
85	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #JL	01 1100 610 1 300 004	\$61.97
86	CREDIT CARD SERVICES	FOLDERS	01 1100 610 1 302 004	\$140.00
87	CREDIT CARD SERVICES	COMPOSITION BOOKS #JL	01 1100 610 1 302 004	\$395.96
88	CREDIT CARD SERVICES	PLANNERS AND AGENDAS #JL	01 1100 610 1 302 004	\$214.50
89	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #JL	01 1100 610 1 303 004	\$127.27
90	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #JL	01 1100 610 1 306 004	\$221.43
91	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #JL	01 1100 610 1 315 004	\$141.91
92	CREDIT CARD SERVICES	SUPPLIES #CH	01 1100 610 1 403 014	\$32.01
93	CREDIT CARD SERVICES	SUPPLIES #CH	01 1100 610 1 403 014	\$67.70
94	CREDIT CARD SERVICES	SUPPLIES #CH	01 1100 610 1 403 014	\$35.78
95	CREDIT CARD SERVICES	SUPPLIES #CH	01 1100 610 1 407 014	\$135.92
96	CREDIT CARD SERVICES	HEADPHONE HOLDER #CH	01 1100 610 1 407 014	\$36.97
97	CREDIT CARD SERVICES	TUBA STANDS #CH	01 1100 610 1 418 014	\$455.00
98	CREDIT CARD SERVICES	ROOM DIVIDERS #CH	01 1100 610 1 430 014	\$483.32
99	CREDIT CARD SERVICES	SUPPLIES #CH	01 1100 610 1 430 014	\$10.76
100	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #AH	01 1100 610 1 602 005	\$289.01
101	CREDIT CARD SERVICES	CD'S #RS	01 1100 610 1 701 008	\$60.88
102	CREDIT CARD SERVICES	CHAIR #RS	01 1100 610 1 705 008	-\$168.99
103	CREDIT CARD SERVICES	EXCELLENCE/ACHIEVEMENT PINS	01 1100 610 1 705 008	\$63.42
104	CREDIT CARD SERVICES	LIBRARY MOBILE STORAGE #RS	01 1100 610 1 705 008	\$228.85
105	CREDIT CARD SERVICES	ELECTRIC BALL PUMP #RS	01 1100 610 1 705 008	\$34.98
106	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #RS	01 1100 610 1 709 008	\$22.24
107	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #RS	01 1100 610 1 709 008	\$20.78
108	CREDIT CARD SERVICES	GENERAL SUPPLIES #TL	01 1100 610 1 802 009	\$119.10
109	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #BS	01 1100 610 1 902 012	\$99.99
110	CREDIT CARD SERVICES	SUPPLIES #BS	01 1100 610 1 903 012	\$190.89
111	CREDIT CARD SERVICES	STAPLE GUN #BS	01 1100 610 1 904 012	\$10.69
112	CREDIT CARD SERVICES	GORILLA GLUE #BS	01 1100 610 1 904 012	\$7.33
113	CREDIT CARD SERVICES	SUPPLIES #BS	01 1100 610 1 907 012	\$142.55
114	CREDIT CARD SERVICES	SUPPLIES #BS	01 1100 610 1 907 012	\$97.68
115	CREDIT CARD SERVICES	FILE FOLDER BIN #BS	01 1100 610 1 910 012	\$20.00
116	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #BS	01 1100 610 1 913 012	\$174.34

117	CREDIT CARD SERVICES	FILE FOLDER BIN #BS	01 1100 610 1 914 012	\$19.99
118	CREDIT CARD SERVICES	TIMERS #JO	01 1100 610 2 028 000	\$314.28
119	CREDIT CARD SERVICES	PROJECTOR LAMP #BV	01 1100 610 2 106 002	\$100.64
120	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #CM	01 1100 610 2 109 002	\$47.28
121	CREDIT CARD SERVICES	SUPPLIES #CM	01 1100 610 2 109 002	\$175.37
122	CREDIT CARD SERVICES	GROUND BEEF #BV	01 1100 610 2 111 002	\$85.80
123	CREDIT CARD SERVICES	TABLE COVERS #CM	01 1100 610 2 111 002	\$15.98
124	CREDIT CARD SERVICES	PASTA LAB #CM	01 1100 610 2 111 002	\$14.54
125	CREDIT CARD SERVICES	GUEST DAY SUPPLIES #CM	01 1100 610 2 111 002	\$149.26
126	CREDIT CARD SERVICES	EXTENSION CORD #CM	01 1100 610 2 117 002	-\$6.99
127	CREDIT CARD SERVICES	EXTENSION CORD #CM	01 1100 610 2 117 002	\$26.94
128	CREDIT CARD SERVICES	STUDENT SUPPLIES #CM	01 1100 610 2 133 002	\$214.30
129	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #CM	01 1100 610 2 134 002	\$38.45
130	CREDIT CARD SERVICES	CLASSROOM SUPPLIES #CM	01 1100 610 2 134 002	\$45.85
131	CREDIT CARD SERVICES	GROW LIGHTS/HYDROPONICS #CM	01 1100 610 2 137 002	\$116.98
132	CREDIT CARD SERVICES	STUDENT SUPPLIES #CM	01 1100 610 2 138 002	\$251.44
133	CREDIT CARD SERVICES	SUMMER SCHOOL SUPPLIES #CM	01 1100 610 2 141 002	\$51.04
134	CREDIT CARD SERVICES	ART SUPPLIES #JS	01 1100 610 2 224 001	\$224.92
135	CREDIT CARD SERVICES	BOOKS #JO	01 1100 640 1 028 000	\$200.20
136	CREDIT CARD SERVICES	TAKE HOME FOLDERS #BS	01 1100 640 1 904 012	\$294.00
137	CREDIT CARD SERVICES	BOOK #BS	01 1100 640 1 904 012	\$17.99
138	CREDIT CARD SERVICES	ON-LINE PLANBOOK SUBSCRIPTION	01 1100 643 1 302 004	\$192.00
139	CREDIT CARD SERVICES	ONLINE SUBSCRIPTION RENEWAL	01 1100 643 2 212 001	\$72.00
140	CREDIT CARD SERVICES	MAINTENANCE SUPPLIES #MJ	01 1190 610 1 163 021	\$40.68
141	CREDIT CARD SERVICES	OFFICE SUPPLIES #MJ	01 1190 610 1 163 021	\$103.04
142	CREDIT CARD SERVICES	MUSIC OUTLET REPAIR #MJ	01 1190 610 1 163 021	\$14.00
143	CREDIT CARD SERVICES	UMMER SCHOOL SNACKS #ML	01 1200 610 1 004 000	\$70.34
144	CREDIT CARD SERVICES	SUPPLIES #ML	01 1200 610 1 004 000	\$123.65
145	CREDIT CARD SERVICES	OFFICE SUPPLIES #TA	01 1200 610 1 155 010	\$29.99
146	CREDIT CARD SERVICES	STUDENT SUPPLIES #AMYB	01 1200 610 1 254 003	\$212.94
147	CREDIT CARD SERVICES	SEL MATERIALS #AMYB	01 1200 610 1 254 003	\$365.57
148	CREDIT CARD SERVICES	SUPPLIES #TL	01 1200 610 1 823 009	\$136.68
149	CREDIT CARD SERVICES	SUPPLIES #ML	01 1200 610 2 004 000	\$123.64
150	CREDIT CARD SERVICES	TV/WALL MOUNT/CHROME CAST #CM	01 1200 610 2 004 002	\$248.00
151	CREDIT CARD SERVICES	TEACHER SUPPLIES #CM	01 1200 610 2 194 002	\$37.86
152	CREDIT CARD SERVICES	ADULT TRANSITION SUPPLIES #JS	01 1200 610 2 258 001	\$114.91
153	CREDIT CARD SERVICES	STUDENT INCENTIVES #JS	01 1200 610 2 290 001	\$230.83
154	CREDIT CARD SERVICES	STUDENT INCENTIVES #JS	01 1200 610 2 290 001	\$198.87
155	CREDIT CARD SERVICES	POSTAGE #CH	01 2120 531 1 404 014	\$837.55
156	CREDIT CARD SERVICES	SUPPLIES #TL	01 2120 610 1 816 009	\$29.90
157	CREDIT CARD SERVICES	CE COURSE #ML	01 2151 330 1 004 000	\$59.00

158	CREDIT CARD SERVICES	HEADSET MICROPHONE SYSTEM #ML	01 2151 610 2 004 001	\$117.58
159	CREDIT CARD SERVICES	CAREER FAIR #AB	01 2210 810 1 901 000	\$75.00
160	CREDIT CARD SERVICES	CAREER FAIR #AB	01 2210 810 2 901 000	\$75.00
161	CREDIT CARD SERVICES	SUPPLIES #BS	01 2220 610 1 904 012	\$93.95
162	CREDIT CARD SERVICES	MONITORS #EW	01 2230 650 1 005 000	\$3,497.22
163	CREDIT CARD SERVICES	MONITORS #EW	01 2230 650 2 005 000	\$3,497.22
164	CREDIT CARD SERVICES	AWARD FOR EXCELLENCE #AMY	01 2310 610 1 001 000	\$98.58
165	CREDIT CARD SERVICES	OUTDOOR BENCH/AFE C RUBIO	01 2310 610 1 001 000	\$150.75
166	CREDIT CARD SERVICES	AWARD FOR EXCELLENCE #TA	01 2310 610 1 001 000	\$20.28
167	CREDIT CARD SERVICES	AFE/G OBERMIRE #TA	01 2310 610 1 001 000	\$222.49
168	CREDIT CARD SERVICES	AFE/J SPANEL #CM	01 2310 610 1 001 000	\$233.06
169	CREDIT CARD SERVICES	PINS #JJT	01 2310 610 1 010 000	\$999.49
170	CREDIT CARD SERVICES	AWARD FOR EXCELLENCE #AMY	01 2310 610 2 001 000	\$98.58
171	CREDIT CARD SERVICES	OUTDOOR BENCH/AFE C RUBIO	01 2310 610 2 001 000	\$150.75
172	CREDIT CARD SERVICES	AWARD FOR EXCELLENCE #TA	01 2310 610 2 001 000	\$20.27
173	CREDIT CARD SERVICES	AFE/G OBERMIRE #TA	01 2310 610 2 001 000	\$222.48
174	CREDIT CARD SERVICES	AFE/J SPANEL #CM	01 2310 610 2 001 000	\$233.05
175	CREDIT CARD SERVICES	PINS #JJT	01 2310 610 2 010 000	\$999.49
176	CREDIT CARD SERVICES	PHOTOS #JJT	01 2310 890 1 033 000	\$3.36
177	CREDIT CARD SERVICES	PHOTOS #JJT	01 2310 890 2 033 000	\$3.36
178	CREDIT CARD SERVICES	ENVELOPES #CM	01 2410 531 2 141 002	\$2,076.70
179	CREDIT CARD SERVICES	STAMPED ENVELOPES #JE	01 2410 531 2 209 001	\$3,486.95
180	CREDIT CARD SERVICES	COPY PAPER #JS	01 2410 610 2 209 001	\$46.35
181	CREDIT CARD SERVICES	ZIP TIES #CM	01 2410 650 2 141 002	\$7.88
182	CREDIT CARD SERVICES	JOB POSTING #AB	01 2510 540 1 901 000	\$187.00
183	CREDIT CARD SERVICES	JOB POSTING #AB	01 2510 540 2 901 000	\$187.00
184	CREDIT CARD SERVICES	BOE MEAL #EW	01 2510 890 1 001 000	\$35.14
185	CREDIT CARD SERVICES	BOE MEAL #EW	01 2510 890 2 001 000	\$35.13
186	CREDIT CARD SERVICES	MAINT SUPPLIES #MH	01 2620 610 1 001 000	\$112.01
187	CREDIT CARD SERVICES	MAINT SUPPLIES #MH	01 2620 610 2 001 000	\$112.00
188	CREDIT CARD SERVICES	SUPPLIES #MH	01 2630 610 1 001 000	\$54.97
189	CREDIT CARD SERVICES	SUPPLIES #MH	01 2630 610 2 001 000	\$54.97
190	CREDIT CARD SERVICES	VEHICLE SUPPLIES #MH	01 2650 610 1 001 000	\$22.22
191	CREDIT CARD SERVICES	VEHICLE SUPPLIES #MH	01 2650 610 2 001 000	\$22.22
192	CREDIT CARD SERVICES	BOOK ST. PAULS #JO	01 6310 640 1 028 000	\$35.48
193	CREDIT CARD SERVICES	EARLY INTERVENTION HANDBOOKS	01 6416 610 1 017 000	\$548.57
194	CREDIT CARD SERVICES	BOOSTER CABLES AND POWER PACK	01 6700 610 2 028 001	\$947.98
195	CREDIT CARD SERVICES	RATCHETING TAP AND DIE SET #JS	01 6700 610 2 028 001	\$248.70
196	CREDIT CARD SERVICES	ROTARY WELDER #JS	01 6700 610 2 028 001	\$499.99
197	CREDIT CARD SERVICES	BELT/DISC SANDER #JS	01 6700 610 2 028 002	\$2,099.00
198	CREDIT CARD SERVICES	PROJECT MATERIALS #ML	01 6910 610 1 004 000	\$370.35

199	CREDIT CARD SERVICES	STUDENT SUPPLIES #ML	01 6910 610 1 004 000	\$418.62
200	CREDIT CARD SERVICES	SCHOOL SUPPLIES #ML	01 6910 610 1 004 000	\$3.00
201	CREDIT CARD SERVICES	PROJECT MATERIALS #ML	01 6910 610 2 004 000	\$370.35
202	CREDIT CARD SERVICES	STUDENT SUPPLIES #ML	01 6910 610 2 004 000	\$418.62
203	CREDIT CARD SERVICES	SCHOOL SUPPLIES #ML	01 6910 610 2 004 000	\$3.00
204	CREDIT CARD SERVICES	STEM MATERIALS ST. PAULS #JO	01 6969 610 1 028 000	\$402.39
205	CREDIT CARD SERVICES	STEAM ACTIVITIES #JO	01 6969 610 1 028 000	\$36.37
206	CREDIT CARD SERVICES	STEM MATERIALS ST. PAULS #JO	01 6969 610 1 028 000	\$19.99
207	CREDIT CARD SERVICES	3D PRINTING SUPPLIES #CH	01 6988 610 2 001 002	\$1,743.33
208	CREDIT CARD SERVICES	VRC FIELD KIT #CH	01 6988 610 2 001 002	\$779.92
209	CREDIT CARD SERVICES	SUMMER AFTERSHOCK SUPPLIES #CH	01 6989 610 1 001 014	\$1,269.10
210	CREDIT CARD SERVICES	SUMMER AFTERSHOCK SUPPLIES #CH	01 6989 610 2 001 002	\$1,269.09
211	CREDIT CARD SERVICES	MENTAL HEALTH CONF #BV	01 6998 330 2 004 002	\$1,020.00
212	CREDIT CARD SERVICES	MENTAL HEALTH CONFERENCE	01 6998 580 2 004 002	\$2,481.02
213	CREDIT CARD SERVICES	CALMING SPACE #CH	01 6998 610 1 004 014	\$718.00
214	CREDIT CARD SERVICES	CALMING SPACE #CH	01 6998 610 1 004 014	\$665.72
215	CREDIT CARD SERVICES	CALMING SPACE #CH	01 6998 610 1 004 014	\$833.75
216	CREDIT CARD SERVICES	CALMING SPACE #CH	01 6998 610 1 004 014	\$3,392.98
217	CREDIT CARD SERVICES	CALMING SPACE #CH	01 6998 610 1 004 014	\$221.20
218	CREDIT CARD SERVICES	CALMING SPACE #CH	01 6998 610 1 004 014	\$282.75
219	CREDIT CARD SERVICES	MENTAL HEALTH GRANT SUPPLIES	01 6998 610 2 004 002	\$244.19
220	CREDIT CARD SERVICES	FISH TANKS #CM	01 6998 610 2 004 002	\$347.97
221	CREDIT CARD SERVICES Total			\$54,815.34
222	CUSTOM SPORTS	SIXPENCE SHIRTS	01 3541 610 1 004 000	\$615.00
223	CUSTOM SPORTS Total			\$615.00
224	DELL MARKETING L.P.	DELL SPEAKERPHONE	01 1200 610 2 291 001	\$61.99
225	DELL MARKETING L.P. Total			\$61.99
226	DITTER, KERSTIN	STAFF MILEAGE	01 3541 333 1 004 000	\$49.98
227	DITTER, KERSTIN	MILEAGE	01 3541 333 1 004 000	\$19.63
228	DITTER, KERSTIN Total			\$69.61
229	ECHO GROUP INC	BULBS	01 2620 610 1 001 000	\$248.20
230	ECHO GROUP INC	BALLAST	01 2620 610 1 001 000	\$265.88
231	ECHO GROUP INC	BATTERIES	01 2620 610 1 001 003	\$83.70
232	ECHO GROUP INC	BULBS	01 2620 610 1 001 008	\$350.40
233	ECHO GROUP INC	BULBS	01 2620 610 1 001 012	\$175.20
234	ECHO GROUP INC	BULBS	01 2620 610 2 001 000	\$248.20
235	ECHO GROUP INC	SUPPLIES	01 2620 610 2 001 001	\$328.70
236	ECHO GROUP INC Total			\$1,700.28
237	ELKHORN VALLEY BANK	NEW TEACHER LUNCHEON ROOM	01 2310 890 1 001 000	\$250.00
238	ELKHORN VALLEY BANK Total			\$250.00
239	EPS OPERATIONS, LLC	SKILL BOOKS AND TEACHER GUIDES	01 1100 640 1 028 000	\$3,146.11

240	EPS OPERATIONS, LLC	SKILL BOOKS AND TEACHER GUIDES	01 1125 640 1 004 005	\$429.03
241	EPS OPERATIONS, LLC Total			\$3,575.14
242	ESU 8	SRS CHARGES	01 1200 350 1 004 000	\$4,687.00
243	ESU 8	SRS CHARGES	01 1200 350 2 004 000	\$4,687.00
244	ESU 8	EMPLOYEE TRAINING	01 6310 330 1 028 000	\$160.00
245	ESU 8 Total			\$9,534.00
246	ETC MONTESSORI	WRITING PROMPTS LEVEL 9-12	01 1100 610 1 602 005	\$27.42
247	ETC MONTESSORI	WRITING PROMPTS LEVEL 9-12	01 1100 610 1 664 005	\$7.58
248	ETC MONTESSORI Total			\$35.00
249	FASTENAL INDUSTRIAL	GENERAL SUPPLIES	01 2650 610 1 001 000	\$11.59
250	FASTENAL INDUSTRIAL	GENERAL SUPPLIES	01 2650 610 2 001 000	\$11.59
251	FASTENAL INDUSTRIAL Total			\$23.18
252	FIRST BOOK MARKETPLACE	BOOKS FOR FAN AND HOME VISITS	01 3541 610 1 004 000	\$1,141.56
253	FIRST BOOK MARKETPLACE Total			\$1,141.56
254	FLOOR MAINTENANCE	FLOOR STRIPPING PAD	01 2610 610 1 001 000	\$73.37
255	FLOOR MAINTENANCE	FLOOR STRIPPING PAD	01 2610 610 2 001 000	\$73.37
256	FLOOR MAINTENANCE Total			\$146.74
257	GENERAL FIRE AND SAFETY	FIRE SUPPRESSION SYSTEM	01 2710 340 1 001 000	\$107.00
258	GENERAL FIRE AND SAFETY	FIRE SUPPRESSION SYSTEM	01 2710 340 2 001 000	\$107.00
259	GENERAL FIRE AND SAFETY Total			\$214.00
260	GRAINGER	CARTRIDGES	01 2620 610 1 001 000	\$125.74
261	GRAINGER	CARTRIDGES	01 2620 610 2 001 000	\$125.74
262	GRAINGER Total			\$251.48
263	INDIGENOUS REFLECTIONS INC	CULTURAL ACTIVITIES	01 6910 610 1 004 000	\$574.28
264	INDIGENOUS REFLECTIONS INC	CULTURAL ACTIVITIES	01 6910 610 2 004 000	\$574.28
265	INDIGENOUS REFLECTIONS INC Total			\$1,148.56
266	J W PEPPER, INC	MUSIC	01 1100 610 2 116 002	\$109.99
267	J W PEPPER, INC	MUSIC	01 1100 610 2 116 002	\$1.95
268	J W PEPPER, INC	MUSIC	01 1100 610 2 116 002	\$64.50
269	J W PEPPER, INC Total			\$176.44
270	KELLY SUPPLY COMPANY	BELTS	01 2610 610 2 001 001	\$19.76
271	KELLY SUPPLY COMPANY	PVC CAPS	01 2620 610 1 001 000	\$46.86
272	KELLY SUPPLY COMPANY	PVC CAPS	01 2620 610 1 001 014	\$11.26
273	KELLY SUPPLY COMPANY	PVC CAPS	01 2620 610 2 001 000	\$46.86
274	KELLY SUPPLY COMPANY Total			\$124.74
275	KING'S LANES	AFTERSHOCK CLUB	01 6989 610 1 001 014	\$326.88
276	KING'S LANES Total			\$326.88
277	LAKESHORE LEARNING	FAMILY ACTIVITIES/HOME VISITS	01 3541 610 1 004 000	\$606.83
278	LAKESHORE LEARNING Total			\$606.83
279	LOVE SIGNS, INC	SIGNAGE	01 3541 610 1 004 000	\$607.58
280	LOVE SIGNS, INC	SIGNAGE	01 6416 610 1 017 000	\$1,215.14

281	LOVE SIGNS, INC Total				\$1,822.72
282	LUNCHTIME SOLUTIONS, INC.	STUDENT TEACHER MEALS	01	1100 890 1 001 000	\$400.08
283	LUNCHTIME SOLUTIONS, INC.	STUDENT TEACHER MEALS	01	1100 890 2 001 000	\$400.08
284	LUNCHTIME SOLUTIONS, INC. Total				\$800.16
285	MARATHON PRESS INC	GRADUATION PROGRAMS	01	2490 610 2 209 001	\$740.00
286	MARATHON PRESS INC Total				\$740.00
287	MATHESON TRI-GAS INC.	WELDER REPAIR	01	1100 610 2 211 001	\$104.49
288	MATHESON TRI-GAS INC. Total				\$104.49
289	MATTER HACKERS, INC	BAMBU LAB EDU BUNDLE	01	6988 610 2 001 002	\$7,860.00
290	MATTER HACKERS, INC Total				\$7,860.00
291	MENARDS	SUPPLIES	01	2610 610 1 001 000	\$4.86
292	MENARDS	SUPPLIES	01	2610 610 1 001 000	\$4.92
293	MENARDS	SUPPLIES	01	2610 610 1 001 000	\$17.00
294	MENARDS	SUPPLIES	01	2610 610 1 001 000	\$9.99
295	MENARDS	SUPPLIES	01	2610 610 2 001 000	\$4.85
296	MENARDS	SUPPLIES	01	2610 610 2 001 000	\$4.91
297	MENARDS	SUPPLIES	01	2610 610 2 001 000	\$16.99
298	MENARDS	SUPPLIES	01	2610 610 2 001 000	\$9.99
299	MENARDS	CAULK, PRIMER	01	2620 610 1 001 000	\$10.22
300	MENARDS	PAINTING SUPPLIES	01	2620 610 1 001 000	\$48.09
301	MENARDS	SUPPLIES	01	2620 610 1 001 000	\$33.70
302	MENARDS	SUPPLIES	01	2620 610 1 001 000	\$4.55
303	MENARDS	DIVERTER HANDLE	01	2620 610 1 001 000	\$7.98
304	MENARDS	SUPPLIES	01	2620 610 1 001 000	\$29.95
305	MENARDS	DEHUMIDIFIER	01	2620 610 1 001 000	\$950.00
306	MENARDS	SUPPLIES	01	2620 610 1 001 000	\$57.39
307	MENARDS	WATER PUMP	01	2620 610 1 001 000	\$26.75
308	MENARDS	PAINTING SUPPLIES	01	2620 610 1 001 004	\$47.80
309	MENARDS	SUPPLIES	01	2620 610 1 001 004	\$24.99
310	MENARDS	CAULK, PRIMER	01	2620 610 2 001 000	\$10.22
311	MENARDS	PAINTING SUPPLIES	01	2620 610 2 001 000	\$48.09
312	MENARDS	SUPPLIES	01	2620 610 2 001 000	\$33.70
313	MENARDS	SUPPLIES	01	2620 610 2 001 000	\$4.55
314	MENARDS	DIVERTER HANDLE	01	2620 610 2 001 000	\$7.98
315	MENARDS	SUPPLIES	01	2620 610 2 001 000	\$29.95
316	MENARDS	DEHUMIDIFIER	01	2620 610 2 001 000	\$949.99
317	MENARDS	SUPPLIES	01	2620 610 2 001 000	\$57.38
318	MENARDS	WATER PUMP	01	2620 610 2 001 000	\$26.74
319	MENARDS	SUMP PUMPS	01	2620 610 2 001 001	\$331.56
320	MENARDS	SUPPLIES	01	2620 610 2 001 002	\$119.88
321	MENARDS Total				\$2,934.97

