

Board of Education Regular Meeting
Monday, July 14, 2025 5:30 PM

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

Agenda

1. Date Public Notice appeared in the Norfolk Daily News:
2. Call to Order
 - 2.1. Roll Call
 - 2.2. Declaration of a Legal Meeting
3. Pledge of Allegiance
4. Presentations
 - 4.1. Strategic Action Plan Presentation
 - 4.2. Building Visits
5. Public Comments & Communication
6. Information and Discussion Items
 - 6.1. Finance & Facilities Report
 - 6.2. Teaching & Learning Report
 - 6.3. American Civics Report
 - 6.4. Multicultural Education Report
 - 6.5. Student Programs Report
 - 6.6. Student Services Report
 - 6.7. Human Resources & Accreditation Report
 - 6.8. Superintendent's Report
7. Committee Reports
 - 7.1. Finance & Facilities Committee Report
 - 7.2. Norfolk Public Schools Foundation Committee Report
8. Approve Consent Agenda
 - 8.1. Minutes of Previous Meetings
 - 8.2. Personnel
 - 8.2.1. Contract Approval
 - 8.3. Claims
9. Action Items
 - 9.1. Discuss, consider and take action to approve the 2025-2026 Certified Staff Handbook
 - 9.2. Discuss, consider and take action to approve the 2025-2026 Classified Staff Handbook
 - 9.3. Discuss, consider and take action to approve the 2025-2026 Substitute Teacher Handbook
 - 9.4. Discuss, consider and take action to approve the 2025-2026 Little Panthers Preschool Handbook
 - 9.5. Discuss, consider and take action to approve the 2025-2026 Elementary Handbook
 - 9.6. Discuss, consider and take action to approve the 2025-2026 Norfolk Middle School Handbook

9.7. Discuss, consider and take action to approve the 2025-2026 Norfolk Junior High School Handbook

9.8. Discuss, consider and take action to approve the 2025-2026 Norfolk High School Handbook

10. Future Meetings

11. Adjournment



Norfolk Public Schools Public Comment Information & Guidelines

The Norfolk Public School's Board of Education values and welcomes input during the public comment times at all monthly Board meetings. Feedback is an essential part of the NPS Board's decision-making process, helping us to better understand and address the needs and concerns of the community. We encourage you to share your thoughts and ideas.

- At the first meeting of the month (2nd Monday), individual speakers will have up to five minutes to address the Board.
- For all other meetings, individual speakers will have up to three minutes, and the Board shall hear up to thirty cumulative minutes of public comment.
- These time limits are per speaker, per meeting, and may not be transferred or assigned to other speakers.
- Persons must be present in order to participate in the public comment section of the meeting. Phone conferencing, recording or other communication via electronic devices will not be allowed.
- Providing printed materials (paper no larger than 8.5 x 11 inches) to the Board is allowed.
- According to state law, members of the public who wish to comment must identify themselves, including their address, the name of the organization they represent and the topic that they wish to address. Public comment cards are available at the media table and need to be completed.
- Concerns related to school personnel need to be addressed to the Superintendent using the approved district protocol. Individuals who make false, defamatory, or slanderous statements during public comments may be held legally liable. Slanderous comments are not protected simply because they are made at a Board meeting.
- Persons attending Board meetings and/or speaking to the Board during public comment or during a public hearing must follow all requirements established by the Board, as well as all Board and staff directions in order to help maintain the order, proper decorum, safety and security, and the non-disruptive functioning of the Board meeting. These include, but are not limited to the following:
 - Refraining from applauding, cheering, jeering, or engaging in speech that defames any individual(s), or stymies or blocks meeting progress.
 - Refraining from the use of audio recordings, video recordings, or any digital still images, posters, signs, costumes, other props and/or photographs.
 - Refraining from abusive, offensive, disruptive, defamatory, hostile or threatening language, gestures, and conduct.
 - Staying in the areas identified by the Board as reserved for the public.
- If at any time persons appearing before the Board do not comply with these or any other Board requirements, the chair shall declare that person or persons out of order and require a change in behavior, delay or recess the meeting, or refuse permission to continue to address the Board, and ultimately may require the person or persons to leave the premises of the Board meeting.
- Board members cannot discuss or act upon matters that are not listed on the agenda. Therefore, Board members will not respond to comments or questions. If persons wish to request that an item be placed on a future Board agenda, contact the Superintendent's office during normal business hours.