322	NCS PEARSON	Q-INTERACTIVE	01 2141 610 1 014 000	\$16.65
323	NCS PEARSON	Q-INTERACTIVE	01 2141 610 1 014 000	\$36.63
324	NCS PEARSON	Q-INTERACTIVE	01 2141 610 1 014 000	\$28.31
325	NCS PEARSON	Q-INTERACTIVE	01 2141 610 1 014 000	\$28.04
326	NCS PEARSON	Q-INTERACTIVE	01 2141 610 2 014 000	\$16.65
327	NCS PEARSON	Q-INTERACTIVE	01 2141 610 2 014 000	\$36.63
328	NCS PEARSON	Q-INTERACTIVE	01 2141 610 2 014 000	\$28.30
329	NCS PEARSON	Q-INTERACTIVE	01 2141 610 2 014 000	\$28.03
330	NCS PEARSON	Q-INTERACTIVE	01 2142 610 1 014 000	\$3.70
331	NCS PEARSON	Q-INTERACTIVE	01 2142 610 1 014 000	\$8.14
332	NCS PEARSON	Q-INTERACTIVE	01 2142 610 1 014 000	\$6.24
333	NCS PEARSON	Q-INTERACTIVE	01 2142 610 1 014 000	\$6.29
334	NCS PEARSON Total			\$243.61
335	NEBRASKA APPLIANCE CENTER	FRIDGE	01 2510 610 1 001 000	\$339.50
336	NEBRASKA APPLIANCE CENTER	FRIDGE	01 2510 610 2 001 000	\$339.50
337	NEBRASKA APPLIANCE CENTER Total			\$679.00
338	NEBRASKA FFA ASSOCIATION	DUES AND FEES	01 1100 810 2 208 001	\$18.00
339	NEBRASKA FFA ASSOCIATION Total			\$18.00
340	NEBRASKA SAFETY CENTER	TRANSPORTATION COURSES	01 2570 890 1 001 000	\$250.00
341	NEBRASKA SAFETY CENTER	TRANSPORTATION COURSES	01 2570 890 2 001 000	\$250.00
342	NEBRASKA SAFETY CENTER Total			\$500.00
343	NORFOLK DAILY NEWS	ADS	01 2310 540 1 001 000	\$11.43
344	NORFOLK DAILY NEWS	TEACHER	01 2310 540 1 010 000	\$297.50
345	NORFOLK DAILY NEWS	AD FOR OPEN BOE SEAT	01 2310 540 1 010 000	\$66.47
346	NORFOLK DAILY NEWS	ADS	01 2310 540 2 001 000	\$11.43
347	NORFOLK DAILY NEWS	TEACHER	01 2310 540 2 010 000	\$297.50
348	NORFOLK DAILY NEWS	AD FOR OPEN BOE SEAT	01 2310 540 2 010 000	\$66.46
349	NORFOLK DAILY NEWS	ADS	01 2510 540 1 001 000	\$128.57
350	NORFOLK DAILY NEWS	ADS	01 2510 540 1 901 000	\$268.36
351	NORFOLK DAILY NEWS	ADS	01 2510 540 2 001 000	\$128.56
352	NORFOLK DAILY NEWS	ADS	01 2510 540 2 901 000	\$268.36
353	NORFOLK DAILY NEWS Total			\$1,544.64
354	NORFOLK WINSUPPLY	SUPPLIES	01 2620 610 1 001 000	\$51.90
355	NORFOLK WINSUPPLY	SUPPLIES	01 2620 610 1 001 000	\$19.70
356	NORFOLK WINSUPPLY	SUPPLIES	01 2620 610 1 001 000	\$9.14
357	NORFOLK WINSUPPLY	SUPPLIES	01 2620 610 1 001 004	\$74.33
358	NORFOLK WINSUPPLY	SUPPLIES	01 2620 610 1 001 014	\$133.51
359	NORFOLK WINSUPPLY	SUPPLIES	01 2620 610 1 001 014	\$4.89
360	NORFOLK WINSUPPLY	SUPPLIES	01 2620 610 2 001 000	\$51.89
361	NORFOLK WINSUPPLY	SUPPLIES	01 2620 610 2 001 000	\$19.70
362	NORFOLK WINSUPPLY	SUPPLIES	01 2620 610 2 001 000	\$9.14

363	NORFOLK WINSUPPLY Total								\$374.20
364	ONE CALL CONCEPTS, INC	LOCATE FEES	01	2620	431	1	001	000	\$4.19
365	ONE CALL CONCEPTS, INC	LOCATE FEES	01	2620	431	2	001	000	\$4.19
366	ONE CALL CONCEPTS, INC Total								\$8.38
367	PERMA BOUND	LIBRARY BOOKS	01	2220	640	1	423	014	\$70.96
368	PERMA BOUND	BOOKS & PERIODICALS	01	2220	640	2	106	002	\$132.85
369	PERMA BOUND	BOOKS & PERIODICALS	01	2220	640	2	106	002	\$92.94
370	PERMA BOUND Total								\$296.75
371	PETERSON, DAVE	SPED TRANSPORTATION	01	1200	580	2	004	000	\$51.03
372	PETERSON, DAVE Total								\$51.03
373	POLLARD PUMPING	JET LINE	01	2620	431	1	001	000	\$122.50
374	POLLARD PUMPING	JET LINE	01	2620	431	1	001	014	\$435.00
375	POLLARD PUMPING	JET LINE	01	2620	431	2	001	000	\$122.50
376	POLLARD PUMPING	JET LINE	01	2620	431	2	001	001	\$570.00
377	POLLARD PUMPING Total								\$1,250.00
378	PRIORITY COMMUNICATIONS	INTERCOM REPAIR	01	1190	340	1	163	021	\$180.00
379	PRIORITY COMMUNICATIONS	LABOR PHONE SERVICE	01	2410	340	1	430	014	\$70.00
380	PRIORITY COMMUNICATIONS Total								\$250.00
381	RASMUSSEN MECHANICAL	COOLING TOWER PUMP	01	2620	431	1	001	014	\$7,024.62
382	RASMUSSEN MECHANICAL Total								\$7,024.62
383	S AND S WORLDWIDE	COOP ORDER SUPPLIES	01	1100	610	2	224	001	\$4.48
384	S AND S WORLDWIDE Total								\$4.48
385	SCHOLASTIC, INC.	BOOKS FOR FAN	01	3541	610	1	004	000	\$413.64
386	SCHOLASTIC, INC. Total								\$413.64
387	SCHOOL SPECIALTY, LLC	COOP ORDER SUPPLES	01	1100	610	2	206	001	\$0.92
388	SCHOOL SPECIALTY, LLC	COOP ORDER SUPPLES	01	1100	610	2	227	001	\$0.92
389	SCHOOL SPECIALTY, LLC	COOP ORDER SUPPLES	01	2120	610	2	228	001	\$7.17
390	SCHOOL SPECIALTY, LLC Total								\$9.01
391	SEESAW	SEESAW LICENSE	01	1100	610	1	705	008	\$2,412.50
392	SEESAW Total								\$2,412.50
393	SMITH, JOANNA	CONTINUING EDUCATION	01	6310	330	1	028	000	\$165.00
394	SMITH, JOANNA	CONTINUING EDUCATION	01	6310	333	1	028	000	\$208.00
395	SMITH, JOANNA	CONTINUING EDUCATION	01	6969	333	1	028	000	\$68.65
396	SMITH, JOANNA Total								\$441.65
397	SOFTWARE UNLIMITED	E.WILSON USER PRORATED	01	2510	340	1	001	000	\$97.00
398	SOFTWARE UNLIMITED Total								\$97.00
399	WEST MUSIC COMPANY	MARACAS	01	1100	610	1	202	003	\$13.95
400	WEST MUSIC COMPANY Total								\$13.95
401	WILLIAM V. MACGILL	GENERAL SUPPLIES	01	2130	610	2	147	002	\$454.52
402	WILLIAM V. MACGILL Total								\$454.52
403	WINNERS CIRCLE	MAROON PLASTIC PLATES	01	1100	610	1	904	012	\$45.12

404	WINNERS CIRCLE Total				\$45.12
405	WOODRIVER ENERGY LLC	NATURAL GAS	01 2610 621 1 001 000		\$366.51
406	WOODRIVER ENERGY LLC	NATURAL GAS	01 2610 621 1 001 003		\$142.09
407	WOODRIVER ENERGY LLC	NATURAL GAS	01 2610 621 1 001 004		\$277.73
408	WOODRIVER ENERGY LLC	NATURAL GAS	01 2610 621 1 001 005		\$482.38
409	WOODRIVER ENERGY LLC	NATURAL GAS	01 2610 621 1 001 008		\$1,205.41
410	WOODRIVER ENERGY LLC	NATURAL GAS	01 2610 621 1 001 009		\$396.36
411	WOODRIVER ENERGY LLC	NATURAL GAS	01 2610 621 1 001 010		\$424.05
412	WOODRIVER ENERGY LLC	NATURAL GAS	01 2610 621 1 001 012		\$456.60
413	WOODRIVER ENERGY LLC	NATURAL GAS	01 2610 621 1 001 014		\$760.81
414	WOODRIVER ENERGY LLC	NATURAL GAS	01 2610 621 1 001 021		\$893.89
415	WOODRIVER ENERGY LLC	NATURAL GAS	01 2610 621 2 001 000		\$366.51
416	WOODRIVER ENERGY LLC	NATURAL GAS	01 2610 621 2 001 001		\$1,581.62
417	WOODRIVER ENERGY LLC	NATURAL GAS	01 2610 621 2 001 002		\$3,319.23
418	WOODRIVER ENERGY LLC Total				\$10,673.19
419	Grand Total				\$209,919.24
420					
421					
422	NUTRITION FUND				
423	BECKMAN, LEAH	LUNCH ACCT REFUND	02 3100 890 0 001 000		\$6.45
424	BECKMAN, LEAH Total				\$6.45
425	HEARTLAND FIRE PROTECTION	SEMI-ANNUAL RECERTIFICATION	02 3100 340 1 001 021		\$384.00
426	HEARTLAND FIRE PROTECTION Total				\$384.00
427	LUNCHTIME SOLUTIONS, INC.	MAY MEALS	02 3100 340 1 001 000		\$128,604.75
428	LUNCHTIME SOLUTIONS, INC.	INVENTORY LOSS	02 3100 340 1 001 000		\$466.99
429	LUNCHTIME SOLUTIONS, INC.	MAY MEALS	02 3100 340 2 001 000		\$128,604.75
430	LUNCHTIME SOLUTIONS, INC.	INVENTORY LOSS	02 3100 340 2 001 000		\$466.98
431	LUNCHTIME SOLUTIONS, INC. Total				\$258,143.47
432	MAJOR REFRIGERATION	REFRIGERATOR WITH INSTALL	02 3100 610 1 001 005		\$4,190.00
433	MAJOR REFRIGERATION	REFRIGERATOR STARTER	02 3100 610 2 001 002		\$180.03
434	MAJOR REFRIGERATION Total				\$4,370.03
435	SHERWIN-WILLIAMS	PAINT FOR KITCHEN WALLS	02 3100 610 1 001 004		\$153.10
436	SHERWIN-WILLIAMS Total				\$153.10
437	TERNUS, NICOLE	LUNCH ACCT REFUND	02 3100 890 0 001 000		\$45.80
438	TERNUS, NICOLE Total				\$45.80
439	Grand Total				\$263,102.85
440					
441					
442	COOPERATIVE FUND				
443	CREDIT CARD SERVICES	FIRE SAFETY LUNCH DAY #ML	04 1200 610 1 004 000		\$95.88
444	CREDIT CARD SERVICES	FIRE SAFETY LUNCH DAY #ML	04 1200 610 2 004 000		\$95.88

486	NPS-FOUNDATION	DUAL CREDIT CK	05 2900 610 0 064 000	\$28,889.44
487	NPS-FOUNDATION Total			\$28,889.44
488	SCHOLASTIC, INC	PLEASURE READING BOOKS	05 2900 610 0 073 000	\$582.20
489	SCHOLASTIC, INC Total			\$582.20
490	WINNERS CIRCLE	SUNSHINE PLAQUE	05 2900 610 0 076 000	\$39.54
491	WINNERS CIRCLE Total			\$39.54
492	Grand Total			\$51,774.70
493				
494				
495	DEPRECIATION FUND			
496	BAXTER'S CONSTRUCTION LLC	INSTALL CABINETS	06 2900 340 1 001 012	\$1,074.00
497	BAXTER'S CONSTRUCTION LLC Total			\$1,074.00
498	Grand Total			\$1,074.00
499				
500				
501	SPECIAL BUILDING FUND			
502	CANNON MOSS BRYGGER	MIDDLE SCHOOL ADDITION	08 2620 720 1 001 014	\$14,574.00
503	CANNON MOSS BRYGGER Total			\$14,574.00
504	Grand Total			\$14,574.00
505				
506				
507	SENIOR HIGH ACTIVITY FUND			
508	AGPARTS WORLDWIDE, INC	CHROMEBOOK PARTS	13 2900 610 2 230 001	\$683.00
509	AGPARTS WORLDWIDE, INC Total			\$683.00
510	ASCHOFF, JORDAN	LIONS CLUB	13 2900 610 2 591 001	\$500.00
511	ASCHOFF, JORDAN Total			\$500.00
512	BLACK SQUIRREL ENTERPRISES	POLE VAULT POLES	13 2900 610 2 535 001	\$950.00
513	BLACK SQUIRREL ENTERPRISES Total			\$950.00
514	BLOOM, TANNER	LIONS CLUB	13 2900 610 2 591 001	\$500.00
515	BLOOM, TANNER Total			\$500.00
516	BOESHART, EMMA	SCHOLARSHIP	13 2900 610 2 618 001	\$500.00
517	BOESHART, EMMA Total			\$500.00
518	BRE CHOREOGRAPHY	POM CHOREOGRAPHER FEES	13 2900 610 2 556 001	\$3,791.91
519	BRE CHOREOGRAPHY Total			\$3,791.91
520	BRINK, PIPER	LIONS CLUB	13 2900 610 2 591 001	\$500.00
521	BRINK, PIPER Total			\$500.00
522	CARLISLE, JARRETT	BUILDERS OF THE FUTURE	13 2900 610 2 593 001	\$300.00
523	CARLISLE, JARRETT Total			\$300.00
524	COLLEGE BOARD	AP EXAMS	13 2900 610 2 576 001	\$6,872.00
525	COLLEGE BOARD Total			\$6,872.00
526	CREDIT CARD SERVICES	SD GAME & PARKS-PARK ENTRANCE	13 2900 610 2 231 001	\$56.00

527	CREDIT CARD SERVICES	HYVEE-CUSTODIAL APPRECIATION	13 2900 610 2 266 001	\$153.99
528	CREDIT CARD SERVICES	AMAZON-TRACK SPIKES	13 2900 610 2 279 001	\$15.99
529	CREDIT CARD SERVICES	AMAZON-KAUP SHREDDERS	13 2900 610 2 280 001	\$599.98
530	CREDIT CARD SERVICES	WALMART-COMPLETION CEREMONY	13 2900 610 2 503 001	\$45.06
531	CREDIT CARD SERVICES	WALMART-CARDSTOCK PAPER	13 2900 610 2 503 001	\$9.94
532	CREDIT CARD SERVICES	JIMMY JOHNS-DRONE TESTING MEAL	13 2900 610 2 503 001	\$68.22
533	CREDIT CARD SERVICES	AMAZON-PLANNER	13 2900 610 2 507 001	\$8.99
534	CREDIT CARD SERVICES	CREIGHTON ATHLETICS-STATE	13 2900 610 2 514 001	\$120.00
535	CREDIT CARD SERVICES	STATE TRACK MEAL OVERAGE	13 2900 610 2 516 001	\$245.65
536	CREDIT CARD SERVICES	SUBWAY-DISTRICT MEAL OVERAGE	13 2900 610 2 516 001	\$22.66
537	CREDIT CARD SERVICES	GOFAN-STATE TICKETS	13 2900 610 2 516 001	\$19.85
538	CREDIT CARD SERVICES	AMAZON-CAMP APPAREL	13 2900 610 2 517 001	\$904.63
539	CREDIT CARD SERVICES	ETSY-CUSTOM BOWS	13 2900 610 2 517 001	\$231.12
540	CREDIT CARD SERVICES	CHICK-FIL-A-G.TENNIS MEAL	13 2900 610 2 529 001	\$272.69
541	CREDIT CARD SERVICES	DOMINO'S-B.GOLF TEAM MEAL	13 2900 610 2 529 001	\$128.11
542	CREDIT CARD SERVICES	AMAZON-WHISTLES & SCOREBOOKS	13 2900 610 2 531 001	\$121.90
543	CREDIT CARD SERVICES	STATE MEALS	13 2900 610 2 532 001	\$146.79
544	CREDIT CARD SERVICES	DISTRICT GOLF HOSPITALITY	13 2900 610 2 532 001	\$468.94
545	CREDIT CARD SERVICES	AMAZON-AEROBIC STEPS	13 2900 610 2 534 001	\$107.46
546	CREDIT CARD SERVICES	SUBWAY-DISTRICT MEAL	13 2900 610 2 535 001	\$370.00
547	CREDIT CARD SERVICES	AMAZON-TRACK SPIKES	13 2900 610 2 536 001	\$41.97
548	CREDIT CARD SERVICES	AMAZON-SCOREBOOKS & CLIPBOARDS	13 2900 610 2 538 001	\$67.41
549	CREDIT CARD SERVICES	AMAZON-AEROBIC STEPS	13 2900 610 2 541 001	\$107.46
550	CREDIT CARD SERVICES	CHEDDARS-STATE MEAL	13 2900 610 2 541 001	\$70.00
551	CREDIT CARD SERVICES	STATE TRACK MEAL	13 2900 610 2 542 001	\$250.00
552	CREDIT CARD SERVICES	QDOBA-STATE TEAM MEAL	13 2900 610 2 542 001	\$360.00
553	CREDIT CARD SERVICES	STATE MEAL	13 2900 610 2 542 001	\$170.00
554	CREDIT CARD SERVICES	TROPHY CENTRAL-END OR YEAR	13 2900 610 2 550 001	\$158.30
555	CREDIT CARD SERVICES	CHEDDARS-STATE MEAL OVERAGE	13 2900 610 2 550 001	\$20.29
556	CREDIT CARD SERVICES	WALMART-STATE SUPPLIES	13 2900 610 2 551 001	\$51.96
557	CREDIT CARD SERVICES	GO FAN-STATE TICKETS	13 2900 610 2 551 001	\$23.00
558	CREDIT CARD SERVICES	QDOBA-STATE TEAM MEAL OVERAGE	13 2900 610 2 551 001	\$78.40
559	CREDIT CARD SERVICES	STATE MEAL OVERAGE	13 2900 610 2 551 001	\$31.46
560	CREDIT CARD SERVICES	COMFORT INN-NIETOC LODGING	13 2900 610 2 553 001	\$1,398.40
561	CREDIT CARD SERVICES	NIETOC MEALS	13 2900 610 2 553 001	\$407.43
562	CREDIT CARD SERVICES	AMAZON-CAMP APPAREL	13 2900 610 2 556 001	\$2,783.09
563	CREDIT CARD SERVICES	POWER MUSIC-MUSIC LICENSING	13 2900 610 2 556 001	\$450.00
564	CREDIT CARD SERVICES	AMAZON-CAMERA CASES	13 2900 610 2 557 001	\$299.37
565	CREDIT CARD SERVICES	HENRY DOORLY ZOO-ADMISSION	13 2900 610 2 563 001	\$323.00
566	CREDIT CARD SERVICES	SPAGHETTI WORKS-FIELD TRIP	13 2900 610 2 563 001	\$702.00
567	CREDIT CARD SERVICES	UNO-APSI COURSE	13 2900 610 2 575 001	\$800.00

568	CREDIT CARD SERVICES	AMAZON-CLASSROOM BOOK	13 2900 610 2 579 001	\$13.59
569	CREDIT CARD SERVICES	AMAZON-LIBRARY BOOKS	13 2900 610 2 579 001	\$224.81
570	CREDIT CARD SERVICES	AMAZON-CARDSTOCK PAPER	13 2900 610 2 597 001	\$57.16
571	CREDIT CARD SERVICES	KINGS-INDUCTION SUPPLIES	13 2900 610 2 614 001	\$40.00
572	CREDIT CARD SERVICES	HYVEE-MTG SUPPLIES	13 2900 610 2 615 001	\$68.67
573	CREDIT CARD SERVICES	DJI-FLIGHT BATTERIES &	13 2900 610 2 626 001	\$158.00
574	CREDIT CARD SERVICES	FREDDY'S-STATE MEAL	13 2900 610 2 651 001	\$62.08
575	CREDIT CARD SERVICES Total			\$13,335.82
576	CUSTOM SPORTS	CAMP SHIRTS	13 2900 610 2 512 001	\$96.00
577	CUSTOM SPORTS	CAMP SHIRTS	13 2900 610 2 547 001	\$1,062.00
578	CUSTOM SPORTS Total			\$1,158.00
579	DICKEY, DAXTON	BOOSTER CLUB	13 2900 610 2 591 001	\$750.00
580	DICKEY, DAXTON Total			\$750.00
581	EISENHAUER, TASHA	BOOSTER CLUB	13 2900 610 2 591 001	\$750.00
582	EISENHAUER, TASHA Total			\$750.00
583	FISHER, SAMUEL	LIONS CLUB	13 2900 610 2 591 001	\$500.00
584	FISHER, SAMUEL Total			\$500.00
585	GODFATHERS PIZZA NORFOLK	PIZZA	13 2900 610 2 502 001	\$77.00
586	GODFATHERS PIZZA NORFOLK	PIZZA	13 2900 610 2 502 001	\$62.00
587	GODFATHERS PIZZA NORFOLK	PIZZA	13 2900 610 2 502 001	\$63.50
588	GODFATHERS PIZZA NORFOLK	PIZZA	13 2900 610 2 502 001	\$183.50
589	GODFATHERS PIZZA NORFOLK Total			\$386.00
590	GOMEZ, ISAIAH	SCHOLARSHIP	13 2900 610 2 618 001	\$500.00
591	GOMEZ, ISAIAH Total			\$500.00
592	HALL, MADISON	BOOSTER CLUB	13 2900 610 2 591 001	\$750.00
593	HALL, MADISON Total			\$750.00
594	HANSEN, OWEN	LIONS CLUB	13 2900 610 2 591 001	\$500.00
595	HANSEN, OWEN Total			\$500.00
596	HERNANDEZ, JAVIER	LIONS CLUB	13 2900 610 2 591 001	\$500.00
597	HERNANDEZ, JAVIER Total			\$500.00
598	JAYMAR BUSINESS FORMS, INC	FUND 13 CHECKS	13 2900 610 2 507 001	\$302.92
599	JAYMAR BUSINESS FORMS, INC Total			\$302.92
600	JOHNSON FITNESS & WELLNESS	WEIGHT ROOM MAINTENANCE	13 2900 610 2 503 001	\$196.75
601	JOHNSON FITNESS & WELLNESS	WEIGHT ROOM MAINTENANCE	13 2900 610 2 597 001	\$196.75
602	JOHNSON FITNESS & WELLNESS Total			\$393.50
603	JOSTENS	HONOR CORDS	13 2900 610 2 620 001	\$137.50
604	JOSTENS Total			\$137.50
605	KOOZER, CHRIS	JIMMY JOHNS-TEAM MEAL REIMB	13 2900 610 2 528 001	\$508.50
606	KOOZER, CHRIS Total			\$508.50
607	LOVE SIGNS, INC	RECORD BOARD UPDATES	13 2900 610 2 529 001	\$300.00
608	LOVE SIGNS, INC Total			\$300.00

609	LOWE, CHLOE	LIONS CLUB	13 2900 610 2 591 001	\$500.00
610	LOWE, CHLOE Total			\$500.00
611	MIKE'S VISIONS PHOTOGRAPHY	PHOTO SESSION	13 2900 610 2 514 001	\$500.00
612	MIKE'S VISIONS PHOTOGRAPHY Total			\$500.00
613	MILLER, TIM	RUNZA-UNK BUS DRIVER MEAL	13 2900 610 2 528 001	\$10.90
614	MILLER, TIM Total			\$10.90
615	NPS STUDENT FEES ACCOUNT	HAT REIMBURSEMENT	13 2900 610 2 515 001	\$543.95
616	NPS STUDENT FEES ACCOUNT	23/24 UNIFORM RENTAL FEES	13 2900 610 2 517 001	\$1,050.00
617	NPS STUDENT FEES ACCOUNT	23/24 UNIFORM RENTAL FEES	13 2900 610 2 556 001	\$1,125.00
618	NPS STUDENT FEES ACCOUNT Total			\$2,718.95
619	PETERS, JASLYN	SCHOLARSHIP	13 2900 610 2 618 001	\$500.00
620	PETERS, JASLYN Total			\$500.00
621	RAINS, CHEYENNE	POST PROM	13 2900 610 2 591 001	\$500.00
622	RAINS, CHEYENNE Total			\$500.00
623	SWANTEK, ZOII JADE	SCHOLARSHIP	13 2900 610 2 618 001	\$500.00
624	SWANTEK, ZOII JADE Total			\$500.00
625	TEXAS STATE UNIVERSITY	POST PROM-KYLIE SISSON	13 2900 610 2 591 001	\$500.00
626	TEXAS STATE UNIVERSITY Total			\$500.00
627	VANDRIEL, GAVIN	POST PROM	13 2900 610 2 591 001	\$500.00
628	VANDRIEL, GAVIN Total			\$500.00
629	VIETOR, PEYTON	BOOSTER CLUB	13 2900 610 2 591 001	\$750.00
630	VIETOR, PEYTON Total			\$750.00
631	WICKER, ELIZABETH	SCHOLARSHIP	13 2900 610 2 591 001	\$250.00
632	WICKER, ELIZABETH Total			\$250.00
633	WINNERS CIRCLE	CAMP AWARDS	13 2900 610 2 514 001	\$57.99
634	WINNERS CIRCLE	HALL OF FAME PLAQUES	13 2900 610 2 529 001	\$138.99
635	WINNERS CIRCLE	CAMP AWARDS	13 2900 610 2 549 001	\$57.99
636	WINNERS CIRCLE Total			\$254.97
637	WRIGHT-POWELL, KERRIA	LIONS CLUB	13 2900 610 2 591 001	\$500.00
638	WRIGHT-POWELL, KERRIA Total			\$500.00
639	YAGOW, TYLER	LIONS CLUB	13 2900 610 2 591 001	\$500.00
640	YAGOW, TYLER Total			\$500.00
641	YOSTEN, AVERY	LIONS CLUB	13 2900 610 2 591 001	\$500.00
642	YOSTEN, AVERY Total			\$500.00
643	Grand Total			\$44,353.97
644				
645				
646	JUNIOR HIGH ACTIVITY FUND			
647	CREDIT CARD SERVICES	PHILANTHROPY PROJECT SUPPLIES	14 2900 610 2 830 002	\$16.63
648	CREDIT CARD SERVICES	PANTHER PANTRY SUPPLIES #BV	14 2900 610 2 830 002	\$164.57
649	CREDIT CARD SERVICES	CHOIR ROOM SUPPLIES #CM	14 2900 610 2 830 002	\$410.72

650	CREDIT CARD SERVICES	LANDSCAPING SUPPLIES #BV	14 2900 610 2 867 002	\$94.67
651	CREDIT CARD SERVICES	MULCH #CM	14 2900 610 2 867 002	\$34.35
652	CREDIT CARD SERVICES	FLAG POLE PROJECT #CM	14 2900 610 2 867 002	\$72.45
653	CREDIT CARD SERVICES Total			\$793.39
654	NPS GENERAL FUND	ACTIVITY PAYROLL 3/17-4/20	14 2900 610 2 835 002	\$214.47
655	NPS GENERAL FUND	ACTIVITY PAYROLL 3/17-4/20	14 2900 610 2 857 002	\$852.32
656	NPS GENERAL FUND Total			\$1,066.79
657	TEECO INC	WATER COOLER LEASE	14 2900 610 2 840 002	\$38.00
658	TEECO INC Total			\$38.00
659	Grand Total			\$1,898.18
660				
661				
662	STUDENT FEE FUND			
663	CALDERON, DEANA	SUMMER SCHOOL REFUND	17 2190 610 0 976 000	\$20.00
664	CALDERON, DEANA Total			\$20.00
665	CARD SERVICES	BUZZSPROUT #18	17 2190 610 2 669 002	\$12.00
666	CARD SERVICES Total			\$12.00
667	CREDIT CARD SERVICES	CLUB SUPPLIES #CH	17 2190 610 1 669 014	\$56.91
668	CREDIT CARD SERVICES	AFTERSHOCK SUPPLIES #CH	17 2190 610 2 669 002	\$46.22
669	CREDIT CARD SERVICES Total			\$103.13
670	QUALITY DRY CLEANERS	BAND UNIFORM CLEANING	17 2190 610 2 968 001	\$2,506.30
671	QUALITY DRY CLEANERS Total			\$2,506.30
672	Grand Total			\$2,641.43



2024-2025
CERTIFIED EMPLOYEE
HANDBOOK

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

Notice of Nondiscrimination

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

Students: **Chuck Hughes**, Director of Student Services, 512 Philip Ave., Norfolk, NE 68701 (402)644-2500 (chuckhughes@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).

Table of Contents

Section		Board Policy	Page
1	Intent of Handbook		8
2	Information About Norfolk Public Schools		9
3	School Vision and Mission Statement		9
4	Members of the Board of Education		10
5	Administrative Staff		10
6	Grant Coordinators/Facilitators		11
7	NPS Foundation		11

Article 1 – School Calendar and Schedules

Section		Board Policy	Page
1	School Calendar		12
2	Daily Schedule		12
3	Severe Weather and School Cancellations		12
4	Employment and Contract Days	4110	13
5	Make-Up Days	4005	14
6	Address Change		14

Article 2 – Community Relations

Section		Board Policy	Page
1	Visiting Schools	1010	14
2	Advertising and Promotion	1060	14
3	Community Use of School Facilities	1100	14
4	Recording of Others	1102	15
5	Bulletin Boards, Display Case, and Posted Materials	1110	15
6	Service Animals	1260	15
7	Fund Raising Activities	1300	15
8	Parent Organizations	1410	15
9	School Personnel and the Public	1450	15
10	Weapon-Free Workplace		16
11	Parental Involvement		16
12	Title 1 Parental Involvement	6410	17

Article 3 – Administration

Section		Board Policy	Page
1	Superintendent of Schools	2100	18
2	Principalship	2200	18
3	Associate Superintendent	2221	18
4	Line of Authority	2400	18
5	Administrative Actions in Emergencies	2410	18
6	Administrative Action in Absence of Policy	2440	18
7	Confidentiality of Protected Health Information		18

Article 4 – Business Operations

Section		Board Policy	Page
1	Tuition Fees for Non-Resident Students	3050	19
2	Materials Fees	3060	19
3	Summer School Fees	3070	19
4	Sales and Disposal of Books, Equipment/Supplies	3090	19
5	Purchasing	3130	19
6	Inventory of Equipment	3190	19
7	Monies in School Buildings	3200	20
8	Video Surveillance	3231	20
9	Risk Management and Safety Committee	3240	20
10	Trespassers	3250	21
11	Safe Driving Record Standards for Drivers	3410	21
12	Transportation	3520	22
13	Rebates to School Personnel	3550	22
14	Asbestos Information		22
15	Security of Desks and Lockers		22
16	Care of School Property		22
17	Use of Telephone		22
18	Funds		23

Article 5 – Personnel

Section		Board Policy	Page
1	Recruitment and Selection	4001	23
2	Equal Opportunity Employment	4002	23
3	Anti-discrimination, Anti-harassment and Anti-retaliation, Notice of Nondiscrimination	4003	23
4	Duty Hours of Employees	4004	27
5	Absence of Employees	4005	28
6	Absence From Building	4006	28
7	Returning from Absences		28

8	Family Medical Leave Act	4007	29
9	Adoption Leave	4008	31
10	Drug and Substance Use and Abuse	4009	31
11	Blood borne Pathogen Compliance	4011	32
12	Infectious Diseases	4012	32
13	Personnel files	4013	32
14	Receiving Agents, Salespersons, and Other Business Representatives	4014	32
15	Intellectual Property and Work-for-Hire	4010	32
16	Unauthorized Purchases	4015	33
17	Use of School Facilities and Equipment by School Employees	4016	33
18	Activity Passes	4017	33
19	Military and Family Military Leave	4022	33
20	Notification of Arrest, Criminal Charges, and Certificate, License or Child Abuse Complaints	4023	34
21	Professional Boundaries Between Employees and Students	4025	35
22	Appropriate Dress	4026	37
23	Injury Leave	4031	37
24	Assignment of Duties	4130	38
25	Agents/Tutors	4131	38
26	Professional Growth	4140	38
27	Evaluation of Teachers	4150	39
28	Reduction in Force	4160	39
29	Leave of Absence	4170	39
30	Standards of Ethical and Professional Performance	4190	39
31	Outside Employment		41
32	Address Change		42
33	Grievances and Complaints		42
34	Compensation		42
35	Extended Duty Pay		43
36	Benefits		43
37	Payroll Deductions		44
38	Expense Reimbursement		44
39	403(b) Salary Reduction Agreements		44
40	Overtime		44
41	Paid Leave		45
42	Payroll Deductions for Absences in Excess of Paid Leave		45
43	Unpaid Leaves		45
44	Jury Duty Leave		45
45	Subpoena to Testify Leave		46
46	Voting Leave		46
47	Long Term Leave Communication		46
48	Crisis Team		46
49	State Tournament Guidelines – Grades 7-12		46
50	Media Requests		47
51	Biometric Terminal		47

Article 6 – Students

		Board	
Section		Policy	Page
1	Assignment of Students	5003	47
2	Student Attendance	5008	47
3	Student Discipline	5101	47
4	Promotion and Retention	5201	48
5	Student Records	5202	48
6	Search and Seizures	5406	48
7	Vandalism	5407	48
8	Requests to Contact Students and Student Interviews by Non-School Personnel	5413	48
9	Supervision of Students		49
10	Dispensing Medication	6910	50
11	Homeless Students	5418	51
12	Reporting Child Abuse	5402	51
13	Confidentiality of Student Records (FERPA)		51
14	Disclosure of Student Information to Military Recruiters and Colleges		51
15	Student Privacy Protection		52
16	Mental Health Assessment or Service		52

Article 7 – Instruction

Section		Board	Page
		Policy	
1	Classroom Environment	6111	52
2	Emergencies	6114	53
3	Fire Drills, Emergency Plans	6115	53
4	Ceremonies, Observances, and the Pledge of Allegiance	6117	53
5	Curriculum – Assessments	6211	53
6	Activity Fund Management	6281	55
7	Initiations, Hazing, Secret Clubs, and Outside Organizations	6284	55
8	Parent Request for Exclusion	6320	55
9	Multicultural Education	6370	55
10	Free and Reduced Price Meals	6500	55
11	Computer – Internet Safety and Acceptable Use Policy	6800	55
12	Lesson Plans		57
13	Classroom and School Procedures		57
14	Purpose and Goals of Academic Achievement		58
15	Academic Progress		59
16	Grading		59
17	Recording Grades		61

18	Homework	62
19	Parent-Teacher Conferences	62
	Copyright and Fair Use Policy	62

Appendix

Appendix		Page
A	School Calendar	64
B	Handbook Receipt Page	65

Norfolk Public Schools
2024-2025
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 “**teachers**” or “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.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: www.norfolkpublicschools.org.

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. **In the event that a staff member does not understand a provision of this Handbook, it is the staff member’s responsibility to seek the administration’s interpretation of such provision.**

This handbook will be in effect for the 2024-2025 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 Little Panthers Preschool operates at its own building located at 2500 Norfolk Ave. Lincoln Elementary also offers a K-4 Montessori Program. For the upper grades, Norfolk Middle School serves grades 5-6, Norfolk Junior High serves grades 7-8, and Norfolk Senior High serves grades 9-12. In addition, Alternatives for Success is a specialized program that provides an alternative, flexible learning environment for 9th through 12th grade students. Career Academies are also in place at the high school to provide additional career exploration opportunities. Finally, our High Ability Learner (HAL) program serves intellectually gifted students and our comprehensive special education (SPED) program provides a wide variety of services for our students with special needs.

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

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

Section 3 School Vision and Mission Statement

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

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

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

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

- A. Qualified and competent administrative, teaching, paraprofessional, and other support staff;
- B. Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above.
- C. Comprehensive support programs and services that meet the diverse needs of all students;
- D. Safe, clean and supportive facilities and learning environments;
- E. Implementation of a curriculum that meets the following:
 1. Is based on state standards and such additional standards; as are established by the Board of Education;
 2. Is appropriate for the developmental level of the students;
 3. Addresses diverse learning needs;
 4. Instills a passion for learning and the importance of life-long learning;
 5. Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use

- of information;
6. Develops expected work ethics, as well as group participation and leadership skills;
 7. Incorporates character education and multicultural education, including respect for diversity;
 8. Provides for application of technology in all learning areas;
 9. Provides access to advanced courses;
 10. Implements an organized schedule that is functional and meets student needs in all curriculum areas.
 11. Provides a supportive learning environment which includes:
 - a. A welcoming and inviting structure that is emotionally safe, nurturing, supportive, and disciplined;
 - b. respect, trust, integrity, and regard for self and others; and honors diversity;
 - c. Learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
 - d. Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behaviors.

Section 4 Members of the Board of Education

Name	Contact Information
Teri Bauer	teribauer@npsne.org
Cindy Booth	cindybooth@npsne.org
Brenda Carhart (Vice President)	brendacarhart@npsne.org
Tom Stanton	tomstanton@npsne.org
Beth Shashikant	bethshashikant@npsne.org
Sandy Wolfe (President)	sandywolfe@npsne.org

Section 5 Administrative Staff

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

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

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

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

- The 2024-2025 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 Contract

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.~~

Certificated employees shall be recommended for hiring by the Superintendent with the final approval by the Board of Education prior to hiring. Final approval must be made by formal motion of the Board of Education. The final approval by the Board of Education should generally follow closely the recommendation of the Superintendent whenever possible, but such approval of recommendation is not mandatory on the Board of Education.

All contracts for employment of a teacher or administrator to be effective must meet the following conditions:

1. The contract must be in writing and contain such provisions as are required by law.
2. The employed person must hold a valid teaching or administrative certificate at all times.
3. The employed person must not be under contract to another district in this state.
4. The contract must be approved by at least four (4) school Board members and signed by a

designated member of the Board.

No member of the Board of Education may cast a vote in favor of the election of any teacher when such member of the Board is related to him or her.

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, via TalentEd Records (~~e-mail notification is appropriate~~).

Article 2: Community Relations

Section 1 Visiting Schools

Policy 1010

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

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

Section 2 Advertising and Promotion

Policy 1060

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

Section 3 Community Use of School Facilities Policy 1100

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

Section 4 Recording of Others Policy 1102

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

Section 5 Bulletin Boards, Display Case, and Posted Materials Policy 1110

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

Section 6 Service Animals Policy 1260

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

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

Section 7 Fund Raising Activities Policy 1300

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

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

Section 8 Parent Organizations

Policy 1410

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

Section 9 School Personnel and the Public

Policy 1450

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

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

Section 10 Weapon-Free Workplace

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

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

- A. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- B. The frame or receiver of any object described in the preceding example;
- C. Any firearm muffler or silencer;
- D. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- E. Any bludgeon, sand club, metal knuckles, or throwing star;
- F. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- G. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- H. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and it shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.

- I. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- J. Any other object that is designed for or intended for use as a destructive or injurious device. The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 11 Parental Involvement

General - Parental/Community Involvement in Schools

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

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

Section 12 Title I Parental Involvement

Policy 6410

- A. The District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.
 - a. Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
 - b. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
 - c. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
 - d. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

At the close of the school year, each instructor or department will maintain and certify a complete inventory of technology materials and designated equipment on respective forms. Digital or hard copies of this inventory shall be distributed as such: one copy shall be filed with the principal of the building and one copy retained by the instructor. At the close of the school year, or when a teacher terminates employment, the inventory shall be reconciled for accuracy by the building principal or his/her designee. Any irregularities in inventory must be immediately reported to the Associate Superintendent for Business Services. **ADMINISTRATORS - PLEASE NOTE: Building principals will personally check the inventory sheets.**

Building and room inventories:

- A. Inventories should be completed by rooms as well as buildings. It is very important that our inventories of furniture, technology, and designated equipment are up-to-date. This is important not only because we need to 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.

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

Section 17 Use of Phones

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

Section 18 Funds

Receipts

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

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

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

Article 5: Personnel

Section 1 Recruitment and Selection

Policy 4001

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

Section 2 Equal Opportunity Employment

Policy 4002

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

veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status.

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

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

Policy 4003

A. Elimination of Discrimination.

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

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

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

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

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

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

1. Purpose:

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

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

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

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

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

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

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

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

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

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

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

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

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

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

Designation of Coordinators

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

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

Grievance Procedure for Persons with a Disability

Policy 1240

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

- A. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the complainant’s disability prevents such, in which event the complaint can be made verbally.
- B. Complaints shall set forth: (a) the name of the complainant, (b) the address and telephone number or other such information sufficient to enable the coordinator to contact the complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the complainant.
- C. Complaints shall be investigated by the coordinator or the coordinator’s designee. Investigations shall be thorough, but informal, and the complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- D. The coordinator shall make a decision on the complaint within thirty (30) days of the filing of the complaint, unless such time period is extended by agreement with the complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the coordinator’s proposed resolution of the complaint, and shall be forwarded to the complainant.
- E. The complainant shall have ten (10) days from the date the coordinator’s decision is sent to the complainant to accept or reject the coordinator’s proposed resolution. The complainant shall be deemed to have accepted the proposed resolution unless the complainant rejects the proposed resolution within such time period.
- F. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the coordinator’s decision is sent to the complainant. The request for reconsideration shall be filed with the coordinator. Upon receipt of the request for reconsideration, the coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the complaint to a third person for review (either an administrator or other employee of the district, or members of the Board of Education or committee of the board).
- G. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the board or committee of the board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the complainant or a longer period is reasonably necessitated by the circumstances.

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

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~~); (spouse, son or daughter, or parent who has a serious health condition); or
- D. For a serious health condition that makes you unable to perform your job.

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

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

childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

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

Legal Reference: Neb. Rev. Stat. §§ 55-160 to 55-166

Neb. Rev. Stat. §§ 55-501 to 55-507

29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA)

38 U.S.C. §§ 4301 to 4333; 20 CFR Part 1002 (USERRA)

Section 9 Adoption Leave

Policy 4008

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

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

Legal Reference: § 48-234

Section 10 Drug and Substance Use and Abuse

Policy 4009

Drug-Free Workplace

The district has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.

The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the district's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the district's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and non-renewal, cancellation, or termination of employment.

Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

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.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 11 Bloodborne Pathogen Compliance Policy 4011

The school district shall collaborate with county and state health departments in utilizing measures for the management of communicable disease in school district programs and activities. Procedures shall correspond to the system for communicable disease control set by the state health department. Staff will need to successfully complete designated training on this subject each school year.

Section 12 Infectious Diseases Policy 4012

In the occurrence that a student, employee, or other person in recurrent exchange with students, employees, or others present in Norfolk Public Schools contracts an infectious disease, the determination of whether that person should be allowed to continue on duty, be present at or partake in school activities shall be made on a case-by-case basis.

Section 13 Personnel Files Policy 4013

The district will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Section 14 Receiving Agents, Salespersons, and Other Business Representatives Policy 4014

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Section 15 Intellectual Property and Work-for-Hire Policy 4010

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or his/her designee. Teachers shall not use time for which the teacher is on duty or paid by the district to engage in any activity for personal financial profit. Materials created or produced by a district employee in their capacity as a district employee is the property of the district.

Section 16 Unauthorized Purchases Policy 4015

An employee who orders school supplies/equipment without approval may be personally accountable for compensation of the materials ordered.

Section 17 Use of School Facilities and Equipment by School Employees Policy 4016

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage. Teachers will be responsible for the costs incurred to replace keys. Teachers leaving the district are expected to turn in all keys upon their last day of employment.

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

Section 18 Activity Passes Policy 4017

Current employees, Board of Education and Foundation Board members along with Booster Steering Committee members of Norfolk Public are eligible for a free activity pass. Those employees listed above may also work three activities (or accumulate a designated number of hours for longer activities) to earn an activity pass for their spouse. Additional information about activity passes is available through the Norfolk Senior High School Activities office.

Section 19 Military and Family Military Leave Policy 4022

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

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

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent or his/her designee at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive

days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school district. For leaves of less than 5 days, the employee is to notify the Superintendent or his/her designee of the leave request as soon as practicable.

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

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

**Section 20 Notification of Arrest, Criminal Charges, and Certificate,
License or Child Abuse Complaints**

Policy 4023

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.

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 be~~ **is misconduct and will likely** result in disciplinary action. Discipline for a violation of this policy may include termination, the loss of credentials, and referral to the Department of Health and Human Services and law enforcement.

Engaging in sexual activity, a romantic relationship, or dating a student while the student attends the school where the employee works and for one year after the student graduates or otherwise ceases enrollment.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a students. In addition, repeatedly engaging in any of these activities or a combination of these activities are examples of grooming as defined in this policy.

- A. Using e-mail, text messaging, instant messaging or social networking sites (such as ~~Twitter~~ **Facebook and Snapchat**) to discuss with a student a matter that does not pertain to school-related activities. (School related activities include items such as the student's homework, class activity, school sport or club, or other school-sponsored activity.) Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- B. Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- C. Employees shall not "friend" or "follow" students on any social networking site.
- D. Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise ~~is~~ leaving the district.
- E. Making any sexual advance – verbal, written, or physical – towards a student.–Or responding in a positive manner to a student's sexual advance.
- F. Showing sexually inappropriate materials or objects to a student.
- G. Discussing with a student sexual topics that are not related to a specific curriculum.
- H. Telling sexual jokes to a student.
- I. Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- J. Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- K. Being overly "touchy" with a specific student.
- L. Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- M. Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- N. Giving a student a ride in the employee's personal vehicle without express permission of the student's parent ~~or~~ **and** 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~~ and school administrator.
- P. Inviting a student to the employee’s home without prior express permission of the student’s parent and school administrator.
- Q. Going to the student’s home when the student’s parent or a proper chaperone is not present.
- R. Giving gifts of a personal nature to a specific student.
- S. “Grooming,” (as defined in this policy).
- T. Providing alcohol or illegal or unauthorized drugs or medication to a student.
- U. Any other behavior which could exploit the unique position of trust and authority between a student and employee.

Exceptions to these prohibitions may include:

1. Communicating with your own child or another student with whom there is personal relationship that exists independent of that child being a student at the same school where the employee works such as when the student is a relative, neighbor or fellow member of a group or organization outside of the school or school sponsored setting when such communications pertain to such a group or organization.
2. An emergency or concern for that student’s immediate health or safety.
3. A singular chance encounter at a public place provided the encounter provided there is no additional violation of this policy

Allowing students to view an educator's social media postings is not a preferred method of communication. Educators are responsible for any social media postings that is viewed by students when such posting violates the standards of professional conduct.

Permissible ways to engage with students when the employee has concerns about the student’s well-being:

1. Contact the guidance counselor and ensure the student’s parent or guardian is aware of your concerns.
2. Contact the student’s parents or guardian if the concern is not with the parent or guardian.
3. If you believe the student is in immediate danger, contact the Nebraska Department of Health and Human Services child abuse hotline or contact law enforcement.

Section 22 Appropriate Dress

Policy 4028

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

Section 23 Injury Leave

Policy 4031

A District employee who believes that they have been physically injured within the employee's scope of employment by another individual who intentionally, knowingly, or recklessly causes

bodily injury to such employee must report such injury to the employee's administrator as soon as practical. An administrator will then investigate the circumstances to determine if the employee qualifies for paid injury leave. The employee may be required to provide confirmation from a physician regarding the causation and the period of time for which an employee is unable to work. If the administrator determines that the employee qualifies for paid injury leave, then the employee will receive up to seven calendar days of paid injury leave to cover the amount of time that the employee was otherwise scheduled to work. Such paid injury leave will not count against the employee's other available leave.

If the administrator determines that the employee does not qualify for paid injury leave, then the employee may be required to use other available leave. There is no appeal process for an employee who has been denied a request for paid injury leave.

Section 24 Assignment of Duties

Policy 4130

The professional duties to be performed by a teacher with the district shall be subject to assignment by the Superintendent of the district ~~or designee 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

As required by state law, certified staff members shall show evidence of on-going professional growth in order to remain eligible for continued employment. The minimum standard for professional growth includes the completion of six semesters of college credit or the equivalent (as determined by the school board) every six years.