NORFOLK PUBLIC SCHOOLS
INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
ALL FUNDS
For Month Ending June 30, 2025

Fund/Account	2024-2025 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance	
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$1,584,015.35	\$102,454.17	\$0.00	\$1,686,469.52	
SPECIAL BUILDING FUND (3)	\$2,764,490.75	\$6,361.96	\$56,404.02	\$2,714,448.69	
DEPRECIATION RESERVE FUND (3)	\$6,283,780.26	\$16,872.72	\$229,992.83	\$6,070,660.15	
ACTIVITIES ACCOUNT (2)	\$641,800.30	\$73,184.89	\$104,803.50	\$610,181.69	
SUBSIDIARY ACCOUNT (2)	\$457,164.33	\$36,730.75	\$36,644.33	\$457,250.75	
GENERAL FUND (1)	\$27,577,887.47	\$7,502,940.82	5,138,579.78	\$29,942,248.51	
PAYROLL ACCOUNT (2)	\$9,659.14	\$4,575,448.92	\$4,579,402.28	\$5,705.78	
SCHOOL LUNCH FUND (2)	\$627,627.51	\$158,420.20	\$254,518.46	\$531,529.25	
BOND FUND (3)	\$1,187,793.77	\$3,048.35	\$0.00	\$1,190,842.12	
COOPERATIVE FUND (2)	\$270,822.34	\$22,148.12	\$525.22	\$292,445.24	
EMPLOYEE BENEFIT FUND (2)	\$4,003.50	\$10.97	\$0.00	\$4,014.47	
ATHLETIC FIELD COOPERATIVE FUND (2)	\$118,747.43	\$325.44	\$0.00	\$119,072.87	
CONVENIENCE FEE FUND (2)	\$19,956.69	\$68.41	\$5.48	\$20,019.62	
STUDENT FEE FUND (2)	\$536,967.31	\$2,247.05	\$6,024.96	\$533,189.40	
TOTAL ALL FUNDS	\$42,084,716.15	\$12,500,262.77	\$10,406,900.86	\$44,178,078.06	
BALANCES CLASSIFIED BY DEPOSITORY					
(1) BANK FIRST				\$29,942,248.51	
(2) ELKHORN VALLEY BANK				\$4,259,878.59	
(3) MIDWEST BANK				\$9,975,950.96	
TOTAL BALANCES				\$44,178,078.06	



Finance and Facilities Committee Meeting Minutes
Monday, June 9, 2025 at 4:30 PM
Location: NPS Central Administration Building

Attendance:

- Board Members Present: Tom Stanton, Steve McNally
- Board Members Absent: Brenda Carhart
- NPS Staff Present: Dr. Jami Jo Thompson, Erik Wilson, Callan Collins

Meeting began at 4:25 PM

1. Finance Updates & Claims Review
 - a. June Claims/Board Bills
 - b. All Funds Report
 - c. Revenue Report
2. Board Agenda Action Items for 6/9/25
 - a. Classified Hourly Pay Schedule
 - i. Addendum, requested change to increase pay to help fill SPED drivers positions
 - b. Classified Salary Pay Schedule
 - i. Addendum, requested change to combine our SPED transportation coordinator and our maintenance transportation coordinator position, into one position and have a district transportation coordinator
 - c. 25-26 Meal Prices
 - i. Raise meal prices \$0.30 in order to break even next year and make up for the Supply Chain Allowance loss
3. Board Member Conflict Statements for 6/9/25
 - a. Tom Stanton
4. Facilities/Construction Update
 - a. Middle School
 - i. General construction update
 1. Making good progress. Everything is still on schedule.
 - b. Summer Construction Projects
 - i. Updates included the Junior High stucco repairs, Westside new concrete, Senior High little theater remodel
5. Other Items:
 - a. 25/26 Budget
 - i. State just released budget authority information
 - b. NPERS audit update
 - i. Adjustments are needed concerning retired staff, the 180-day separation requirement, and employment as an activities worker.
 - ii. Currently, coaching payments are distributed over 12 months, but NPERS has indicated this is not permitted. The same applies to extended contract

days, which must be paid at the time they occur instead of being spread out. Asking for one year waiver.