Norfolk Public Schools supports the professional growth of its staff by offering high-quality professional development opportunities each contract year that are considered equivalent to one credit hour of college credit. Participation in all district-level professional development opportunities, including workshops and Professional Learning Communities, is determined to meet or exceed the requirements of this policy and state statute (79-830)

Any certified staff member who is absent on a district professional development day shall complete a Professional Development Make-Up Plan, approved by his/her building principal and/or director, in order to meet the requirements of this policy and state statute. The Professional Development Make-Up Plan may include alternatives such as, but not limited to, educational workshops/conventions, professional reading and discussion, completion of educational webinars, work on approved educational committees, service on an external school improvement advisory team, professional presentations, and/or service as a cooperating teacher.

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

Principle II - Commitment to the Student:

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

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

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

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

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

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

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

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

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

Principle V - Commitment to Professional Employment Practices:

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

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

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.

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

Section 31 Outside Employment

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

Section 32 Address Change

It is necessary that an accurate directory of all employees of the school district be kept in the Central Office. Employees changing their address or phone number should report such changes to the payroll office at the Central Office as soon as possible [via TalentEd Records](#).

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. **Teachers shall receive approval from their supervisor before incurring any mileage.** 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. **A request for reimbursement shall be accurate. Any teacher who falsifies a reimbursement request may be terminated from employment.**

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.~~ an itemized receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. There is no guarantee that teachers will be reimbursed for the purchase of materials or meals. Therefore, teachers should obtain prior authorization from the Building Principal before making such purchases.

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 Voting Leave

Teachers will be allowed paid time off to vote in an election if the teacher: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the teacher is not required to be present at work; and (c) applies for voting leave prior to or on election day with the Building Principal.

When voting leave is available, a teacher will be entitled to be absent from work on election day for such period as will, when considering the employee’s non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the teacher’s salary on account of such absence. The Building Principal may specify the hours during which the employee may be absent for voting leave.

Section 47 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 48 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 49 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 50 Media Requests

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

Section 51 Biometric Terminal

As required under federal and state law, Norfolk Public Schools tracks the hours worked by its nonexempt employees. Employees clock in and clock out using the biometric terminal (the "Bio Terminal"). The Bio Terminal scans and takes various measurements of an employee's hand and converts those measurements into an encrypted code. The encrypted code is retained solely for the purpose of identifying the employee each time the employee uses the device to clock in or clock out of work. The encrypted code cannot be reverse engineered to convert it into a picture of the hand.

If an employee does not wish to consent to Norfolk Public School's creation and retention of the encrypted code in the Bio Terminal clock for purposes of identifying them when they clock in and clock out of work, the employee can contact the Payroll Office. The encrypted code will be deleted from the Bio Terminal and from Norfolk Public School's database within 30 days after my employment with Norfolk Public Schools ends.

Article 6: Students

Section 1 Assignment of Students

Policy 5003

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

Section 2 Student Attendance

Policy 5008

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

~~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.

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 (including skin color, hair texture and protective hairstyles), 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~~ lockdown drills each school year.

Section 4 Ceremonies, Observances, and the Pledge of Allegiance Policy 6117

Exercises shall be held for George Washington’s birthday, Abraham Lincoln’s birthday, Dr. Martin Luther King, Jr.’s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veteran’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.

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.
- a. 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.
 - b. 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.
6. Student Answers. Assessments are to reflect the students’ work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all “bubble” sheet assessments and completely erase mistaken answers and extra marks on “bubble” sheet assessments). Educators are not to change answers on a student’s assessment sheet or otherwise participate in the submission of false or misleading assessment results.

- E. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- F. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
- G. Teachers will not attempt to login to the system as a system administrator.
- H. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
- I. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, or other materials that are provided by the district.
- J. Teachers will not use the network for financial gain or for any commercial or illegal activity.
- K. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
- L. The district will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the district's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the district for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
- M. The Internet will be supplied for your use on an "as is, as available" basis. The district does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
- N. The district is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- O. The district reserves the right to refuse posting of files, and to remove files.
- P. The district further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the district's computers or Internet system.
- Q. The computer system is not a public forum. It is provided for the limited purpose of advancing the district's mission.
- R. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the district may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

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

Section 12 Lesson Plans

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

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

Section 13 Classroom and School Procedures

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

A. Bulletin Boards

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

B. Text Book and Room Inventory

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

C. Use of Cell Phones

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

D. Use of Paraprofessionals

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

E. Use of Student Aides

Student aides are to be directly supervised by the teacher or office staff and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys should **NEVER** be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

F. Checking Out of Equipment

All equipment must be checked out through the Building Principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another district employee.

G. Requisition of Equipment and Supplies

Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the district may be directed to the personal use of a teacher or another district employee. If approved, the Principal will assign a purchase order number/budget code.

H. E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should respond to e-mails which require a response in a timely fashion, but should avoid checking and responding to e-mails during instructional time. Use of the district's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in board policy and this handbook.

I. Teacher Mail Box

Each teacher will be assigned a mailbox. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer, teachers are responsible for responding promptly. Teacher mail boxes are to be limited to communications regarding school business.

J. Teacher Meetings

Teacher meetings will be held as designated by building/district administrators. **ALL** teachers are expected to be present for meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 14 Purpose and Goals of Academic Achievement

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

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

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

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

Section 15 Academic Progress

Policy 5203

The Superintendent will be responsible for implementing a uniform system for appraising and reporting the development of students' academic and behavioral skills.

Communicating student progress to parents shall be the responsibility of the building administrator and the classroom teacher. Written reports of student progress will be made available to parents at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held each year. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

Section 16 Grading:

Policy 6250

The district uses grades for the purposes of providing:

1. Teachers with documentation of student academic performance,
2. Students with feedback about what and how well they have learned,
3. Counselors and post-secondary institutions with information to guide student class selections and career choices, and
4. Parents with grade reports that indicate student progress toward learning targets and content standards.

Learning targets and content standards are consistent across schools, grade-level classrooms, and courses in the district. Grades are not used to reflect student behaviors or as punishment.

Grades are assigned by teachers using a standardized (district-wide) percentage range and letter grade scale and are determined using the NPS proficiency target/GPA conversion scale as appropriate. Administrative rule grading practice guidelines, developed and implemented by the Superintendent or designee, are based on educational research and explain how grades quantify, detail, and document academic achievement of each student.

Grading Admin Rule: In Correspondence with Policy 6250

Standardized grading practices provide clarity and feedback for students, parents, teachers and administrators when best practices (based on educational research) are utilized consistently. These practices include the use of proficiency scales, which provide exceptional clarity regarding what students are expected to know and be able to do. Thus, NPS is incorporating their use across the district as we transition from a traditional grading system to standards-based grading. Ultimately, this transition will result in a shift in how reporting looks in the gradebook and on report cards.

NPS maintains the following expectations regarding grading, in all classes, regardless of whether a traditional or standards-based reporting system is utilized.

1. Grading practices and procedures must be clearly communicated to students and parents at the beginning of the course/class.
2. Proficiency scales will be used where developed to ensure consistency and rigor for appropriate grade level expectations.
3. Reported grades will primarily reflect evidence gathered through summative assessments that are aligned to priority standards and learning targets. Students will be given opportunities for intervention, relearning, and provided additional opportunities to demonstrate proficiency. This can include reassessment in multiple forms on both formative and summative assessments.
4. Formative assessment and practice will be recorded in the student information system and will serve as evidence of student learning.

- Variances may occur while some grade levels and special courses are updated in Infinite Campus (our student information system reporting system).
 - When sufficient evidence of learning is demonstrated, a formative grade may replace a summative grade.
5. Final course/class grades will be based upon the following breakdown of formative and summative work:
 - a. K-2 100% Summative 0% Formative
 - b. 3-4 90% Summative 10% Formative
 - c. 5-12 85% Summative 15% Formative
 6. Meaningful homework is assigned for the purpose of addressing and reinforcing priority standards and may be graded according to the parameters of district course guidelines. See administrative rule on Definition & Guidelines for Homework and NPS Homework Policy (6240).
 7. Teachers will provide frequent and timely feedback to students on both graded and ungraded work, so they are clear on their progress before moving onto the next step.
 8. Teachers are to ensure all students are successful in core instruction and provide assistance and intervention at a core level before moving them onto another level of support outside of the classroom.
 9. Teachers are not to award extra points or subtract points due to items that are considered behavior in nature, such as bringing snacks or kleenex, attendance, participation, or attitude. Such items can be reflected in the student's Life Skills (K-4) grade or the "N" ployability grade (5-12).
 10. Formal grading reports are available at 9 weeks (progress report), 18 weeks (report card), 27 weeks (progress report) and 36 weeks (report card). Interim grade reports may be but are not required to be sent home as needed. Printed report cards are handled per function of the building
 11. Asterisks are used to indicate not assessed or not addressed yet.

Special Education:

Identified students in the regular classroom instruction will participate in the instructional, grading, assessing and reporting practices as regular education with accommodations when needed as stated in the IEP. Students participating in pull out classroom instruction will participate in grade level instruction with an accommodated and prioritized amount of standards with corresponding proficiency scales and reported on those specified priority standards as determined by the Sped PLC team. Students participating in Life Programs will receive modified instruction, grading, assessing and reporting represented in the extended indicators.

Section 17 Recording Grades

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

Reports to Parents

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

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

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, communication should be sent to parents. Arrangements will be made as needed to include

this communication with the grade report forms. The communication may call attention to deficiencies, faults, or failures; or it may be commendatory in nature. If carefully prepared, this communication can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that all communication be as informative as possible. Teachers should, in all cases, keep on file copies of all communication sent to parents.

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

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

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

Reconsideration of Grades/Marks

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

Failure to initially resolve the issue will result in an appeal involving the Superintendent or designee and the participants described above. The grades designated by teachers will not be changed unilaterally by the Superintendent 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 judgment should be utilized when determining the amount and type of homework assigned, based upon grade level, developmental appropriateness, course, and purpose. The amount of homework will

increase gradually from elementary to senior high school. The intent is for students to engage in meaningful homework assignments that strengthen skills, apply concepts, review knowledge, and/or practice procedures based upon the learning targets introduced during the school day.

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 2024-2025 School Calendar Information



Norfolk Public Schools 2024-2025 Staff Calendar

August 2024 	January 2025
September 2024 	February 2025
October 2024 	March 2025
November 2024 	April 2025
December 2024 	May 2025

	No school for students or teachers
	Teacher PD/Work Day - No School For Students
	Teacher PD/Work Day - No School For Students (a.m. only)
	End Quarter
	2:00 p.m. dismissal for students K-12
	11:30 a.m. dismissal for students K-12
	Make-up Snow Days (If needed)

July	31 Orientation - New Teaching Staff
August	1-5 Orientation - New Teaching Staff 6-9 Orientation - All Teaching Staff 12 First Day - First Half Students K-12 13 First Day - Second Half Students K-12 14 All Day- K-12
September	2 K-12 No School- Labor Day
October	11 K-12 End First Quarter K-12 Staff- PD/Work Day-No School for Students 14-17 K-12 Parent-Teacher Conferences 14 - K-8 P-T Conferences, 4:00-7:00 15 - K-4, 9-12 P-T Conferences, 4:00-7:00 16 - 5-12 P-T Conferences, 4:00-7:00 17 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00) 18 K-12 Students- No School (K-12 Teacher's- Comp Day- No Duty) 21 K-12 Staff- PD/Work Day- No School for Students
November	27-29 K-12 No School- Thanksgiving Break
December	13 K-12 No School- State One Act K-12 Staff- PD/Work Day- No School for Students 20 K-12 End Second Quarter/First Semester 23-31 K-12 No School- Winter Break

Quar.	K-4	5-6	7-8	9-12	Dates
1	43.0	43.0	43.0	43.0	August 12 - October 11
2	43.5	43.5	43.5	43.5	October 14 - December 21
3	42.5	42.5	42.5	42.5	January 7 - March 13
4	43.5	43.5	43	43	March 16 - May 21

172.5	Student Days, Grades K-4
172.5	Student Days, Grades 5-8
172	Student Days, Grades 7-8
172	Student Days, Grades 9-12

Updated: 11/25/2023

January	1-3 K-12 No School- Winter Break 6 K-12 Staff - PD/Work Day - No School For Students 7 K-12 School Resumes 20 K-12 Staff - Prof. Development ESU Speaker- No School
February	7 K-12 Staff - PD/Work Day - No School for Students 10-13 K-12 Parent-Teacher Conferences 10 - K-8 P-T Conferences, 4:00-7:00 11 - K-4, 9-12 P-T Conferences, 4:00-7:00 12 - 5-12 P-T Conferences, 4:00-7:00 13 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00) 14 K-12 Students- No School (K-12 Teacher's Comp Day- No Duty) 17 K-12 No school For Staff or Students
March	13 K-12 No School- Spring Break K-12 End Third Quarter K-12 No School- Spring Break (if needed due to 3 snow days) K-12 No School- Spring Break K-12 No School- Spring Break Make-up Snow Day (if needed due to 4 snow days)
April	17-21 K-12 No School- Spring Break 22 K-12 School Resumes 24 Grades 9-12 - 11:30 a.m. dismissal PM- SH Track Meet 25 No School For Students- District Music K-12 Staff PD/Work Day
May	7 K-12 Staff Appreciation Day 1:00 pm Dismissal 8 Grades 7-8 - 11:30 dismissal PM SH Track Meet 18 Graduation 21 Students Last Day/End Fourth Quarter K-12 - 11:30 a.m. dismissal 22 Last Teacher Work Day

Published by:
Director of Human Resources
Norfolk Public Schools
512 Philip - PO Box 139
Norfolk, Nebraska 68702-0139
402-644-2500

Appendix B

Norfolk Public Schools
Certified Staff Employee Handbook Receipt Page

**RECEIPT OF THE 2024-2025 CERTIFIED STAFF HANDBOOK
OF NORFOLK PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2024-2025 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.



2024-2025
CLASSIFIED EMPLOYEES
STAFF HANDBOOK

Published by:
Office of Human Resources
Norfolk Public Schools
512 Philip Avenue - PO Box 139
Norfolk, Nebraska 68702-0139
Telephone: (402) 644-2500
FAX: (402) 644-250



Notice of Nondiscrimination

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

Students: **Chuck Hughes**, 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).



Foreword

Section		Page
	Intent of Handbook	6
1	Information About Norfolk Public Schools	7
2	School Mission Statement	7
3	Members of the Board of Education	8
4	Administrative Staff	8

Article 1 – School Calendar and Schedules

Section		Page
1	School Calendar	9
2	Severe Weather and School Cancellations	9
3	District Summer Hours	10

Article 2 – Employment, Compensation and Benefits

Section		Page
1	Employment	11
2	Assignments	11
3	Personnel File	11
4	Grievances and Complaints	11
5	Compensation	11
6	Benefits	12
7	Payroll and Payroll Deductions	12
8	Paid Holidays	12
9	Retirement	13
10	Expense Reimbursement	13
11	403(b) Salary Reduction Agreements	13
12	Overtime	13

Article 3 – Absences from Work

Section		Page
1	Absence Procedures	14
2	Paid Leave - Sick and Bereavement Leaves	15
3	Vacation Leave	15
4	Payroll Deductions for Absences in Excess of Paid Leave	16
5	Unpaid Leaves	17
6	Jury Duty Leave	17
7	Family and Medical Leave (FMLA)	17
8	Military and Family Military Leave	19
9	Adoption Leave	19
10	Subpoena to Testify Leave	19
11	Voting Leave	19
12	Crisis Response Team	20

Article 4 - Duties and Responsibilities



Section		Page
1	Time Clock	20
2	Hours of Work & Meetings	20
3	Arrival to Duty Assignments	21
4	Leaving School	21
5	School Procedures	21
6	Supervision / Management of Students	21
7	Dispensing Medication	24
8	Reporting Child Abuse	24
9	Funds / Fundraising	25

Article 5 – Personal and Professional Conduct

Section		Page
1	Professional Ethics Standards	26
2	Role Model	28
3	Professional Boundaries	28
4	Relationships	30
5	Civility	30
6	Notification of Arrest, Etc.	31
7	Injury Leave	31
8	Evaluations	32
9	Employee Complaints or Concerns	32
10	Attire	32
11	Outside Employment	33
12	Media Requests	33

Article 6 - Use of School Facilities and Equipment

Section		Page
1	Drug-Free Workplace	33
2	Smoke and Tobacco-Free Workplace	34
3	Weapon-Free Workplace	34
4	Use of District Computer Network and Internet	35
5	Use of School Facilities	37
6	Care of School Property	37
7	Use of Telephone	37
8	Visitors	37
9	Salespersons	37
10	Security of Desks and Lockers	37
11	Video Surveillance	38
12	Recording of Others	38
12	Bulletins and Web Page	38
13	Copyright and Fair Use Policy	39
14	Lost and Found	39
15	School Safety	39
16	Safe Driving	40
17	Workers Compensation	40
18	Classroom Environment	40



Article 7 - State and Federal Programs

Section		Page
1	Anti-Discrimination Information	41
2	Notice of Nondiscrimination	43
3	Designation of Coordinators	44
4	Grievance Procedure for Persons with a Disability	44
5	Confidentiality of Student Records (FERPA)	45
6	Disclosure of Student Information to Military Recruiters/Colleges	45
7	Breakfast and Lunch Programs	45
8	Confidentiality of Protected Health Information (HIPPA)	45
9	Student Privacy Protection	45
10	Parental and Community Involvement	46
11	Homeless Students	47

Appendices

Appendix		Page
A	2020-2021 School Calendar	48
B	Exception Sheet for Classified Employees	49
C	Handbook Receipt and Acknowledgement Form	50



Norfolk Public Schools
2024-2025
Classified Employees Handbook
FOREWORD

Section 1 **Intent of Handbook**

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

References in this handbook to “classified employees” are intended to apply to all staff that is not required by their position to hold a teaching or administrative certificate.

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

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

This handbook does not create a “contract” of employment. Classified employee positions and assignments may be ended or changed on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: www.norfolkpublicschools.org

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. **In the event that a staff member does not understand a provision of this Handbook, it is the staff member’s responsibility to seek the administration’s interpretation of such provision.**

This handbook will be in effect for the 2024-2025 school year and subsequent school years unless replaced by a later edition.



Section 1 Information About Norfolk Public Schools

Norfolk Public Schools serves approximately 4,400 students in pre-kindergarten through twelfth grade. All-day kindergarten is available in all seven elementary schools. Lincoln Elementary also offers a K-4 Montessori Program. Little Panthers Preschool is located at 2500 Norfolk Ave and serves our students ages 3 and 4. For the upper grades, Norfolk Middle School serves grades 5-6, Norfolk Junior High serves grades 7-8, and Norfolk Senior High serves grades 9-12. In addition, Alternatives for Success is a specialized program that provides an alternative, flexible learning environment for 9th through 12th grade students. Career Academies are also in place at the high school to provide additional career exploration opportunities. Finally, our High Ability Learner (HAL) program serves intellectually gifted students and our comprehensive special education (SPED) program provides a wide variety of services for our students with special needs.

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

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

Section 2 School Mission Statement

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

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

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

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



8. Provides for application of technology in all learning areas;
9. Provides access to advanced courses;
10. Implements an organized schedule that is functional and meets student needs in all curriculum areas.
11. Provides a supportive learning environment which includes:
 - a. A welcoming and inviting structure that is emotionally safe, nurturing, supportive, and disciplined;
 - b. respect, trust, integrity, and regard for self and others; and honors diversity;
 - c. Learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
 - d. Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behaviors.

Section 3 Members of the Board of Education

Name	Contact Information
Teri Bauer	teribauer@npsne.org
Cindy Booth	cindybooth@npsne.org
Brenda Carhart (Vice President)	brendacarhart@npsne.org
Beth Shashikant	bethshashikant@npsne.org
Tom Stanton	tomstanton@npsne.org
Sandy Wolfe (President)	sandywolfe@npsne.org

Section 4 Administrative Staff

Name	Position
Dr. Jami Jo Thompson	Superintendent of Schools
Erik Wilson	Associate Superintendent of Business Services
Angie Baumann	Director of Human Resources & School Accreditation
Jared Oswald	Director of Teaching and Learning
Mary Luhr	Director of Student Programs
Chuck Hughes	Director of Student Services and School Safety
Jason Settles	Principal: Norfolk Senior High School/Alternatives for Success
John Erwin	Assistant Principal / Activities Director: Norfolk Senior High School
Blake Wockenfuss	Assistant Principal: Norfolk Senior High School
Lisa Langenberg	Assistant Principal: Norfolk Senior High School
David Nelson	Dean of Students: Norfolk Senior High School
Beau Viergutz	Principal: Norfolk Junior High School
Amber Lenton	Assistant Principal, Norfolk Junior High School
Jordan Hinrichs	Dean of Students / Assistant Activities Director: Norfolk Junior High School
Amy Brown	Principal: Norfolk Middle School
Allyson Melcher	Assistant Principal: Norfolk Middle School
Trisha Andreasen	Principal: Bel Air Elementary School
Paige Hastings	Principal: Grant Elementary School
Jamie London	Principal: Jefferson Elementary School
Angie Hausmann	Principal: Lincoln Montessori Elementary School
Melissa Jantz	Principal: Little Panthers Preschool
Ryan Specht	Principal: Washington Elementary
Tracy Lichty	Principal: Westside Elementary



Bruce Strong	Principal: Woodland Park Elementary
--------------	-------------------------------------

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

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

- The 2024-2025 school calendar is found in Appendix “A.”

Section 2 Severe Weather and School Cancellations

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

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

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

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

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

Classified Staff: Weather Procedure. On occasion, school may be canceled due to inclement weather. 10, 11, and 12 month employees need to make every effort to safely make it to their buildings in a timely manner in order to answer the phones and help students that come to school make arrangements for safe rides back home. Once those



issues have been handled, staff should consult with the supervising administrator on finishing the work day at the school office or taking work home to finish. If employees cannot get to work or choose to not work the remainder of the day, they have the following options:

- Vacation time may be taken (12 month employees only).
- Comp. time may be taken (full time employees only).
- Work time may also be made up during an upcoming non 40 hour work week if it is deemed necessary by the administrator.

Section 3 District Summer Hours

The district will close all offices (including Central Office) on all Fridays during the summer months at noon effective beginning the first Monday in June and these hours will remain in place until the first Monday of August. Regular hours usually resume on the first Monday of August. *Please note: The specific days that summer hours will start and end each year will vary slightly due to the calendar.* These summer hours include all staff, except custodial and district maintenance. Any exceptions need to be approved through the Business Office (i.e., high school, summer school, etc.) Summer hours will be Monday-Thursday: 7:30 a.m. to 4:30 p.m. with ½ hour for lunch. Deviations from this schedule must be approved through supervisors and the Associate Superintendent of Business Services. Vacation time will be paid at 40 hours/week. Staff may use available vacation time each week to get in 40 hours. Vacation hours need to be approved in advance by area supervisors.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

Employment is initiated when the supervisor conducts reference checks and an offer is made and accepted. The hiring process is completed upon submission of the hire form, successful completion of pertinent background checks, and all required payroll forms are finished. Classified employees cannot begin working until they have met with someone in the payroll office to confirm all necessary paperwork is complete.

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment, the employee should give at least two weeks written notice of resignation to their immediate supervisor who will send the letter and the separation form to the Human Resources Office.

Classified employees are “at-will” employees, and may be terminated at any time by the school district. Notice of termination will be delivered by the administrator or supervisor.

Section 2 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions provide additional information about the position duties.

A classified staff member who wants to transfer to another posted opening within the district must send written communication to the Director of Human Resources indicating their current assignment and requesting a transfer to the posted position. If an in-house transfer is allowed, the salary schedule of the new position will be used, and in



some instances this could result in a decrease in hourly wages. Administrators/supervisors must submit a Classified Employment Offer Form to HR to record changes in employment status. The district reserves the right to transfer employees to other positions as deemed necessary. Employees are expected to diligently and faithfully perform the assigned duties to the best of the employee's ability.

Section 3 Personnel File

The district will follow the requirements of state and federal laws and regulations with regard to an employee's personnel file.

Section 4 Grievances and Complaints

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

Section 5 Compensation

Compensation. Compensation is paid only as authorized by the Board of Education.

Salary Payments. Salary is payable over nine-twelve monthly installments, depending on the employee's assignment, by direct deposit. Employees are paid on the 18th of each month, or the last preceding school day, if the 18th falls on a holiday or weekend. In emergency cases, exceptions may be made, subject to the approval of the board. Direct deposit is required for all employees of the district. Employees should contact the payroll office if any paperwork changes need to be made (account number change, bank change, etc.). The request for changes need to be done in writing. Upon separation of employment, employees will be paid all salary due.

Full-Time Employee. A full-time employee is one who is scheduled for thirty-five (35) hours a week or more, a minimum of nine months out of the year.

Section 6 Benefits

Classified employees are provided benefits in accordance with their position and board policy. Annual fringe benefit elections are to be made by the third Friday in August of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school year shall be continued. Building administrators/supervisors are responsible for informing the Business 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 incorporated into this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provide 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.



The district will cooperate with any employee who chooses to participate in an investment program under Internal Revenue Code Section 403(b) that has been approved by the Board of Education.

Section 12 Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is ~~attached as Appendix "D" to this handbook, displayed near the timeclock in each building.~~

Classified employees may be classified as either "exempt" or "non-exempt" for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are "non-exempt" are eligible for overtime.

The regular workweek for overtime purposes is from **12:00 a.m. on Sunday through 11:59 p.m. on Saturday**. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. The FLSA limits the accumulation of compensatory time to 240 hours.

Article 3 – ABSENCES FROM WORK

Section 1 Absence Procedures

Regular, on site attendance in every position is essential to the success of our students and our district operations. Staff members should seriously consider every request for an absence/leave to be sure they are not abusing the privilege - including unpaid leave.

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a written request for leave to the employee's supervisor using the district approved leave forms located on the district website. The request is to be submitted at least 5 duty days prior to the leave. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. The administrator/supervisor has final determination of a leave request.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave day, employees are to contact their immediate supervisor as soon as possible. Before the end of the day on the



first day of the absence, and on each subsequent day of absence, the employee is to report to their immediate supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

Returning from Absences

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

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

Please note: Exception sheets and absence forms must be received by payroll by the end of the current pay period.

Section 2 Paid Leave – Sick and Bereavement

Employees are provided with paid sick and bereavement leaves in accordance with their employment assignment and board policy. During such paid leaves, employees continue to receive their salary and fringe benefits.

The leaves provided by the district are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire district and will not be tolerated.

Employees are to use sick leave when unable to work due to illness or injury. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave. Staff are allowed to take one sick leave day for the birth of a grandchild. In the event of a more complicated birth (C-section, etc.) more sick leave days may be allowed in accordance with the sick leave policy.

An immediate family member is defined as: husband, wife, child, mother, father, sister, brother, mother/father-in-law, brother/sister-in-law, grandparents, grandchild, aunt, uncle, niece, nephew, and daughter/son-in-law.

Sick leave, when used for anyone other than a member of the immediate family residing in the household, can be used only in instances of serious illness. Ten (10) of the seventy-five (75) available sick leave days may be used for a member of the immediate family not residing in the household. The maximum number of sick days that can be accumulated is 75 and all may be used in one school year if needed.

Part-time employees – sick leave accrual rate:

- First year - one day



- Second year – two days
- Third year – three days
- Fourth year – four days
- Fifth year and every year thereafter – five days

Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee’s parent, child or spouse, where grief would be expected to impair the employee’s ability to effectively function at work. Five days may be taken for immediate family as defined in Section 2 under sick leave. One day may be taken for anyone other than family.

Section 3 Vacation Leave

Paid leave is available only to those employees who are specified to receive paid leave. For purposes of eligibility for vacation, a 12-month employee is an individual whose duties are performed over a 12 month period and who is scheduled to work 2,080 hours or more per leave year. The leave year for paid leave is September 1st through August 31st.

- A. An employee who changes from being ineligible for paid leave status to eligible status during a leave year becomes eligible for paid leave at the beginning of the next leave year.
- B. An employee who changes from eligible to ineligible status during a leave year becomes ineligible for paid leave at the time the change in status occurs. The employee will not be required to reimburse the district for any days that were used prior to the change in status. The employee will be required to use any leave balance during the leave year the change in status occurs.

Classified employees eligible for paid leave shall have vacation days available for each year as follows: (Employees will be granted an advancement of 5 vacation days during their first 12 months of employment. If an employee would leave employment with the school district prior to the one year anniversary of their hire date the vacation days used would be charged back to the employee and deducted from their final pay check):

Complete Years of Continuous Employment	Vacation
1	5-40 Hours
2-10	10-80 Hours
11-20	15-120 Hours
21 or more	20-160 Hours

A “year of continuous employment” is determined based on a full leave year. When an employee has a break in employment and is re-hired by the district, the prior employment is not considered for determining years of continuous employment. Periods of employment in an employment status in which the employee is ineligible for paid leave is not considered for determining years of continuous employment.

Advance notice of taking vacation leave is required. All vacation time is to be arranged with the employee’s direct supervisor.

Classified employees are encouraged to take their vacation within each leave (fiscal) year. The maximum number of unused vacation days an employee will be allowed to carry over from one year to the next is five days. The maximum that may be accumulated is the number of days the employee was eligible for in the preceding leave year plus the possible five carry over days; that is five for an employee who has completed one year of continuous employment,



ten for an employee who has completed two to ten years of continuous employment, fifteen for an employee who has completed eleven to twenty years of continuous employment, and twenty for an employee who has completed twenty-one or more years of continuous employment. An employee is eligible for their specific maximum number of days plus the possible five day carry over from the previous year. Once the maximum is accumulated, no further vacation days will be available or granted until September 1 of the next fiscal year.

Section 4 Payroll Deductions for Absences in Excess of Paid Leave

Should an employee be absent from work in excess of the employee’s accumulated sick leave or other paid leaves, the employee’s salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total days for the school year as the denominator.

Section 5 Unpaid Leaves

The district complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee’s available paid leaves, the absence will be an unpaid leave except as may be required by law. The employee’s salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Section 6 Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee’s immediate supervisor. The employee will be allowed time off for jury duty. There will be no loss of salary or deduction in leave time for time spent in jury service. The district may (at its discretion) reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee’s immediate supervisor.

Legal Reference:	§ 25-1640
------------------	-----------

Section 7 Family and Medical Leave Act (FMLA)

Employee Rights and Responsibilities under the Family and Medical Leave Act

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

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

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

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



FMLA leave usage.

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

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

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

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

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

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

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

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

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

Employee Responsibilities. The employee must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform essential job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The employee also must inform the District if the requested leave is for



a reason for which FMLA leave was previously taken or certified. The employee also may be required to provide a certification and periodic recertification supporting the need for leave.

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

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

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

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

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

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

For additional information you may refer to FMLA poster (Appendix “B”) or contact the U.S. Wage and Hour Division at:

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

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

Section 8 Military and Family Military Leave

Policy 4022

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board Policy.

Employees requesting to take military leave or family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their Building Principal to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

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

Section 10 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 the employee is permitted to take a leave of absence upon the birth of the employee’s child.

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

Legal Reference:	§ 48-234
------------------	----------

Section 10 Subpoena to Testify Leave

An employee must promptly notify the employee’s immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

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

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee’s involvement in the legal matter is solely due to actions taken in connection with the employee’s work duties, the actions of the employee were not inappropriate, and the district is not an opposing party in the legal matter.

Section 11 Voting Leave

Teachers will be allowed paid time off to vote in an election if the teacher: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the teacher is not required to be present at work; and (c) applies for voting leave prior to or on election day with the Building Principal.

When voting leave is available, a teacher will be entitled to be absent from work on election day for such period as will, when considering the employee’s non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the teacher’s salary on account of such absence. The Building Principal may specify the hours during which the employee may be absent for voting leave.

Section 12 Crisis Response Team

Events such as the death of a teacher or student, natural or accidental disasters, and real or threatened violence may produce a crisis for students and faculty alike. The need to cope effectively is necessary. The purpose of the NPS Crisis Response Team is to evaluate crisis situations and plan intervention strategies based on district guidelines. More information about our district Crisis Response Team can be found on our website under the **Safety and Security** tab.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Time Clock



All hourly employees **must** use the building time clock at all times to record the start/end of the work day and the lunch period. Every time an hourly employee leaves the building for medical appointments or personal reasons, etc. they must clock out to properly account for duty time. Instruction on the proper use of the time clock is provided with “new hire” paperwork or upon request from the payroll office.

Exception Sheets: On rare occasions, and for special reasons **ONLY**, a *payroll exception sign in/sign out form* may be used. Exception sheets and absence forms must be received by payroll by the end of the current pay period. (See *Appendix F- “Payroll Exception Forms”*)

As required under federal and state law, Norfolk Public Schools tracks the hours worked by its nonexempt employees. Employees clock in and clock out using the biometric terminal (the “Bio Terminal”). The Bio Terminal scans and takes various measurements of an employee’s hand and converts those measurements into an encrypted code. The encrypted code is retained solely for the purpose of identifying the employee each time the employee uses the device to clock in or clock out of work. The encrypted code cannot be reverse engineered to convert it into a picture of the hand.

If an employee does not wish to consent to Norfolk Public School’s creation and retention of the encrypted code in the Bio Terminal clock for purposes of identifying them when they clock in and clock out of work, the employee can contact the Payroll Office. The encrypted code will be deleted from the Bio Terminal and from Norfolk Public School’s database within 30 days after my employment with Norfolk Public Schools ends.

Section 2 Hours of Work & Meetings

Regular and dependable on site attendance at work is an essential function of a classified employee’s employment position promoting consistency for students, staff, etc. Abuse of leave privileges affects the students, other staff, and the entire district and will not be tolerated.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Section 3 Arrival to Duty Assignments

Schools have differing starting and ending times for the student day. Classified employees’ work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work each day.

Section 4 Leaving School

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the principal or their supervisor.

Employees who leave the school during their designated lunch period or for an approved absence must check out with the principal’s office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 5 School Procedures

Employees are expected to adhere to the following school procedures in the performance of their duties:



- A. Use of Cell Phones. Employees must ensure that any use of a cell phone does not interfere with their job duties, distract from their attention to the job, or extend beyond a reasonable time, as determined by their immediate supervisor. ~~Employees are not to use personal cell phones for any non-school purpose during duty time.~~ Employees are not to use electronic devices or otherwise engage in distracted driving while transporting students or using district vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the district relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants at all times.
- B. Checking Out of Equipment. All equipment must be checked out through the principal's office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by board policy or contract.
- C. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the principal's office. Employees shall not make purchases on behalf of the district without prior approval of the appropriate administrator who will assign a purchase order number/budget code. When ordering supplies or materials through the Central Supply catalog, an electronic requisition form signed by the administrator/supervisor must be submitted to the business office at C.O. for processing. The requisitioner should specify item number, description, and budget code number and make a copy for his/her records.
- D. E-mail. Employees may be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees should check for e-mail throughout the duty day and respond to e-mails when possible, but avoid checking and responding to e-mails during instructional time. Use of the district's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in board policy and this handbook.
- E. Employee Mail Box. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer, employees are responsible for responding promptly. Employee mail boxes are to be limited to communications regarding school business.

Section 6 Supervision / Management of Students

Proper supervision of students is an important responsibility for all staff. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

Proper Supervision

- A. Report to all duty assignments on time.
- B. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- C. Be vigilant while supervising students. Never leave students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- D. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember,



though, that this type of information may be confidential—do not share confidential information about students, except with other staff who need to know the information to perform their jobs).

- E. Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- F. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- G. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

Proper Instructions

- A. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- B. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- C. When you go over safety rules with students, document this training.

Proper Maintenance of Buildings, Grounds, and Equipment

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

Proper Warnings

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

Contact the Office for Assistance

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

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

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Immediately make a report of such conduct to the principal so this law may be followed.



Student Searches

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

Student Rights

Treat students fairly and consistently without consideration of race (including skin color, hair texture and protective hairstyles), color, religion, gender, or disability. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Follow IEP, 504, behavioral, and other plans as applicable for the students for whom you are responsible. Be attentive and respond to “bullying” behaviors immediately. Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

Student Discipline:

Student discipline is everyone's responsibility. It begins with each student being responsible for his/her own behavior and understanding the consequences it may cause. Each employee is responsible for understanding and supporting classroom and building expectations at the beginning of the school year, implementing these expectations on a consistent basis, and being familiar with the student handbook. Staff are responsible for all students in the hallways, in the rest rooms, at assemblies, at pep rallies, in other open spaces and during lunch. If applicable, consequences will be in accordance with the Student Code of Conduct.

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

1. Students will be made aware of classroom / building expectations. These expectations should be in writing.
2. It is important to document student behavior as needed.
3. If, after attempts to improve student behavior, problems continue, talk to the student's teacher/ sponsor or the building principal about possible alternatives in discipline procedures. Be attentive and respond to “bullying” immediately.
4. If a student continues to cause problems, inform the teacher or sponsor. Be sure to state the problem clearly and expectations in terms of assistance. At times, the student's and adult's stories may be different. Be prepared to provide documentation. Refer students with continued and significant behavioral problems to the teacher/sponsor or principal.
4. Talk with other staff members about the behavior management techniques they use to establish positive relationships with students. A large repertoire of behavior management techniques is encouraged.
5. Read and understand the student handbook and the student Code of Conduct to assist with consistency of expectations.
6. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. **Corporal punishment is prohibited in the District and is not to be used.** Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
7. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the teacher/sponsor or building Principal so this law may be followed.



Section 7 Dispensing Medication

Policy 6910

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act (Neb. Rev. Stat. §71-6718 to 71-6743). To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office - with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the district's Safety and Security Management Plan and the district's emergency protocols (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: **student's name, name of medication, dosage needed, and time of dispensing the medication.**

Section 8 Reporting Child Abuse

Policy 5402

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

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

Employees are to promptly inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for an employee. However, informing a principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

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

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will assist you as needed.



Section 9 Funds

Receipts:

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

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

No money shall be kept in the offices, library, teacher's desks, or in file cabinets overnight. During the day, such funds should be kept under lock and key.

Fundraising

Policy 4029

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The Norfolk Public School District expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's professional responsibilities, the employee:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.



- B. Shall not discriminate on the basis of race, color, national or ethnic origin, religion, disability, age, sex, veteran status, marital status pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected category.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
- E. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- H. Shall report to the Superintendent (or his or her designee) any known violation of paragraphs B or E above.
- I. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

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

- A. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- B. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- C. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

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

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

- A. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Classified Position Employment Practices:

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



In fulfillment of the obligation to employment practices, the employee:

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

Competent Performance

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

- A. Keep records for which he or she is responsible in accordance with law and policies of the school system;
- B. Supervise others in accordance with law and policies of the district;
- C. Recognize the role and function of community agencies and groups as they relate to the district and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

- A. Utilize available materials and equipment necessary to accomplish the designated task;
- B. Adhere to and enforce written and dated administrative policy of the district which has been communicated to the educator;
- C. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

- A. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

- A. Utilize information and materials that are relevant to the designated task;
- B. Use language and terminology which are relevant to the designated task;
- C. Use language which reflects an understanding of the ability of the individual or group;
- D. Assure that the designated task is understood;
- E. Use feedback techniques which are relevant to the designated task;
- F. Consider the entire context of the statements of others when making judgments about what others have said;
- G. Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

- A. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
- B. Maintain consistency in the application of policy and practice;
- C. Develop and maintain positive standards of conduct.



Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

- A. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
- B. Shall not knowingly misinterpret the statement of others;
- C. Shall not show disrespect for or lack of acceptance of others;
- D. Shall provide leadership and direction for others by appropriate example;
- E. Shall offer constructive criticism when necessary;
- F. Shall comply with reasonable requests and orders given by and with proper authority;
- G. Shall not assign unreasonable tasks;
- H. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

- A. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
- B. Be able to communicate so effectively as to accomplish the designated task;
- C. Appropriately control his or her emotions;
- D. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Obligations: Employees shall adhere fully to the terms of the assignment or appointment.

Section 2: Role Model

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

Classified staff members provide valuable assistance in the educational process and allow teachers and administrators to carry out their responsibilities in a more efficient and effective manner. Administrators/teachers must maintain the role of leadership and responsibility for the students, with the classified staff in a supportive role.

Section 3 Professional Boundaries between Employees and Students

Policy 4025

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

Professional Boundaries between Employees and Students

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

Engaging in sexual activity, a romantic relationship, or dating a student while the student attends the school where the employee works and for one year after the student graduates or otherwise ceases enrollment.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a students. In addition, repeatedly engaging in any of these activities or a combination of these activities are examples of grooming as defined in this policy.



- A. Using e-mail, text messaging, instant messaging or social networking sites (such as ~~Twitter~~ Facebook and Snapchat) to discuss with a student a matter that does not pertain to school-related activities. (School related activities include items such as the student's homework, class activity, school sport or club, or other school-sponsored activity.) Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- B. Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- C. Employees shall not "friend" or "follow" students on any social networking site.
- D. Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- E. Making any sexual advance – verbal, written, or physical – towards a student.–Or responding in a positive manner to a student's sexual advance.
- F. Showing sexually inappropriate materials or objects to a student.
- G. Discussing with a student sexual topics that are not related to a specific curriculum.
- H. Telling sexual jokes to a student.
- I. Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- J. Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- K. Being overly "touchy" with a specific student.
- L. Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- M. Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- N. Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- O. Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- P. Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Q. Going to the student's home when the student's parent or a proper chaperone is not present.
- R. Giving gifts of a personal nature to a specific student.
- S. "Grooming," (as defined in this policy).
- T. Providing alcohol or illegal or unauthorized drugs or medication to a student.
- U. Any other behavior which could exploit the unique position of trust and authority between a student and employee.

Exceptions to these prohibitions may include:

1. Communicating with your own child or another student with whom there is personal relationship that exists independent of that child being a student at the same school where the employee works such as when the student is a relative, neighbor or fellow member of a group or organization outside of the school or school sponsored setting when such communications pertain to such a group or organization.
2. An emergency or concern for that student's immediate health or safety.
3. A singular chance encounter at a public place provided the encounter provided there is no additional violation of this policy



Allowing students to view an educator's social media postings is not a preferred method of communication. Educators are responsible for any social media postings that is viewed by students when such posting violates the standards of professional conduct.

Permissible ways to engage with students when the employee has concerns about the student's well-being:

1. Contact the guidance counselor and ensure the student's parent or guardian is aware of your concerns.
2. Contact the student's parents or guardian if the concern is not with the parent or guardian.
3. If you believe the student is in immediate danger, contact the Nebraska Department of Health and Human Services child abuse hotline or contact law enforcement.

Section 4 Relationships

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

Section 5 Civility

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

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

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

Section 6 Notification of Arrest, etc.

Employees must notify the Superintendent (or his or her designee) by the next business day after:

- A. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
1. The maximum penalty for the crime equals or exceeds six months incarceration;
 2. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 3. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - a. Would impact the responsibility to be a role model for students or relations with other employees of the district;
 - b. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
 - c. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.



4. The arrest or the alleged criminal activity occurred while the employee was on duty, on district property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
- B. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
- C. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

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

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file. Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

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

Section 7 Injury Leave

Policy 4031

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

If the administrator determines that the employee does not qualify for paid injury leave, then the employee may be required to use other available leave. There is no appeal process for an employee who has been denied a request for paid injury leave.

Section 8 Evaluations

Evaluations of employees will be conducted in accordance with the district's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an "as-needed" basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration. In the event of a job performance warning there shall be a conference between the employee and the supervisor. The supervisor and employee shall cooperatively examine the results of the warning and determine if further action is warranted.



Section 9 Employee Complaints or Concern

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

It is important to the efficient and successful operation of the district and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the district's mission. Employees must ensure that all applicable laws and regulations are followed by the district and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the district.

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

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

Section 10 Attire

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

Section 11 Outside Employment

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



Section 12 Media Requests

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

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The district has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.

The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the district's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the district's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of employment.

Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

Section 2 Smoke and Tobacco-Free Workplace

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

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco); vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from



wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

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

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

- A. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- B. The frame or receiver of any object described in the preceding example;
- C. Any firearm muffler or silencer;
- D. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- E. Any bludgeon, sand club, metal knuckles, or throwing star;
- F. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- G. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- H. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action;
- I. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
- J. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase “possession of a weapon” includes, without limitation, a weapon in an employee's personal possession, as well as in an employee’s motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet

Employees have access to the district’s computer network and the Internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

- A. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as made available by the district. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the Internet.
- B. Access and User Agreements. Use of the district’s technology resources is a privilege and not a right. The Superintendent or his/her designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources. The technology resources are not a public forum. The district reserves the right to restrict any communications and to remove communications that have been posted.



- C. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the district's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
- D. Unacceptable Uses. The following are unacceptable uses of the technology resources:
1. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
 2. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.
 3. **Incidental personal use** is not prohibited by this provision. This exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.
 4. The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the Internet for personal use; or sending an e-mail related to one's own private consulting business.
 5. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 6. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - a. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - b. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - c. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - d. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - e. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - f. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - g. Users shall not engage in any form of vandalism of the technology resources.
 - h. Users shall follow the generally accepted rules of network etiquette. The administrator or designees may further define such rules.
 1. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any district policy or any applicable law. Without limitation, this means that technology resources may not be used:
 - a) To access any material contrary to the district's Internet Safety Policy; or to create or generate any such material.
 - b) To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - c) To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the district is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 - d) To promote or tolerate violations of student conduct rules.
 - e) To engage in illegal activity, such as gambling.



- f) In a manner contrary to copyright laws.
- g) In a manner contrary to software licenses.
- 7. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The district does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The district is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- 8. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the district may also use other technology protection measures or procedures as deemed appropriate.

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

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

- 9. Monitoring. Use of the technology resources, including but not limited to Internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the district’s computers or Internet system.

Sanctions. Violation of the policies and procedures concerning the use of the district’s technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Section 5 Use of School Facilities

An employee who is issued school keys is expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage. Employees are responsible for the replacement costs of lost keys.

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

Section 6 Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the principal. If you learn that a student has damaged school



property or equipment, or if you are responsible for damage to school property, promptly report it to the principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Employees will need to promptly log long distance calls according to building procedures and be responsible for any charges which are for personal use.

Section 8 Visitors

Policy 1010

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on district property, including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

Section 9 Salespersons

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or his/her designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or his/her designee. Employees must not use time for which the employee is on duty or paid by the district to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

Section 10 Security of Desks and Lockers

Offices, employee desks, lockers, file cabinets and other such storage 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 and staff records.

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

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

Section 11 Video Surveillance

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



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

Section 12 Recording of Others

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

Section 12 Bulletins and Web Page

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the district's activities and programs and for educational purposes related to such activities and programs. The district's communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the district's communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the district, or communications that promote activities not suitable for school-age children.

Any website links on the district's web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the district. The district makes no representations or warranties of any kind with regard any such links.

Section 13 Copyright and Fair Use Policy

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

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

- A. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- B. the nature of the copyrighted work;



- C. the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- D. the effect of the use upon the potential market for or value of the copyrighted work.

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

Section 14 Lost and Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 15 School Safety

Safety Programs and Safety Teams

Student and staff safety is a paramount priority. The district has established a Safety and Security Management Plan which includes our **Standard Response Protocol**. This plan also includes other safety and security measures and procedures, including specific plans and actions to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the district’s **Standard Response Protocol** (or SRP). Information about the **Standard Response Protocol** is available under the Safety and Security tab on the school website. Information about the Safety and Security Management Plan may be obtained for review from the principal or the Superintendent.

The district also has several active safety teams in place to address employee accidents, injuries and work place conditions as well as threat assessments and various safety and security items. Representatives who serve on these teams are generally appointed by the administration. Staff can make suggestions and/or report concerns to the safety teams by contacting members of the safety teams or their building principal.

Safety Practices

Guidelines for safe work practices for employees include the following:

- A. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
- B. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- C. Wipe up spills or report promptly to appropriate personnel. **DO NOT** assume someone else will do it.
- D. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- E. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
- F. Do not use equipment if you are not familiar with it or operate machinery without proper training.
- G. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
- H. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
- I. Wear seatbelts when in vehicles where provided.
- J. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the appropriate building administrator.

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



Section 16 Safe Driving

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

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

Accidents

Every accident which results in a personal injury must be reported to the principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Section 17 Workers Compensation

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

Section 18 Classroom Environment

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

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Anti-discrimination, Anti-harassment and Anti-retaliation

Policy 4003

A. Elimination of Discrimination.

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

The Norfolk Public Schools does not discriminate on the basis of sex, disability, race, (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.



Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

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

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

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

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

1. Purpose:

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

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

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

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

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

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



j. Criminal offenses

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

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

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is



available in the office of each District building, on the District's website, and from the designated coordinators. Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

Section 2 Notice of Nondiscrimination

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

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

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

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

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

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

Section 3 Designation of Coordinators

Policy 4003

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

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

Section 4 Grievance Procedure for Persons with a Disability

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 by employees of alleged violations of the ADA or Section 504:

- A. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the complainant's disability prevents such, in which event the complaint can be made verbally.
- B. Complaints shall set forth: (a) the name of the complainant, (b) the address and telephone number or other such information sufficient to enable the coordinator to contact the complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the complainant.
- C. Complaints shall be investigated by the coordinator or the coordinator's designee. Investigations shall be thorough, but informal, and the complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- D. The coordinator shall make a decision on the complaint within 30 days of the filing of the complaint, unless such time period is extended by agreement with the complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the coordinator's proposed resolution of the complaint, and shall be forwarded to the complainant.
- E. The complainant shall have 10 days from the date the coordinator's decision is sent to the complainant to accept or reject the coordinator's proposed resolution. The complainant shall be deemed to have accepted the proposed resolution unless the complainant rejects the proposed resolution within such time period.
- F. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the coordinator's decision is sent to the complainant. The request for reconsideration shall be filed with the coordinator. Upon receipt of the request for reconsideration, the coordinator shall promptly forward the request for reconsideration and all evidence received by the coordinator in connection with the complaint to a third person for review (either an administrator or other employee of the district, or members of the Board of Education or committee of the board).
- G. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the board or committee of the board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and board policy. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and including termination. Further information about FERPA and the district's policies under FERPA are found in board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges Policy 5001

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

Section 5 Breakfast and Lunch Programs



The district participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 8 Confidentiality of Protected Health Information (HIPAA)

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

Section 9 Student Privacy Protection

Policy 5419

Federal law requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:

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

Mental Health Assessment or Service

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



assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Section 10 Parental and Community Involvement

Policy 6400

General - Parental/Community Involvement in Schools

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

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

The District has a separate policy established pursuant to federal law relating to parental and family engagement applicable to parents and family members of children enrolled in Title I programs. The policy requires that parents and family members of Title I children have been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental and family engagement policy. Employees are expected to comply with the Title I parental and family engagement policy.

Section 11 Homeless Students

Policy 5418

Federal law requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.





Appendix A

Norfolk Public Schools 2024-2025 School Calendar Information

August 2024 	January 2025
September 2024 	February 2025
October 2024 	March 2025
November 2024 	April 2025
December 2024 	May 2025

No school for students or teachers Teacher PD/Work Day - No School For Students Teacher PD/Work Day - No School For Students (a.m. only) End Quarter 2:00 p.m. dismissal for students K-12 11:30 a.m. dismissal for students K-12 Make-up Snow Days (if needed)



Norfolk Public Schools 2024-2025 Staff Calendar

July
31 Orientation - New Teaching Staff

August
1-5 Orientation - New Teaching Staff
8-9 Orientation - All Teaching Staff
12 First Day - First Half Students K-12
13 First Day - Second Half Students K-12
14 All Day- K-12

September
2 K-12 No School- Labor Day

October
11 K-12 End First Quarter
K-12 Staff- PD/Work Day-No School for Students
14-17 K-12 Parent-Teacher Conferences
14 - K-8 P-T Conferences, 4:00-7:00
15 - K-4, 9-12 P-T Conferences, 4:00-7:00
16 - 5-12 P-T Conferences, 4:00-7:00
17 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)
18 K-12 Students- No School (K-12 Teacher's- Comp Day- No Duty)
21 K-12 Staff- PD/Work Day- No School for Students

November
27-29 K-12 No School- Thanksgiving Break

December
13 K-12 No School- State One Act
K-12 Staff- PD/Work Day-No School for Students
20 K-12 End Second Quarter/First Semester
23-31 K-12 No School- Winter Break

Grade	K-4	5-8	7-8	9-12	Notes
1	43.0	43.0	43.0	43.0	August 12 - October 11
2	43.5	43.5	43.5	43.5	October 14 - December 21
	86.5	86.5	86.5	86.5	
3	42.5	42.5	42.5	42.5	January 7 - March 13
4	43.5	43.5	43.5	43.5	March 16 - May 21
	86	86	85.5	85.5	

172.5 Student Days, Grades K-4
172.5 Student Days, Grades 5-8
172 Student Days, Grades 7-8
172 Student Days, Grades 9-12

Updated: 11/25/2023

January
1-3 K-12 No School- Winter Break
6 K-12 Staff - PD/Work Day - No School For Students
7 K-12 School Resumes
20 K-12 Staff - Prof. Development ESU Speaker- No School

February
7 K-12 Staff - PD/Work Day - No School for Students
10-13 K-12 Parent-Teacher Conferences
10- K-8 P-T Conferences, 4:00-7:00
11- K-4, 9-12 P-T Conferences, 4:00-7:00
12 - 5-12 P-T Conferences, 4:00-7:00
13 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)
14 K-12 Students- No School (K-12 Teacher's Comp Day- No Duty)
17 K-12 No school For Staff or Students

March
13 K-12 No School- Spring Break
K-12 End Third Quarter
Make-Up Snow Day (if needed due to 3 snow days)
14 K-12 No School- Spring Break
Make-Up Snow Day (if needed due to 4 snow days)

April
17-21 K-12 No School- Spring Break
22 K-12 School Resumes
24 Grades 9-12 - 11:30 a.m. dismissal
PM- SH Track Meet
25 No School For Students- District Music K-12 Staff PD/Work Day

May
7 K-12 Staff Appreciation Day 1:00 pm Dismissal
8 Grades 7-8- 11:30 dismissal
PM- JH Track Meet
18 Graduation
21 Students Last Day/End Fourth Quarter
K-12 - 11:30 a.m. dismissal
22 Last Teacher Work Day

Published by:
Director of Human Resources
Norfolk Public Schools
512 Philip - PO Box 139
Norfolk, Nebraska 68702-0139
402-644-2500



Appendix B

Norfolk Public Schools
Classified Employee Exception Sheet

CO USE ONLY	
Posted	<input style="width: 100px;" type="text"/>

**PAYROLL EXCEPTIONS
MISSING PUNCH FORM**

Employee Name Building

Date	Missing Time	a.m.	p.m.

Employee's Signature Date

Supervisor's Signature Date

(Original to Payroll Office. If you want copies you need to make them.)



Appendix C

Norfolk Public Schools - Certified/Classified Acknowledgement Form

Norfolk Public Schools' District Website: <http://www.norfolkpublicschools.org/>

NPS Certified/Classified Handbooks

I am aware that the *Certified Staff Handbook* and the *Classified Staff Handbook* are on the district website, and I have (or will) read the appropriate handbook for my assignment. I also understand that a print copy is available in each school's office area.

Acceptable Use of Computers and Networks

The "Acceptable Use of Internet and Other Electronic Resources Policy" is on the district website. In order to make sure that all members of the NPS community understand and agree to the rules of conduct for the use of e-mail and Internet systems of the school district, the NPS District asks that you, as an administrator, faculty member, or staff member, sign the following statement: I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by NPS, and I understand and will abide by those district guidelines and conditions for the use of the facilities of NPS and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken. I agree not to hold NPS, any of its employees, or any institution providing network access to NPS responsible for the performance of the system or the content of any material accessed through it.

Drug-Free School and Workplace Policy

The "Drug-Free School and Workplace Policy" is on the district website. I have (or will) read it. I also understand that a print copy is available in each administrator's office and the Media Center. I have received a copy of and understand district policies declaring it is illegal, and therefore, absolutely prohibited for any employee of the district to:

- 1) Engage in the unlawful manufacture, possession, use, or distribution of illicit drugs;
- 2) Possess, use, or distribute alcohol on school premises;
- 3) Be under the influence of illicit drugs and/or alcohol while directly supervising student activities off school property, or as a part of any of the schools' activities held on school property.

By signing this form I acknowledge that I understand that it is unlawful, and therefore, an absolute prohibition of the district for any employee of the district to engage in any of the activities listed in the NPS Drug-Free Workplace Policy, and/or as defined by the board policy or administrative directive. I understand that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the district.

Bloodborne Pathogens

Bloodborne Pathogens information is available on the district's website. I have (or will) read it. I know that if I have questions I should see the School Nurse.

Attack on Asthma – Asthma and Anaphylaxis: A Primer for Schools

The Attack on Asthma information is available on the district's website. I have (or will) read it. I know that if I have questions I should see the School Nurse.

Name (Please Print): _____

Signature: _____

School(s): _____

Date: ____/____/____



Norfolk Public Schools
Classified Employee Handbook Receipt Page

**RECEIPT OF THE 2024-2025 CLASSIFIED HANDBOOK
OF NORFOLK PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2024-2025 Classified Employee Handbook for Norfolk Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date:

Employee Signature:

Please return the signed document to:

Director of Human Resources
Norfolk Public Schools
512 Philip Avenue
Norfolk, NE 68701

Cc: Building Principal



2024-2025

*Substitute Teacher
Handbook*

Published by:
Norfolk Public Schools
Office of Human Resources and School Accreditation
512 Philip - P.O. Box 139
Norfolk, Nebraska 68702-0139
Phone: 402-644-2500

Introduction

A substitute teacher is an extremely valuable and critical resource to our schools and the job can often be challenging; even under the most favorable conditions. As a substitute teacher in the Norfolk Public Schools system, you are a very important person and we greatly appreciate your commitment to our students and staff.

Whether your stay in our buildings is only for a day (or continues over an extended period of time) we expect your best and we want you to feel supported in your role. Each time you enter one of our classrooms to teach, you are responsible for our most valuable commodity: our children. Your service to our district is very important and we are confident that you will provide a positive learning experience for all students.

This handbook is intended to be a resource for you so that you can find answers to some frequently asked questions, become aware of some standardized expectations and procedures across buildings, and gain a deeper understanding of district operations. The handbook deals with items that should assist you in having a successful year working for our school district.

On behalf of the Norfolk Public Schools Board of Education and our entire staff, I would like to extend a very cordial welcome to you, our substitute teacher! Thank you again for being an important part of our team and we hope that you will enjoy working with us.

Sincerely,

Angie L. Baumann

Director of Human Resources and Accreditation

Notice of Nondiscrimination

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

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

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

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

Table of Contents

Page	Contents
2	Introduction
4	Intent of Handbook
5	Information About Norfolk Public Schools
5	School Mission Statement
5	Members of the Board of Education
5	Administrative Directory
6	Certification Requirements
6	Newly Retired Teachers
7	Application Procedure
7	Substitute Address/Status Change
8	Substitute Pay
9	Long-Term Substitute
9	Substitutes and Their Assignments
10	School Dress
10	The Substitute and the Principal
10	Responsibilities of the Regular Teacher
11	Responsibilities of the Substitute Teacher
12	The Substitute Teacher and the Students
17	Legal Aspects of Substituting
17	School Based Vocabulary Terms
18	Substitute Teachers and Their Professional Responsibilities
18	Inclement Weather
19	Drug-Free Schools and Work Place
19	Smoke-Free Environment
19	No Weapons Allowed at Norfolk Public Schools
20	Classroom Environment
20	Elementary Substitute Hints and Suggestions
21	Secondary Substitute Hints and Suggestions
 Appendix	
23	NPS Instructional Model
24	Standard Response Protocol
25	Blood-borne Pathogens
28	Substitute Summary
29	Calendar
30	Administrative Directory
31	Substitute Teacher Job Description

Norfolk Public Schools
2024-2025
Substitute Handbook
FOREWORD

Intent of Handbook

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

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

In reading this handbook, please understand that where a direct conflict exists; state or federal law, the Negotiated Agreement, and NPS Board of Education policies and regulations adopted after this handbook, will be referenced for decision making.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: www.norfolkpublicschools.org

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. **In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.**

This handbook will be in effect for the 2024-2025 school year and subsequent school years unless replaced by a later edition.

Information About Norfolk Public Schools

Norfolk Public Schools serves approximately 4,300 students in pre-kindergarten through twelfth grade. All-day kindergarten is available in all seven elementary schools. Little Panthers Preschool is located at 2500 Norfolk Ave and serves our students ages 3 and 4. Lincoln Elementary also offers a K-4 Montessori Program. For the upper grades, Norfolk Middle School serves grades 5-6, Norfolk Junior High serves grades 7-8, and Norfolk Senior High serves grades 9-12. In addition, Alternatives for Success (AFS) is a specialized program that provides an alternative, flexible learning environment for 9th through 12th grade students. Career Academies are also in place at the high school to provide additional career exploration opportunities. Finally, our High Ability Learner (HAL) program serves intellectually gifted students and our comprehensive special education (SPED) program provides a wide variety of services for our students with special needs.

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

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

School Vision and Mission Statement

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

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

Members of the Board of Education

Name	Contact Information
Teri Bauer	teribauer@npsne.org
Cindy Booth	cindybooth@npsne.org
Brenda Carhart (Vice President)	brendacarhart@npsne.org
Beth Shashikant	bethshashikant@npsne.org
Tom Stanton	tomstanton@npsne.org
Sandy Wolfe (President)	sandywolfe@npsne.org

Administrative Directory

Central Office Administrators

(402) 644-2500

- *Dr. Jami Jo Thompson, Superintendent*
- *Erik Wilson, Associate Superintendent of Business Services*
- *Angie L. Baumann, Director of Human Resources and Accreditation*
- *Jared Oswald: Director of Teaching and Learning*
- *Mary Luhr: Director of Student Programs*
- *Chuck Hughes: Director of Student Services and Safety*

Building Administrators

Administrator	Title	Building	Address	Work Phone
Jason Settles	Principal	Senior High	801 Riverside Blvd.	644-2529
Lisa Langenberg	Assistant Principal	Senior High	801 Riverside Blvd.	644-2529
Blake Wockenfuss	Assistant Principal	Senior High	801 Riverside Blvd.	644-2529
David Nelson	Dean of Students	Senior High	801 Riverside Blvd.	644-2529
John Erwin	Activities Director	Senior High	801 Riverside Blvd.	644-2529
Beau Viergutz	Principal	Junior High	510 Pasewalk Ave.	644-2516
Amber Lenton	Assistant Principal	Junior High	510 Pasewalk Ave.	644-2516
Jordan Hinrichs	Dean of Students/AD	Junior High	510 Pasewalk Ave.	644-2516
Amy Brown	Principal	Middle School	1221 N. First Street	644-2569
Allyson Melcher	Assistant Principal	Middle School	1221 N. First Street	644-2569
Trisha Andreasen	Principal	Bel Air	1101 N. Eighteenth	644-2539
Paige Hastings	Principal	Grant	1106 Philip Ave.	644-2544
Jamie London	Principal	Jefferson	406 Cottonwood	644-2546
Angela Hausmann	Principal	Lincoln/ Montessori	310 S. Third St.	644-2550
Melissa Jantz	Principal	Little Panthers Pre-School	2500 Norfolk Ave.	644-2501
Ryan Specht	Principal	Washington	1205 S. Second St.	644-2557
Tracy Lichty	Principal	Westside	1703 Philip Ave.	644-2561
Bruce Strong	Principal	Woodland Park	611 Meadow Lane	644-2565

Other Phone Numbers:

Human Resources Office: 644-2500 Ext: 1112

Payroll Office: 644-2500 Ext: 1106

Certification Requirements

Substitute teachers in the Norfolk Public Schools must have a current Nebraska Teaching, Substitute, or Local Substitute Certificate. All certificates are issued by:

Nebraska Department of Education
Office of Certification
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
Phone: (402) 471-0739
<http://www.education.ne.gov/TCERT/>

IMPORTANT CERTIFICATION INFORMATION

Effective February 1st, 2012, all teaching certificates currently in force will expire August 31st of the year indicated. Therefore, certificate expiration dates on active certificates will be changed in the Teacher Certification system as follows: those expiring January 1st to August 30th will change to August 31st of the same year; and those with an expiration date of September 1st to December 31st will move back to August 31st of that same year. Replacement certificates will not be mailed and do not need to be registered again.

You can view your revised teaching certificate at www.education.ne.gov/TCERT. Under searches: select Current Certificates & HR Training Lookup.

Nebraska Teaching/Substitute Certificates:

- ✓ Initial/Standard/Professional – The holder of an Initial, Standard, or Professional Nebraska Teaching Certificate is eligible to substitute an unlimited number of days in all school districts in Nebraska.
- ✓ Substitute – The holder of a Substitute Nebraska Teaching Certificate is eligible to substitute an unlimited number of days in all school districts in the state.
- ✓ Local Substitute – The holder of a Local Substitute Teaching Certificate may substitute for the Norfolk Public Schools in all grades, subjects, fields, and areas of specialization on an intermittent basis up to 90 days per school year. *(It is the local substitute teacher's responsibility to keep track of the number of*

days worked.) To obtain a Local Substitute Certificate an applicant must complete sixty (60) hours of college credit (*official transcripts required*); get pre-approval from the Norfolk Public Schools' Director of Human Resources; and meet all guidelines established by the State Department of Education. A Local Substitute Teaching Certificate is valid for **five (5) ~~three (3)~~** years.

Certificate Renewal:

- ✓ Initial/Standard/Professional – Please follow the established procedures outlined on the Nebraska Department of Education website.
- ✓ Substitute – To renew this certificate, the Nebraska Office of Certification requires you substitute a minimum of fifty days in the preceding five years (*the Office of Certification now keeps a record of this information so they can confirm that you qualify*) or an official transcript with three hours of pre-approved college credit. Please follow renewal procedures outlined on the Nebraska Department of Education website. Proof you have taken the Human Relations Training is also required for this certificate.
- ✓ Local Substitute – Please follow procedures outlined on the Nebraska Department of Education website.

Newly Retired Teachers



Teachers who retired at the end of the last school year must be careful not to jeopardize their retirement. **The following is guidance for LB 198:**

~~“A member shall not be deemed to have terminated employment if the member subsequently provides service to any employer participating in the retirement system provided for in the School Employees Retirement Act within one hundred eighty days after ceasing employment unless such service is:~~

~~Termination of employment rules for members that are applying for, or taking a distribution.~~

~~A member may only provide limited substitute and/or voluntary service on an intermittent basis to any School Plan employer within the 180-day separation period beginning the **later of:**~~

- ~~•The date the member experienced a bona fide termination **or**~~
- ~~•The date NPERS receives the member’s distribution application/request (because applications can come in **after** someone experiences a bona fide termination).~~

~~“Intermittent basis” and “day of service” is defined in statute:~~

- ~~•“Intermittent basis” means no more than 8 days in a calendar month of voluntary and/or substitute service provided on a day-to-day basis (no prearrangement).~~
- ~~•“Day of service” means any length of voluntary and/or substitute service provided during a single calendar day (whether that is 5 minutes or 8 hours of service).~~

~~Bona fide unpaid voluntary service or substitute service, provided on an intermittent basis. For purposes of this subdivision, (A) intermittent basis means service provided on a day-to-day basis that is not greater than eight days of service during a calendar month and (B) day of service means any length of substitute service or unpaid voluntary service provided during a single calendar day.”~~

It is the responsibility of newly-retired teachers to protect their retirement benefits.

The following guidelines are established to not jeopardize retirement funds:

- 1) You cannot work on a regular basis for the school district for 180 days following your last day of employment with the district.
- 2) You cannot show a “pattern” of substituting.
- 3) You can substitute in an emergency situation only with administrative approval.
- 4) You cannot be a long-term substitute until the 180-day rule is met. (*We estimate the 180-day rule will end by the start of second semester, depending on actual retirement date.*)

Application Procedure



New/Returning Substitutes – Any person who wishes to substitute for the Norfolk Public Schools should complete/update the online application available through the district website at <http://www.norfolkpublicschools.org/>. Click on “Employment,” and “Substitute Teacher for (School Year)” to access the application. Please call Human Resources at (402) 644-2500 if you need more information. You must reapply each year.

It is **your responsibility** to maintain a current Nebraska teaching certificate and to be sure that your certificate is on file with the Human Resources Office. The Human Resources Office must register and photocopy the teaching certificate issued by the Nebraska Department of Education.

A substitute can be added to the district “Substitute Teacher List” **and begin working** only when the following checklist has been fully completed:

- ✓ An online “Substitute Teacher Application” and all other requested information has been **submitted** on the NPS district website for the current school year
- ✓ A current Nebraska Teaching Certificate has been registered/copied by the Human Resources Office
- ✓ W-4 has been completed.
- ✓ I-9 (*with two approved forms of identification*) has been completed.
- ✓ Direct deposit form (*with account information attached*) completed.
- ✓ Annuity form (*optional*) completed.
- ✓ Completed the NPS substitute teacher workshop or viewed the substitute teacher presentation (*call Human Resources at (402) 644-2500 to schedule an appointment*).
- ✓ Substitute has met with payroll office or Human Resources staff to complete paperwork.
- ✓ A photo ID has been processed.



Substitute Address/Status Change

Substitute teachers are responsible for notifying the **Human Resources** Office (402) 644-2500 of any **permanent** changes in their availability, phone number, etc., and we will update changes in our sub management system.

Substitute Daily Rate Pay

		Teaching Certificate		
Assignment	Duration	Retired NPS Teacher	Initial/Standard/Professional/ Substitute Rate	Local Substitute* Rate
Short Term	Daily	\$161 170/day	\$151 160/day	\$131 160/day
Long Term	Day 21**	\$210 215/day – Days 1-20 are retroactive to the long term daily rate**	\$205 210/day – 1/188 th of base pay and days 1-20 are retroactive to the base salary**	Not available \$210/day Available with Administrative Approval Only
Long Term – Half (.5) Time	Day 21**	\$105 107.50/day – Days 1-20 are retroactive to the long term daily rate**	\$102.50 105/day – One-half 1/188 th of base pay and days 1-20 are retroactive to one-half the base salary**	Not available \$105/day Available with Administrative Approval Only
Bonus	20 Days	\$150 awarded for 20 days worked per semester. Does not include those who qualify for the long term teacher sub pay.		

*Limited to 90 days in a school year

**Days must be consecutive in the same teaching assignment

Substitutes are paid on (*or before*) the 18th of the month by direct deposit based on the schedule below:

2024 – 2025 Payroll Cut-Off Dates

Monthly Pay Periods	Pay Date
July 21 – August 24, 2024**	September 18, 2024
August 25 – September 21, 2024	October 18, 2024
September 22 – October 19, 2024	November 18, 2024
October 20 – November 23, 2024**	December 18, 2024

November 24 – December 21, 2024	January 17, 2025
December 22 – January 25, 2025**	February 18, 2025
January 26 – February 22, 2025	March 18, 2025
February 23 – March 22, 2025	April 18, 2025
March 23 – April 19, 2025	May 16, 2025
April 20 – May 24, 2025**	June 18, 2025
May 25 – June 21, 2025	July 18, 2025
June 22 – July 19, 2025	August 18, 2025
July 20– August 23, 2025**	September 18, 2025

**Indicates a five-week pay period

You will receive a pay stub by ~~mail~~–email indicating the amount deposited in your designated account(s). In accordance with the federal and state statutes and rules of the Board of Education, deductions are made from the substitute teachers' salaries for social security and income tax, but no deductions are made for retirement. Temporary substitute teachers, by state regulations, are not classified as regular teachers and thus have no pension or tenure rights.



Annuity Option: Substitute teachers are eligible to designate a portion of their salary to an annuity with a company from an approved list provided by the Business Office. Appropriate forms and signatures will be required before funds will be deposited into an annuity. (**Note:** A deposit will not be made to an annuity if the substitute's pay for that month does not equal or exceed the designated amount.)



Substitutes should keep track of the dates, locations, and times they substitute and verify this information on their pay stub when it arrives. (*Again, Local Substitutes are to monitor their 90 day limit.*) To prevent delay in receiving your pay stub, address changes must be sent to the **Human Resources Business Office** as soon as possible. If you have any questions regarding your pay please call (402) 644–2500 and ask for "payroll."

Long-Term Substitutes

We are required under the **Every Student Succeeds Act (ESSA)** to notify all parents if we have a substitute teacher for four weeks or more. The letter should be sent by the principal as soon as he/she realizes the substitute will be teaching four weeks or more. Substitute teachers with an Initial, **Local**, Standard, Professional, or Substitute Teaching Certificate are eligible for long-term substitute positions.

- 1) Definition of Long-Term Substitute: A substitute who remains in the same teaching assignment for twenty-one or more consecutive days.
- 2) Long-Term Substitute Pay: On day twenty-one, the daily rate moves to the teacher's salary schedule – **Step I, Column A** – and substitutes are paid the balance of this amount retroactively for the first 20 days.
- 3) Long-Term Half-Day Substitute: The same process is followed for a long-term half-day (.5) substitute, however, the salary is adjusted accordingly.
- 4) Long-Term Substitute Sick Leave or Bereavement Leave: Any substitute teacher who is teaching a long-term assignment is entitled to one (1) paid sick or bereavement day. The substitute teacher must have taught at least ten (10) consecutive days before the sick or bereavement day can be used. If the substitute teacher uses the one sick or bereavement day any time after teaching at least ten (10) consecutive days their time will NOT be counted as being interrupted. However, if a substitute uses sick or bereavement time for more than one workday during a long-term teaching assignment the following will occur:
 - a) The second sick or bereavement day will be without pay with salary remaining the same (*no interruption*);
 - b) The third sick or bereavement day will be without pay and the substitute will revert back to the daily rate and needs to once again start accumulating consecutive days.
- 5) Sick Leave for long-term half-day substitutes will be pro-rated.

Local Substitutes: Long-term substituting is **not only** allowed **with administrative approval**.