iii. Still waiting for NPERS's final report

c. District Garage Sale

i. Held on 5/29 produced over \$18,000 in sales

6. Upcoming items:

a. District Accounts for new Superintendent

i. Appoint Secretary of the Board at the 6/23 meeting (effective 7/1) allowing McAllister to be set up on District accounts - banking, credit card, etc.

7. Upcoming Meeting Dates: July 14, 2025

a. Start time may be adjusted depending on the agenda

Meeting adjourned at 5:00 PM

Norfolk Public Schools
Board of Education 2nd Monthly Meeting
Monday, June 23, 2025 12:00 PM
NPS Central Administration Office
512 West Phillip Avenue
Norfolk, NE 68701

Teri Bauer: Present
Cindy Booth: Present
Brenda Carhart: Present
Patti Gubbels: Present
Steve McNally: Present
Tom Stanton: Present

1. Date Public Notice appeared in the Norfolk Daily News: June 16, 2025
2. Call to Order
 - A. The Norfolk Public School District's Board of Education regular meeting was called to order at Noon by President Brenda Carhart.
 - 2.1. Roll Call – See attendance above. A statement was made declaring a quorum.
 - 2.2. Declaration of a Legal Meeting - The meeting was declared legal.
3. Pledge of Allegiance
4. Public Comments & Communication
 - A. No community members spoke during the public comment period.
5. Reports and Discussion Items
 - 5.1. Finance & Facilities Report
 - A. The total amount of claims to be approved on the consent agenda by specific fund are listed below:
General Fund = \$272,757.86
Nutrition Fund = \$253,757.47
Subsidiary Fund = \$4,472.61
Depreciation Fund = \$1,697.00
Special Building Fund = \$51,315.00
Senior High Activity Fund = \$59,535.27
Junior High Activity Fund = \$8,867.02
Student Fee Fund = \$4,876.96
 - B. All of these claims were reviewed earlier by the Finance and Facilities Committee.
6. Consent Agenda
Motion to approve the consent agenda at 12:06 PM passed with a motion by Patti Gubbels and a second by Tom Stanton.
Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea
Yea: 6, Nay: 0

- 6.1. Minutes of Previous Meetings
 - A. Minutes from the meeting on June 9, 2025 were reviewed.
- 6.2. Personnel
 - 6.2.1. Contract Approval
 - Figgner, Lyndsey - 2025-2026 Special Education Teacher, Jefferson Elementary School
 - Schnoor, Kelsey - 2025-2026 Special Education Teacher, Grant Elementary School
- 6.3. Claims
 - A. Claims were attached and reviewed by the Finance and Facilities Committee.
 - B. One conflict statement was read by Steve McNally.
- 7. Action Items
 - 7.1. Discuss, consider and take action to approve Bill McAllister as the Board Secretary beginning July 1, 2025
 - A. It is customary for the district's Superintendent to serve as the Board's Secretary. Recommendation to appoint Bill McAllister as your 2025 Board Secretary, with his term beginning on July 1, 2025, and continuing through the remainder of the year.

Motion to approve Bill McAllister as the Board Secretary beginning July 1, 2025 at 12:07 PM passed with a motion by Cindy Booth and a second by Steve McNally.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 6, Nay: 0

- 7.2. Discuss, consider and take action to approve the second reading of board policy 5423 -- Student Searches and Handheld Devices
 - A. No changes have been made since the first reading on 6/9/25.

Motion to approve the second reading of board policy 5423 -- Student Searches and Handheld Devices at 12:08 PM passed with a motion by Patti Gubbels and a second by Tom Stanton.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 6, Nay: 0

- 7.3. Discuss, consider and take action to approve the second reading of board policy 5507--Foster Care Student Transportation
 - A. No changes have been made since the first reading on 6/9/25.