Substitutes and Building Assignments



Our online sub procurement system Absence Management (Aesop) is used to contact substitutes for the Norfolk Public Schools. The web address to access the system is: <https://www.aesoponline.com/>

All substitute teachers should receive account and log in information for access to this system at the time payroll paperwork is completed.

As a general rule, when substitutes are needed due to illness or family emergencies, they are contacted beginning after 6:00 a.m. The building principal should secure long-term substitute teacher assignments in consultation with the Human Resources Office.

As a safety measure, all substitute teachers are required to have a **photo ID** and it is to be worn whenever you are in a school building.

The regular teacher schedule and typical substitute teacher schedule:

Level	Check-In Time	Check-Out Time	Students in Session
Elementary (<i>Grades K-4</i>)	7:45 a.m.	3:45 p.m.	8:05-3:15
Middle School (<i>Grades 5-6</i>)	7:45 a.m.	3:45 p.m.	8:00-3:20
Junior High* (<i>Grades 7-8</i>)	7:45 a.m.	3:45 p.m.	8:00-3:25
Senior High (<i>Grades 9-12</i>)	7:45 a.m.	3:45 p.m.	8:00-3:25

**Please Note: The east office doors at the Junior High are the only doors unlocked during the school day.*

The typical workday is eight hours. If the school you are substituting in needs you earlier, the time can be adjusted. For example, if the Senior High asks you to be there 15 minutes early, your workday is completed 15 minutes early.

There are two categories which constitute a “half-day”:

- 1) Typically, a half-day is from 7:45 a.m. to 12:00 p.m. or 12:00 p.m. to 3:45 p.m.
- 2) A second type of half-day is four hours that may span both morning and afternoon – for example, 11:00 a.m. to 3:00 p.m.

* Please understand that the specific job assignment may not be exactly four hours. It could be slightly more or less depending on individual school circumstances.

Substitutes who are on the teacher’s “preferred sub” list will generally be contacted first. For the sake of accurate record keeping and to ensure proper credit for substitute time, please do not accept a teaching assignment from a staff member without contacting (and receiving confirmation from) the attendance secretary. An attempt is made to give all substitutes an opportunity to work as often as possible; however, teacher and principal requests for specific substitutes are honored.

School Dress

Substitutes shall dress appropriately, presenting a neat, clean, professional appearance conducive to the learning environment of the students. As a general guideline, appropriate, professional attire is to dress “Business Casual.” The general guidelines for “Business Casual” are: dress pants or khakis, a reasonable length dress or skirt, or dressy capris combined with a dress shirt, polo or sweater; dress shoes/sandals. Fridays will be designated as Spirit Days across the district and subs are encouraged to show their school spirit by wearing a Panther Polo on those days. Neat, clean jeans may be allowed by your building principal on Spirit Days if they are accompanied by a Panther Polo.

The Substitute and the Principal

Unless you are notified of an assignment later in the morning, you are expected to arrive at your assigned school on time. Go directly to the main office for any special instructions or revised assignments. Review the lesson plans with the building administrator (*or his/her designee*) if possible to clarify assignment information. Check with the attendance secretary (or building administrator) in regard to extra duty assignments (i.e. detention duty, hall duty, study



hall duty, playground duty, lunch duty, etc.). Check the teacher's mailbox as needed for additional materials or information. Take anything from the mailbox pertinent to your teaching day, but leave personal or United States mail in the mailbox. Inquire where your teaching assignment is located and go to that area immediately to familiarize yourself with the schedule and room layout. If you have not received lesson plans from the teacher or as an attachment in the Absence Management (Aesop) program, immediately contact the attendance secretary or a building administrator. If no plans are located, please inform the building principal (*or his/her designee*) immediately.

The substitute teacher should also be introduced to a staff member who may be of assistance if the principal is not available for consultation.

Responsibilities of the Regular Teacher

Even though they may never meet, the substitute and the regular teacher have a responsibility to each other to provide for a productive day of learning. The regular teacher is responsible for the attitude that his/her pupils display toward the substitute teacher. That attitude should be one of helpfulness and courtesy as would be accorded any invited guest of the school.

Hopefully, most or all information needed to carry on the regular classroom lessons will be available to you when you arrive at your teaching assignment. If adequate lesson plans or specific teacher instructions are located, please follow those plans as closely as possible. Additionally, there are other things you should have to make your assignment as productive as possible. It is expected that the teacher will provide current seating charts with student pictures, notification of special schedules (assembly, field day, etc.) identify special student needs (hard of hearing, visually impaired, etc.) and a list of student and staff helpers and their assignments. You should also be provided recess schedules, bell schedules, bus schedules, special seating for assemblies, safety information, and instructions to follow in case of a student accident or illness.



Responsibilities of the Substitute Teacher

Unless otherwise directed, the substitute teacher should perform all the work of the teacher who is absent including playground, hall and lunch duties, and other similar school-related tasks such as grading papers.

The substitute teacher will be responsible for taking attendance. The substitute teacher should follow the plans and assignments of the regular teacher unless the principal or assisting teacher gives permission to do otherwise after a consultation on the subject.



A dignified, businesslike, sensitive, warm, and respectful attitude toward students usually merits the respect a teacher deserves. If there are students who become major discipline problems and/or disrupt the teaching atmosphere to the extent you cannot carry on your duties, know the specific building procedures to use in contacting administration to have the student removed from the class. In all normal teaching situations, the substitute is expected to handle routine discipline problems and any other normal behavior exhibited by students.

These policies are general, but very important, and they pertain to all Norfolk Public School buildings. Individual schools may also have more specific and detailed policies.

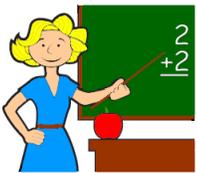
- ✓ Substitute teachers are **NOT** to use teacher computers for personal reasons; the computers are for official school business only. Accessing personal/home e-mail accounts on school computers is classified as unauthorized use and could result in revocation of your Norfolk Public Schools' substituting privileges.
- ✓ Substitutes are **NOT** to use personal cell phones (*or any other personal communication devices*) while supervising students. However, these devices may be used while on lunch break, etc.
- ✓ Classroom materials and supplies should be used with discretion, properly cared for during the day, and left in an orderly fashion at the end of the day.
- ✓ All money collected in the classroom for any reason should be removed from the classroom as soon as possible and turned in to the principal's office in accordance with specific building procedures.

- ✓ If a person not connected with the school wants information about a child or permission to take a child from the room, refer that person to the principal's office and immediately alert the office. Under no circumstances should a child be released from your care without proper approval.
- ✓ In the event of major discipline problems, contact administration immediately. At no time are you to administer corporal punishment. Do not put your hands on students or physically force them to do anything.
- ✓ Students are never to be released from the school building without written permission from the school principal's office.
- ✓ Students are not to be kept after school by a substitute without the principal's approval.
- ✓ All cases of accidents or illnesses are to be reported immediately to the school office.
- ✓ Information concerning students, such as health information, etc., which may be confidential in nature should be kept confidential by the substitute. Additionally, this information should not be left out where others can view it. Confidential student information should remain in the sub folder after you use it as intended by the teacher.
- ✓ The substitute is responsible for learning the instructions for all emergency procedures in each building where he/she is teaching and they should be trained in the district's **Standard Response Protocol or SRP**. This SRP information is located on the school website under the "Safety and Security" tab. A copy of the district SRP is also located in the appendix at the end of this document.
- ✓ At no time are substitute teachers to dispense medication to students. If a substitute has playground/recess duty, they should know which playground/recess person has medical supplies.
- ✓ When you leave the classroom at the end of the day, please see that it is in an orderly fashion, the windows are closed and locked, and that the room is locked. When you have completed your work for the day, check out with the school secretary. Document information regarding the day (discipline issues, student questions, etc.) and submit the information to the building principal or his/ her designee. You should make a brief written summary of each class session. This would include any problems encountered, areas of study not adequately covered, assignments made, etc. Basically, a general evaluation of what happened during the instructional period. The written summary should be turned in to the building administrator at the end of the day. If a substitute works only one or two days, there should be a daily summary. If a substitute serves several consecutive days this summary should be made at the end of the substitute's service. (*A "Substitute Summary" is included in the back of this handbook.*)



The Substitute Teacher and the Students

The students are expected to share the responsibility of making the day's work effective despite the absence of the regular teacher. A substitute teacher should expect the full cooperation of all students in the room and should help ensure such cooperation by planning to make the day worthwhile and productive.



A strong teacher takes time to start the day right. They are proactive in their preparation and alert to see that the class is in order and that all materials are ready. Be aware that the confidence of the pupils may be won or lost in the first ten minutes. By using an updated seating chart (complete with student pictures), the substitute may soon learn the students' names. To help with introductions and clarity of information, the substitute's name should be prominently displayed and pronounced for the students. If you have a question about a student's name (pronunciation, etc.), please ask the student to privately clarify the name (if possible) before publicly announcing the information.

It is wise for the substitute to avoid talking too much and waste time. Remain on task and focus on the objectives and learning targets of the lesson at all times. Brief directions given with animation will save time and prevent disorder. No teacher should use threats to obtain the desired reaction from students. A teacher's skill lies in their ability to engage the pupils' in-

terest and willingness to cooperate without using undue pressure. Consult the substitute folder for the names of reliable students who can be a source of help and information during the day.

Educational consultant, Robert Defruyn, has identified seven ways a teacher can be more influential and have a more effective impact on their students. This information can be applied to substitute teaching as well. The behavior styles we operate from are “Child, Parent, and Adult.” The “Adult” role serves (*substitute*) teachers best. As a (*substitute*) teacher apply these steps whenever possible when you are working with students. Be mindful of the “Adult” role when working with students. Seven steps to assist success with students are as follows:

- 1) Use action to establish support rather than power. Power builds walls and support tears them down. The goal must be to know students as individuals – to let them know we understand the challenges and problems they face and respect them as individuals.
- 2) Relax! You will have a hard time developing positive relationships with students if you are uptight or appear so busy that you couldn't possibly have an interest in them. You will build effective relationships with students if you are easy to talk to, are ready to listen, and appear to be in their corner. The goal is to remove the achievement blocks and smooth the way for student success – not to make it more difficult.
- 3) Always tell students precisely what you expect. In every classroom, the (*substitute*) teacher establishes the rules. If you want to build effective relationships with students, these rules must be known to students and be consistently and fairly enforced. To be fair, you must also be flexible. Things are not always “black and white” and “fair doesn't always mean equal”. Know your “hot buttons” and emotional triggers.
- 4) Be polite, friendly, and genuine. You will not build effective student relationships with manipulation. Young people can spot phony behavior quickly and easily. They mimic it. They poke fun at it. They dislike it. When you are dealing with resistance, remain positive and polite.
- 5) Don't make students always come to you. Go to the students. Meet them where they are. Follow this practice in and out of school. If students falter in class, be the positive initiator. If you see them in the hall or in the supermarket, go out of your way to acknowledge them and visit with them. The more you learn about them and what they do outside of the classroom, the more you will establish credibility and trust.
- 6) Always act as if you are pleased to see students. Whenever you encounter them, smile and greet them warmly, immediately. And never, under any circumstances, indicate that you don't have time to see them.
- 7) Look for both the joy and pain in students. When students are experiencing success, be the first to help them enjoy and celebrate. On the other side, if they are experiencing pain, be there for them. Anytime you show them you care; you are building stronger relationships.



Supervision / Management of Students

Proper supervision of students is an important responsibility for all staff. Employees responsible for student supervision are expected to meet the four “P’s” for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

Proper Supervision

Report to all duty assignments on time.

Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

Be vigilant while supervising students. **Never leave students unattended;** the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff

member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students, except with other staff who need to know the information to perform their jobs).

Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.

Be careful with your language. Profanity or abusive language should not be used by you.

Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

Proper Instructions

Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students

Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

When you go over safety rules with students, document this training.

Proper Maintenance of Buildings, Grounds, and Equipment

Conduct periodic inspections of equipment under your control or in your area of supervision.

If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, intercom, e-mail, cell phone or other means as applicable) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so that additional warnings may be given if needed and actions can be initiated to fix the issue.

Contact the Office for Assistance

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

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

*Violations of student rules which are also violations of state law are required to be reported to law enforcement. Immediately make a report of such conduct to the principal so this law may be followed.

Student Searches

Substitutes may not search students. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present (remember to maintain “eyes on” vigilance with the student as this happens), or to follow you to the office if you can leave your assigned area without causing risk of harm to others or leave other students unsupervised. Contact building administration as soon as possible if you believe that a student has a dangerous item, etc. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Follow IEP, 504, behavioral, and other plans as applicable for the students for whom you are responsible. Be attentive and respond to “bullying” behaviors immediately. Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties. Student information is not public information.

Student Discipline:

Student discipline is everyone's responsibility. It begins with each student being responsible for his/her own behavior and understanding the consequences it may cause. Each substitute is responsible for understanding and supporting classroom expectations and consistently implementing these expectations.

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

1. Students will be made aware of classroom / building expectations. These expectations should be communicated in writing from the regular teacher.
2. Document student behavior as needed. This can be done on paper or in a digital format.
3. Be attentive and respond to “bullying” immediately.
4. If a student continues to cause problems after you have tried to utilize normal classroom management techniques such as proximity control, redirection, offering choices, etc. please send the student to the office or request additional administrative or staff support to assist with the situation. Be sure to state the problem clearly and expectations in terms of assistance. At times, the student’s and adult’s stories may be different. Be prepared to provide documentation. Refer students with significant behavioral problems (such as physical or verbal aggression, threats, property damage, etc.) to the building administration as soon as possible.

4. Talk with other staff members about the behavior management techniques they use to establish positive relationships with students. A large repertoire of behavior management techniques is encouraged.
5. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. **Corporal punishment is prohibited in the District and is not to be used.** Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
6. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the teacher/sponsor or building Principal so this law may be followed.

The following information is from a philosophy called "Teaching with Love and Logic" developed by Charles and Jim Fay:

Helping students solve their own problems:

- 1)-Provide empathy and listen
- 2)-Ask, "What do you think you are going to do?"
- 3)-If they shrug their shoulders, ask "Would you like to hear what some other kids try?"
- 4)-Give them two or three possible choices or solutions. After each, ask, "How will that work for you?"
- 5)-Allow them to learn from the happy or sad consequences of their choices.



Discipline Considerations

- 1)—Good teachers offer students lots of small choices that will not cause a problem for anyone. The more students feel they can make a choice, the more cooperative they become.
 - √ For each choice, give two options — make sure you like both options.
 - √ Give choices before there is resistance — not after.
- 2)— Traditional techniques like lectures, punishments, and rewards many times make the problems worse.
- 3)— The fastest way to erode your authority in the classroom is by telling a potentially resistant student what to do. Example:
 - Teacher — "Get to work."
 - Student — "You can't make me."
 It took the student, and a few seconds for the teacher, to lose whatever power he/she might have had and the relationship immediately deteriorates.

Dispensing Medication to Students (Policy No. 6910)

Substitutes are not permitted to give any medication to students unless they are trained under the Medication Aid Act (Neb. Rev. Stat. §71-6718 to 71-6743). To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office – with the exception of students who have a diabetes self-management or asthma self-management plan.

Medical procedures are not to be administered in the classroom except in accordance with the district's Safety and Security Management Plan and the district's emergency protocols (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be

properly labeled. The label should include the following information: **student's name, name of medication, dosage needed, and time of dispensing the medication.**

Reporting Child Abuse (Policy No. 5402)

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

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

Substitutes are to promptly inform building administrators or office staff about child abuse allegations or suspicions. Administrative staff may sometimes choose to make the report for an employee. However, informing a principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

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

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will assist you as needed.

Legal Aspects of Substituting

- √ Supervision of Students: The substitute has a duty to keep children safe and orderly. The standard is the reasonable use of professional judgment for the safety and orderly education of students.
- √ Due Care and Caution: A teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and your actions, and following school safety policies and procedures.
- √ Release of Children: Children should not be allowed to leave the building during the school day without express consent from the office.
- √ Administering Medication: Medication should only be administered by the school nurse or other appropriate health personnel.
- √ Confidentiality: It is unprofessional and against the law to disclose confidential information about your students. Avoid comments about individual students that convey private information, i.e., grades, medical condition, learning or discipline problems, etc. Please remember that confidentiality about students remains in place even after a substitute leaves the classroom. Do not discuss student issues or disclose confidential student information in public.



- ✓ Anecdotal Records: Maintaining notes on particular incidents in the classroom can protect you in problematic situations. If you feel that a classroom occurrence might be questioned, note the date and time, the individuals involved, the choices for action considered, and the actions taken.
- ✓ Discipline Policies: The school district's policy is NO CORPORAL PUNISHMENT. When sending a student to the principal due to discipline matters, the substitute teacher maintains the duties of supervision and due care of both the individual child and the remainder of the class. Send a child to bring someone from the office to intervene, or have another teacher watch your class.
- ✓ Dangerous Situations: A substitute teacher is responsible for making sure the learning environment is safe, such as the arrangement of desks so as not to block exits, and proper supervision is in place during the use of potentially dangerous classroom equipment. Planned activities in a physical education, science, shop, or home economics class may be uncomfortable for the substitute teacher. In such cases, the substitute teacher may choose to do an alternative activity which they feel they can conduct safely. Notify the principal in advance if lesson plans are changed.



School Based Vocabulary Terms:

To communicate better and more precisely, educators have developed names for school programs and processes. Listed below are some terms you might find to be helpful.

- ✓ Alternatives for Success (AFS): This is the high school alternative program located across the street west of the high school.
- ✓ Amplify Math: A math program for students in grades 7–8.
- ✓ ESSA – Every Student Succeeds Act: This is the nation's main education law for all public schools. The law holds schools accountable for how students learn and achieve. ESSA aims to provide an equal opportunity for students who get special education services
- ✓ IEP: Individualized Education Plan: This is a written document that is developed for each public school child who is eligible for special education.
- ✓ i-Ready: A math program for students in grades K–6.
- ✓ IXL – A software based program that supplements grammar and mechanics instruction in Language Arts and math concepts.
- ~~✓ Envisions: A math program for students in grades 3–8.~~
- ✓ Journaling: The actual writing of ideas, thoughts, etc., by students. Typically these are personal writings intended, 1) to provide additional writing opportunity, 2) to allow students to organize their thoughts and ideas, and 3) to provide reflection time.
- ✓ Learning Targets: These are concrete goals written in student-friendly language that clearly describe what students will learn and be able to do by the end of a class, unit, project, or even a course.
- ✓ Literature Circles: A guided reading strategy in which the teacher works with a small group of students who have like reading skills.
- ✓ Manipulatives: Actual items (*beads, blocks, beans, etc.*) that assist students in seeing various mathematics proportions.
- ✓ MAP (Measures of Academic Progress) – A standardized, norm-referenced test of Reading, Language Usage, and Mathematics.
- ✓ MTSS: Multi-Tiered Systems of Support: This is a comprehensive school wide framework used to provide targeted support for all learners.
- ✓ Multicultural Program: The process of infusing information about, and respect for, other cultures that have contributed to the growth of the United States. Norfolk's multicultural program focuses on Native Americans, Hispanic Americans, African Americans, Asian Americans, and European Americans.
- ✓ NSCAS: The **Nebraska Student-Centered Assessment System** (NSCAS), pronounced “en-skass,” is a statewide assessment system that embodies Nebraska's holistic view of students and helps them prepare for success in postsecondary education, career, and civic life. It uses multiple measures throughout the



year to provide educators and decision makers at all levels with the insights they need to support student learning.

- ✓ **Proficiency Scales:** These scales measure a student's current understanding of various content or topics in subjects like reading, math, or science. It communicates smaller, more specific skills and abilities the student must demonstrate to accomplish the learning target.
- ✓ **Rubric:** A rating scale that provides specific descriptors that guide both teacher and student through levels of performance for a task – such as writing.
- ✓ **SAT: Student Assistance Team:** is a school-based group of people whose purpose is to provide additional Tier II support to students who are experiencing difficulties that are preventing them from benefiting from general education, because they are either performing below or above expectations.
- ✓ **Six Trait Writing:** Student writing is assessed in six areas. They are: Ideas and Content, Organization, Voice, Word Choice, Sentence Fluency, and Writing Conventions.
- ✓ **Time Out/Quiet Room:** A place to send a student who is disruptive. The purpose of this room (*or space*) is to allow the student to “settle down” and, when ready, return to the classroom.
- ✓ **Wonders:** A language arts program for students in grades K-5.
- ✓ **Writer’s Workshop:** A process of writing whereby students compose a written paper over an extended period of time. The process moves from generating ideas to rough draft to editing to final copy.

Substitute Teachers and Their Professional Responsibilities

It is a mark of professional ethics for a substitute teacher to refrain from criticizing the work of the regular teacher or the work of the school.

Inclement Weather



In the event that Norfolk Public Schools close due to inclement weather, substitutes are not to report to work and will not be paid. If school closes during the morning, substitutes will be paid for a half-day; and if school closes during the afternoon, substitutes will be paid for a full day. School closing information is available on local media outlets as soon as the information is released.

Substitutes who are working more than ten consecutive days in the same position are to follow the same procedures for inclement weather as provided for regular teachers.

Drug-Free Schools and Work Place

Norfolk Public Schools is committed to providing an employment environment that is safe and provides a creative and productive work force. To this end, the district unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol. It is unlawful and, therefore, absolutely prohibited for any employee (*or substitute*) of the district to:

- ✓ Engage in the unlawful manufacture, possession, use, or distribution of illicit drugs.
- ✓ Possess, use, or distribute alcohol on school premises.
- ✓ Be under the influence of illicit drugs and/or alcohol while directly supervising students’ activities off school property, or as a part of any of the schools’ activities held on school property.

Inappropriate conduct outside the school environment could also be grounds for removal as a substitute teacher for the Norfolk Public Schools.

Smoke-Free/ Vaping Free Environment



- ✓ Tobacco smoke is linked with heart, lung and respiratory diseases. Nonsmokers are harmed by the secondhand smoke. The hazards range from immediate to long-term serious effects. Some employees already suffer from respiratory diseases, heart diseases, or allergies where they may be at risk when smoke is present.

- √ Nonsmoking is the policy in all school buildings, on all school grounds, and in all school vehicles.
- √ Vaping in all forms is also not permitted in school buildings, on school grounds, or in school vehicles.
- √ It is the intent of the Board of Education to maintain a smoke/vaping-free environment within the district. Our employees are one of our most valuable resources and we promote the health, safety, and well being of each individual.
- √ Employees, substitutes, and visitors are also expected to honor the non-smoking/vaping designation. Visitors will be asked to quit smoking/vaping or leave the school grounds.
- √ Employees/Substitutes who violate this no smoking/vaping policy will be subject to the same disciplinary actions that accompany infractions of other school rules, up to and including termination.

Weapon-Free Workplace

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

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

- A. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- B. The frame or receiver of any object described in the preceding example;
- C. Any firearm muffler or silencer;
- D. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- E. Any bludgeon, sand club, metal knuckles, or throwing star;
- F. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- G. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- H. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action;
- I. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
- J. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase “possession of a weapon” includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

Classroom Environment

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

Elementary Substitute Hints and Suggestions for Success

1. Know the teacher who is next door. Introduce yourself so you can call on someone to answer your questions about schedules or material for the class.
2. When students need to go to the restroom or the library, send only one student at a time. When the first one returns, a second one may go.
3. If there is no seating chart left by the teacher, quickly make one. It is much easier to maintain discipline when you can call a student by name and not just refer to them as “the student in the blue shirt.”
4. Let students know it is better to have the correct names so the wrong student doesn’t get in trouble with the permanent teacher.
5. Do not let students start any name calling or rude behavior to other students. It is much easier to stop a disagreement by talking before it gets to pushing or a fight.
6. Try to get out into the hallway between classes. It is a good idea to stand in the doorway so you can keep one eye on the hallway traffic and one eye on the students coming into the classroom. If students are aware of a teacher’s physical presence and active supervision, they are less likely to engage in inappropriate behavior.
7. Have a couple of extra pens or pencils with you for those who have “forgotten” and would rather go to their lockers and walk the halls than be in class.
8. If you do give a student a pen or pencil and you would like it back, be sure to ask the student for their lunch card, or something of value that they will be sure to remember they want back. Many students will just plain forget that it isn’t their pen.
9. Try to have the names of one or two trustworthy students who will tell you the truth and help out in the class.
10. Never let a class go early for lunch or to the next class unless the teacher or the next door teacher says it is okay. Some schools have very strict rules about the number of students in the cafeteria at a time.
11. Make your rules and expectations very clear at the beginning of the day.
12. Do not touch the blood of a bleeding child. Use a napkin, towel, or a cloth to cover the cut. Have the student put his hand on the cut until you can get to some first aid or the nurse.
13. Do not discuss the teacher’s class with other people, especially outside of school. You are a professional and shouldn’t discuss individual students or problems.
14. If you need to talk to someone about a problem, talk to the principal.
15. Be neat in your appearance.
16. Follow the lesson plans the teacher has left. Incorporate your own ideas if there is extra time.
17. Correct the students’ work for the day if possible.
18. Even though a few students can upset your plans, try to find out the names of the students who have been good or helpful and let the teacher know about them as well.
19. Most students will respect your leadership, but there may be some who will question your plans or authority. It is better not to argue. Instead say, “I know this may not be the way your regular teacher does it, but this is the plan for today.” Avoid power struggles.
20. If you are not sure how the teacher wants an assignment done, ask another teacher to develop your own plan. Be sure to leave a note for the permanent teacher explaining what you assigned.
21. Be assertive so the students don’t feel they can manipulate your decisions and authority. You can use statements such as:
√ I need you to start reading now.



- √ I want everyone to pass their papers forward.
- √ I don't need . . .
- √ I don't want . . .

Secondary Substitute Hints and Suggestions

1. Know the teacher who is next door. Introduce yourself so you can call on someone to answer your questions about schedules or material for the class.
2. When students need to go to the restroom or the library, send only one student at a time. When the first one returns, a second one may go. Have students sign out when they leave and sign in when they return so you'll always have a record of where they are and how long they've been gone.
3. If there is no seating chart left by the teacher, quickly make one. It is much easier to maintain discipline when you call a student by name and not just refer to them as the "student in the blue shirt."
4. If a student doesn't respond when you call them by name, you may suspect the students have switched seats. Let students know it is better to have the correct names so the wrong student doesn't get in trouble with the permanent teacher.
5. Do not let students start any name calling or rude behavior to other students. It is much easier to stop a disagreement by talking before it gets to pushing or a fight.



6. Try to get in the hallway between classes. It is a good idea to stand in the doorway so you can keep one eye on the hallway traffic and one eye on the students coming into the classroom. If the students are aware of a teacher's physical presence and active supervision, they are less likely to engage in disruptive behavior.
7. Have a couple of extra pens or pencils with you for those who have "forgotten" and would rather go to their lockers and walk the halls than be in class.
8. If you do give a student a pen or pencil and you would like it back, be sure to ask the student for an ID, driver's license, or something of value that they will be sure to remember they want back. Many students will just plain forget that it isn't their pen.
9. Try to have the names of one or two trustworthy students who will tell you the truth and help out in the class.
10. Never let a class go early for lunch or the next class unless the teacher or the next door teacher says it is okay. Some schools have very strict rules about the number of students in the cafeteria at a time.
11. Make your rules and expectations very clear at the beginning of the class.
12. Do not discuss the teacher's class with other people, especially out of school. You are a professional and shouldn't discuss individual students or problems.
13. If you need to talk to someone about a problem, talk to the principal.
14. Be neat in your appearance.
15. Follow the lesson plans the teacher has left. Incorporate your own ideas if there is extra time.
16. Correct the students' work for the day if possible.
17. Even though a few students can upset your plans, try to find out the names of the students who have been good or helpful and let the teacher know about them also.
18. Most students will respect your leadership, but there will be some who will question your plans or authority. It is better not to argue. Instead say, "I know this may not be the way your regular teacher does it, but this is the plan for today." Avoid power struggles.
19. If you are not sure how the teacher wants an assignment done, ask another teacher to develop your own plan. Then be sure to leave a note for the permanent teacher explaining what you assigned.



20. Be assertive, yet understanding so the students don't feel they can manipulate your decisions and authority. You can use statements such as:
- √ I need you to start reading now.
 - √ I want everyone to pass their papers forward.
 - √ I don't need . . .
 - √ I don't want . . .
21. Don't let any student possess a knife or any other weapon. Safely confiscate the item if possible. If a student has a nail file and jabs it at another student, consider that a weapon and safely confiscate the item as soon as possible.
22. If a teacher has classroom sets that are used by the students, be sure to have them all returned before the entire class can leave. It is easier to locate one book or calculator in a class of 30 than trying to find one in the whole school. Hopefully, the calculators or books are numbered and have been assigned to be given out in order so you know who has the missing book.



Appendices:

Appendix: 1

Norfolk Public Schools Instructional Model

The image below is our district instructional model. This graphic is in every classroom in our district and it visually demonstrates the expectations our district has for classroom instruction.

The graphic is a vertical banner with a dark red and grey background. At the top, the title "NPS INSTRUCTIONAL MODEL" is written in large, white, bold, sans-serif font, with "STRATEGIES FOR SUCCESS" below it in a smaller, similar font. Below the title are seven horizontal sections, each with a white box containing a bolded term, a grey box with a definition, and two smaller white boxes with student and teacher questions. At the bottom center is the Norfolk Public Schools logo, which features a stylized ship's wheel and the text "NORFOLK PUBLIC SCHOOLS".

NPS INSTRUCTIONAL MODEL
STRATEGIES FOR SUCCESS

SPARK *Spark is a short, focused and intentional beginning activity that is intended to spark ideas, ignite thinking, make connections, motivate, or warm up.*
STUDENT- "AM I ENGAGED IN THE LESSON'S INSTRUCTION?" "HOW CAN I ENGAGE MY STUDENTS IN LEARNING?" -TEACHER

OBJECTIVE *The objective identifies what students will know and be able to do as a result of the instruction.*
STUDENT- "WHAT AM I GOING TO LEARN FROM THIS LESSON?" "WHAT DO I WANT THE STUDENTS TO LEARN?" -TEACHER

STUDENT-FOCUSED INSTRUCTION *Student-focused instruction includes research-based instructional strategies and reliable classroom management skills. Professional discretion determines purposeful and intentional strategies catered to student needs and addresses learning objectives.*
STUDENT- "HOW AM I INVOLVED IN THE LEARNING PROCESS?" "HOW CAN I ENSURE ALL STUDENTS ARE LEARNING?" -TEACHER

ASSESSMENT *Assessments are formative and summative activities which monitor and evaluate student learning of standards. Formative assessment provides for ongoing feedback, and summative assessment documents levels of proficiency at designated intervals.*
STUDENT- "HOW AM I DOING?" "HOW WILL I MEASURE THE STUDENTS' LEARNING?" -TEACHER

CLOSURE *Closure is a focused and intentional ending activity linked to the instructional objective(s). The learner is asked to show an understanding of or reflect on what was taught and/or what they learned.*
STUDENT- "WHAT DID I LEARN TODAY?" "DID I MEET MY OBJECTIVES?" -TEACHER

TECHNOLOGY INTEGRATION *Technology integration is the purposeful use of technology for best practices in teaching and learning. The use of technology is intentionally embedded in teaching and learning to appropriately meet the learning objectives established for each lesson.*
TEACHER- "HOW CAN I INCLUDE THE USE OF TECHNOLOGY TO ENHANCE MY STUDENTS' UNDERSTANDING OF THIS TOPIC?"

PROFESSIONAL PRACTICES *A true professional educator in the Norfolk Public Schools district reflects on his or her teaching, maintains accurate records, communicates with families, participates in a professional learning community, commits to growing and developing professionally, builds positive relationships and culture, and shows professionalism at all times.*
TEACHER- "AM I DEVELOPING AS A PROFESSIONAL EDUCATOR?"

NORFOLK PUBLIC SCHOOLS

Appendix 2

Norfolk Public Schools: Standard Response Protocol (SRP):

Listed below is a graphic of the procedures our district employees and students use in emergency situations.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Appendix: 3

Blood-borne Pathogens and Universal Precautions Information



Hepatitis B (HBV): In the United States, approximately 300,000 people are infected with HBV annually. Of these cases, a small percentage are fatal.

"Hepatitis" means "inflammation of the liver," and, as its name implies, Hepatitis B is a virus that infects the liver. While there are several different types of hepatitis, HBV is transmitted primarily through "blood to blood" contact. HBV initially causes inflammation of the liver, but it can lead to more serious conditions such as cirrhosis and liver cancer.

There is no "cure" or specific treatment for HBV, but many people who contract the disease will develop antibodies which help them get over the infection and protect them from getting it again. It is important to note that infection with HBV will not stop someone from getting another type of hepatitis.

The hepatitis B virus is very durable, and can survive in dried blood for up to seven days. For this reason, this virus is the primary concern for custodians. Knowledge of blood-borne pathogens is an important factor for the safety of Norfolk Public School employees and its students.

Symptoms of HBV: The symptoms of HBV are very much like a mild "flu." Initially there is a sense of fatigue, possible stomach pain, loss of appetite, and even nausea. As the disease continues to develop, jaundice (*a distinct yellowing of the skin and eyes*) and a darkened urine will occur. However, people who are infected with HBV will often show no symptoms for some time. After exposure, it can take one to nine months before symptoms become noticeable. Loss of appetite and stomach pain, for example, commonly appear within 1–3 months, but can occur as soon as two weeks or as long as 6–9 months after infection

Transmission

Infected blood can enter your system through open sores, cuts, abrasions, acne, and any sort of damages or broken skin such as sunburn or blisters. Bloodborne pathogens may also be transmitted through the mucous membranes of the eyes, nose, and mouth.

Human Immunodeficiency Virus (HIV): AIDS, or Acquired Immune Deficiency Syndrome, is caused by a virus called the Human Immunodeficiency Virus or HIV. Once a person has been infected with HIV, it may be many years before AIDS actually develops. HIV attacks the body's immune system, weakening it so that it cannot fight other deadly diseases. AIDS is a fatal disease and while treatment for it is improving, there is no known cure.

Norfolk Public Schools custodians and employees who clean restrooms or assist with toileting procedures must be aware of HBV and HIV modes of transmission.

HIV is very fragile and will not survive very long outside of the human body. It is primarily of concern to employees providing first aid or medical care in situations involving fresh blood or other potentially infectious materials. It is estimated that the chances of contracting HIV in a workplace environment are only 0.4%. However, because it is such a devastating disease, all precautions must be taken to avoid exposure.

HIV infection essentially occurs in three broad stages. The first stage happens when a person is actually infected with HIV. After the initial infection, a person may show few or no signs of illness for many years. Eventually, in the second stage, an individual may begin to suffer swollen lymph glands or other lesser diseases which begin to take advantage of the body's weakened immune system. The second stage is believed to eventually lead to AIDS, the third and final stage. In this stage, the body becomes completely unable to fight off life threatening diseases and infections.

Symptoms of HIV infection can vary, but often include weakness, fever, sore throat, nausea, headaches, diarrhea, a white coating on the tongue, weight loss, and swollen lymph glands.

Modes of Transmission

HBV and HIV can be transmitted through:

- ✓ Sexual contact
- ✓ Sharing of hypodermic needles
- ✓ From mothers to their babies at or before birth
- ✓ Accidental puncture from contaminated needles, broken glass, or other sharps
- ✓ Contact between broken or damaged skin and infected body fluids
- ✓ Contact between mucous membranes and infected body fluids
- ✓ Saliva (in dental procedures)
- ✓ Any body fluid that is visibly contaminated with blood

Appendix 3: cont. Universal Precautions

Universal precautions are simple infection control measures that reduce the risk of transmission of blood-borne pathogens through exposure to blood or body fluids. Under the “universal precaution” principle, blood and body fluids from all persons should be considered as infected with HIV, regardless of the known or supposed status of a person. Infected blood can enter your system through open sores, cuts, abrasions, acne, and any sort of damages or broken skin such as sunburn or blisters. Blood-borne pathogens may also be transmitted through the mucous membranes of the eyes, nose and mouth. Some infections that can be transmitted through contact with blood and body fluids include:

- √ HIV
- √ Hepatitis A, B, C
- √ Strep Infections
- √ Pneumonia
- √ Syphilis
- √ TB
- √ Malaria
- √ Measles
- √ Chicken Pox
- √ Gastroenteritis-Salmonella and Shigella
- √ Herpes
- √ Urinary tract infections
- √ Blood infections

What do “Universal Precautions” look like to me in school?

For the most part, the use of universal precautions will consist of the use of gloves when handling blood or body secretions. Make sure that you have gloves available to you, and they should be worn when there is potential for mucous membrane, hand, or skin contact with blood, body fluids containing visible blood, other body fluids, other potentially infectious material, or items and surfaces contaminated with these materials. Gloves should be worn any time a provider (that’s you):

- √ Has an open lesion on the hands;
- √ Handles contaminated disposable items such as tissues, diapers, clothing;
- √ Has any hand contact with blood or body fluids;
- √ Especially when providing clean up of body fluid spills such as vomit, blood, feces, urine, when rendering first aid and diapering assistance.



Remember to remove your soiled gloves and wash your hands before touching any cabinets, doorknobs, or items other people may come in contact with.

Avoid accidental injuries by sharp items. Puncture resistant containers marked with the biohazard symbol should be used for the disposal of used needles, syringes, and other sharp items. Red trash bags must be used and disposed of properly for any items containing blood or other body fluids.

Begin by attending to the injured person:

- √ Whenever blood and body fluids are present, a barrier (latex rubber gloves, thick layer of paper towels, or cloth) should be used to minimize exposure of the attending person while the injury is cleaned and/or dressed.
- √ Wear face protection (face shield) during procedures that are likely to generate droplets of blood or body fluid to prevent exposure to mucous membranes of the mouth, nose and eyes.
- √ Wear protective body clothing when there is a potential for splashing of blood or body fluids.
- √ Soiled clothes of the injured person must be bagged to be sent home.
- √ Place waste in a plastic bag for disposal.
- √ Remove gloves, dispose and secure in a plastic bag.
- √ Change clothing if another person’s blood or body fluid gets onto your clothes.



- √ Immediately apply soap.
 - ≈ Thoroughly wash hands with soap by rubbing hands together (avoid scrubbing hands).
 - ≈ Pay particular attention to fingertips, nails, and jewelry.
 - ≈ Rinse with fingers pointing downward
 - ≈ If running water and soap are not immediately available, a waterless antiseptic cleaner or moist towelette may be used until hands can be thoroughly washed (use of antiseptic cleaner or towelette is NOT a substitute for hand washing). WASH HANDS AS SOON AS POSSIBLE.

Clean and disinfect environmental surfaces:

- ✓ Whenever cleaning and disinfecting environmental surfaces in which blood and body fluids are present, a barrier (rubber utility gloves durable enough to withstand environmental cleaning and disinfecting, thick layer of paper towels, or cloth) should be placed between the blood and the attending person. Use disposable paper towels or other disposable materials to remove blood and body fluids.
- ✓ Disinfect the affected area(s) and cleaning tools with a commercial tuberculocidal disinfectant (mixed according to manufacturer's specifications) or bleach solution (approximately 1/4 cup common household bleach per gallon of tap water, mixed fresh daily). The affected surface being disinfected should remain wet for several minutes.
- ✓ Secure all waste in a plastic bag for disposal.



Wash your hands:

- ✓ Before drinking or eating
- ✓ Before handling clean utensils, equipment or food
- ✓ After going to the bathroom
- ✓ After contact with any body secretions
- ✓ After handling any soiled diapers, garments or equipment
- ✓ After caring for kids – especially those with any body secretion discharges

What else can I do to protect myself from contracting infectious disease at school?

- ✓ *Avoid rubbing or touching your eyes;*
- ✓ *Refrain from kissing or being kissed; and*
- ✓ *Use your own personal care items such as drinking glasses and utensils (unless shared items are properly cleaned).*
- ✓ *If you are working in an area where there is reasonable likelihood of exposure, you should never eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses.*

Appendix 4
Substitute Summary/ Feedback Sheet

Office of Director of Human Resources and Accreditation
Norfolk Public Schools

Substitute Summary Sheet

Please complete this summary for the period of time you substituted. Turn this form in to the building office before you leave this assignment.

Substitute Name: _____ Date: ____/____/____

For whom were you substituting today? _____

Yes	No	NA	Please check the correct response to these questions in the boxes to the left.
			Was the teacher's manual available?
			Did the teacher leave a copy of the class roster?
			Did the teacher leave enough information to cover the entire class period?
			Did the teacher leave information regarding classroom procedures?
			Was the office staff helpful during the day?
			Was the administration helpful during the day?
			Did you have any trouble finding your way around the building?

Where were the lesson plans located? _____

Please give your thoughts on the clarity and organization of the lesson plans left for you:

Please list any problems you had with student behavior: _____

Please rate your experience today substituting for the Norfolk Public Schools:

___-Excellent ___-Pleasant ___-Satisfactory ___-Poor

Thanks for your help!

Appendix: 6 2024-2025 School Calendar for Staff

This "Parent Calendar" is also available on the district website at www.norfolkpublicschools.org/



Norfolk Public Schools 2024-2025 Staff Calendar

August 2024	January 2025																																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	Th	F	Sa	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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	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															
S	M	T	W	Th	F	Sa																																																																															
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																																																																															
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																																																																																
September 2024	February 2025																																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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					
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																																																																																				
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																																																																																				
October 2024	March 2025																																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	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			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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												
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																																																																																	
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																																																																																				
November 2024	April 2025																																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	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																	
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																																																																															
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																																																																																		
December 2024	May 2025																																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	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					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	Th	F	Sa	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							
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																																																																																			
S	M	T	W	Th	F	Sa																																																																															
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 PD/Work Day - No School For Students
◻	Teacher PD/Work Day - No School For Students (a.m. only)
└─┘	End Quarter
★	2:00 p.m. dismissal for students K-12
/	11:30 a.m. dismissal for students K-12
+	Make-up Snow Days (If needed)

Date	Event
July	31 Orientation - New Teaching Staff
August	1-5 Orientation - New Teaching Staff 6-8 Orientation - All Teaching Staff 12 First Day - First Half Students K-12 13 First Day - Second Half Students K-12 14 All Day- K-12
September	2 K-12 No School- Labor Day
October	11 K-12 End First Quarter K-12 Staff- PD/Work Day-No School for Students 14-17 K-12 Parent-Teacher Conferences 14 - K-8 P-T Conferences, 4:00-7:00 15 - K-4, 9-12 P-T Conferences, 4:00-7:00 16 - 5-12 P-T Conferences, 4:00-7:00 17 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00) 18 K-12 Students- No School (K-12 Teacher's- Comp Day- No Duty) 21 K-12 Staff- PD/Work Day- No School for Students
November	27-29 K-12 No School- Thanksgiving Break
December	13 K-12 No School- State One Act K-12 Staff- PD/Work Day- No School for Students 20 K-12 End Second Quarter/First Semester 23-31 K-12 No School- Winter Break
Jan	1-3 K-12 No School- Winter Break 6 K-12 Staff - PD/Work Day - No School For Students 7 K-12 School Resumes 20 K-12 Staff - Prof. Development ESU Speaker- No School
February	7 K-12 Staff - PD/Work Day - No School for Students 10-13 K-12 Parent-Teacher Conferences 10- K-8 P-T Conferences, 4:00-7:00 11- K-4, 9-12 P-T Conferences, 4:00-7:00 12 - 5-12 P-T Conferences, 4:00-7:00 13 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00) 14 K-12 Students- No School (K-12 Teacher's Comp Day- No Duty) 17 K-12 No school For Staff or Students
March	13 K-12 No School- Spring Break K-12 End Third Quarter 14 Make- Up Snow Day (if needed due to 3 snow days) K-12 No School- Spring Break 14 Make- Up Snow Day (if needed due to 4 snow days)
April	17-21 K-12 No School- Spring Break K-12 School Resumes 24 Grades 9-12 - 11:30 a.m. dismissal PM- 8H Track Meet 25 No School For Students- District Music K-12 Staff PD/Work Day
May	7 K-12 Staff Appreciation Day 1:00 pm Dismissal 8 Grades 7-8 - 11:30 dismissal PM JH Track Meet 18 Graduation 21 Students Last Day/End Fourth Quarter K-12 - 11:30 a.m. dismissal 22 Last Teacher Work Day

Updated: 1/25/2023

Published by:
Director of Human Resources
Norfolk Public Schools
512 Philip - PO Box 139
Norfolk, Nebraska 68702-0139
402-644-2500

Appendix: 7

Administrative Directory 2024-2025

Central Office Administrators

(402) 644-2500

- *Dr. Jami Jo Thompson, Superintendent*
- *Dr. Bill Robinson: Associate Superintendent of Business Services*
- *Angie L. Baumann, Director of Human Resources and Accreditation*
- *Beth Nelson: Director of Teaching and Learning*
- *Mary Luhr: Director of Student Programs*
- *Erik Wilson: Director of Student Services and Safety*

Building Administrators

Administrator	Title	Building	Address	Work Phone
Jason Settles	Principal	Senior High	801 Riverside Blvd.	644-2529
Paige Hastings	Assistant Principal	Senior High	801 Riverside Blvd.	644-2529
Blake Wockenfuss	Assistant Principal	Senior High	801 Riverside Blvd.	644-2529
David Nelson	Dean of Students	Senior High	801 Riverside Blvd.	644-2529
John Erwin	Activities Director	Senior High	801 Riverside Blvd.	644-2529
Jennifer Robinson	Principal	Junior High	510 Pasewalk Ave.	644-2516
Beau Viergutz	Assistant Principal	Junior High	510 Pasewalk Ave.	644-2516
Amber Lenton	Dean of Students/AD	Junior High	510 Pasewalk Ave.	644-2516
Chuck Hughes	Principal	Middle School	1221 N. First Street	644-2569
Tyler Beranek	Assistant Principal	Middle School	1221 N. First Street	644-2569
Trisha Andreasen	Principal	Bel Air	1101 N. Eighteenth	644-2539
Amy Brown	Principal	Grant	1106 Philip Ave.	644-2544
Jamie London	Principal	Jefferson	406 Cottonwood	644-2546
Angela Hausmann	Principal	Lincoln/ Montessori	310 S. Third St.	644-2550
Melissa Jantz	Principal	Little Panthers Pre-School	2500 Norfolk Ave.	644-2501
Ryan Specht	Principal	Washington	1205 S. Second St.	644-2557
Tracy Lichty	Principal	Westside	1703 Philip Ave.	644-2561
Bruce Strong	Principal	Woodland Park	611 Meadow Lane	644-2565

Other Phone Numbers:

Human Resources Office: 644-2500 Ext: 1112

Payroll Office: 644-2500 Ext: 1106

Appendix: 7

Substitute Teacher Job Description



Norfolk Public Schools Job Description

It is the policy of Norfolk Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Director of Human Resources.

JOB TITLE: SUBSTITUTE TEACHER

****NOTE:** This is a generalized job description. Specific science teaching assignments may vary somewhat in essential functions and requirements. Applicants should be made aware of specific requirements prior to employment.*

Norfolk Public Schools will conduct a back-ground check on all substitute candidates.

LOCAL SUBSTITUTE TEACHER REQUIREMENTS:

Completion of 60 credit hours of college credit with at least one course in professional education.
Evidence of Human Relations training
Valid/registered Nebraska Local Substitute Permit
Completion of the application procedure and orientation
Such alternatives to the above qualifications as the Board of Education may find appropriate

STATE SUBSTITUTE TEACHER REQUIREMENTS:

Bachelors Degree from an accredited university or college
Valid/registered Nebraska Teaching/Substitute Certificate
Successful teaching and/or practice teaching experience
Completion of the application procedure and orientation
Such alternatives to the above qualifications as the Board of Education may find appropriate

REPORTS TO: Building Administrator

RECEIVES GUIDANCE FROM: Building Administrator

JOB GOAL: A certified instructor who teaches students in a school in the absence of the regular teacher, carrying out the lessons plans of the teacher for whom he/she is substituting, and meeting the duties of teaching as outlined in current laws and policies

TERMS OF EMPLOYMENT: Substitutes are not considered employees of the Norfolk Public Schools, so their service to our district is on an as-needed basis.

EVALUATION: Performance will be evaluated on an as-needed basis by building administration with input from staff.

NOTE: *Long-term substitute teachers are held to the same standards as a classroom teacher.*

ESSENTIAL FUNCTIONS:

- Respect personal privacy and maintain confidentiality regarding students and staff
- Meet with the principal/staff regarding any questions and concerns about lesson plans or rules and regulations of the school
- Comply with all building procedures and schedules
- Adhere to school and administrative procedures
- Keep accurate attendance record
- Follow the regular lesson plan of the absent teacher
- Display a confident and positive attitude to encourage student engagement
- Establish and maintain order in the classroom; maintain a classroom environment conducive to effective learning
- Communicate with students in a clear and understandable manner
- Maintain high standards of education
- Provide guidance and advice to students; show interest in a student's progress
- Encourage critical thinking, analytical and creative skills
- Update records and promptly submit reports as appropriate
- Take all necessary and reasonable precautions to protect students, materials, equipment, and facilities
- Never leave students unsupervised
- Monitor behavior of students and report to the principal any flagrant issues or problems
- Report evidence of suspected child abuse to building administrator
- Supervise non-classroom activities when assigned
- Cooperate with all school personnel
- Prepare and submit a daily summary of work on designated building forms
- Update the regular teacher of situations or problems encountered
- Perform other responsibilities as assigned