Motion to approve the second reading of board policy 5507--Foster Care Student Transportation at 12:08 PM passed with a motion by Steve McNally and a second by Patti Gubbels.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 6, Nay: 0

- 7.4. Discuss, consider and take action to approve the second reading of board policy 6113 – Electronic Communication Devices and Cell Phones
 - A. No changes have been made since the first reading on 6/9/25.

Motion to approve the second reading of board policy 6113 - Electronic Communication Devices and Cell Phones at 12:09 PM passed with a motion by Patti Gubbels and a second by Tom Stanton.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea
Yea: 6, Nay: 0

7.5. Discuss, consider and take action to approve the second reading of board policy 6931 - Behavioral Intervention and Classroom Management

A. No changes have been made since the first reading on 6/9/25.

Motion to approve the second reading of board policy 6931 - Behavioral Intervention and Classroom Management at 12:10 PM passed with a motion by Tom Stanton and a second by Cindy Booth.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 6, Nay: 0

7.6. Discuss, consider and take action to approve the second reading of revised board policies

A. No changes have been made to the revised policies since the first reading on 6/9/25.

B. Revised policies include:

1200 - Anti-harassment policy

3131 - Procurement Plan

3410 - Safe Driving Record Policy

4003 - Employee Anti discrimination

4003a - Notice of Nondiscrimination

4003b - Complaint form - Discrimination, harassment or retaliation

4009 - Drug Use

5001 - Admission Requirements

5004 - Part Time Enrollment

5101 - Student Discipline Policy

5201 - Promotion & Retention

5202z - Notification of Rights Under FERPA

5301 - Assn Activities

5401 - Equal Opportunity

5401z - Complaint form - Discrimination, harassment or retaliation

5414 - Identification of Gifted

6400 - Parent Involvement

Motion to approve the second reading of the revised board policies listed above at 12:12 PM passed with a motion by Steve McNally and a second by Patti Gubbels.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 6, Nay: 0

8. Future Meetings

A. The next regular meeting of the Board of Education will be held on Monday, July 14th, 2025 at 5:30 PM.

B. The 2nd monthly regular meeting of the Board of Education is scheduled for Monday, July 28th, 2025 at Noon.

- C. All components of these meetings will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.
- 9. Adjournment
 - A. The meeting adjourned at 12:14 PM.

Chairperson

Superintendent

		JULY 14, 2025		
		NORFOLK PUBLIC SCHOOLS		
		NORFOLK, NEBRASKA		
1	GENERAL FUND			
2	AMAZON CAPITAL SERVICES	PENCILS	01 1100 610 1 430 014	\$123.48
3	AMAZON CAPITAL SERVICES	SUPPLIES	01 1100 610 1 430 014	\$445.84
4	AMAZON CAPITAL SERVICES	TRAFFIC CONES	01 1100 610 1 430 014	\$117.99
5	AMAZON CAPITAL SERVICES	BINDERS	01 1150 610 1 495 014	\$105.03
6	AMAZON CAPITAL SERVICES	CHAIR	01 2211 610 1 901 000	\$63.49
7	AMAZON CAPITAL SERVICES	CHAIR	01 2211 610 2 901 000	\$63.48
8	AMAZON CAPITAL SERVICES	SUPPLIES	01 2320 610 1 033 000	\$49.69
9	AMAZON CAPITAL SERVICES	SUPPLIES	01 2320 610 2 033 000	\$49.69
10	AMAZON CAPITAL SERVICES	MONITOR	01 2320 650 1 033 000	\$80.00
11	AMAZON CAPITAL SERVICES	MONITOR	01 2320 650 2 033 000	\$79.99
12	AMAZON CAPITAL SERVICES	END TABLE	01 2410 610 1 430 014	\$67.49
13	AMAZON CAPITAL SERVICES	PPE EQUIPMENT	01 2610 610 2 001 001	\$175.74
14	AMAZON CAPITAL SERVICES	LABEL REFILLS	01 2620 610 1 001 000	\$42.99
15	AMAZON CAPITAL SERVICES	SUPPLIES	01 2620 610 1 001 000	\$103.09
16	AMAZON CAPITAL SERVICES	REMOTE AND POWER CORD	01 2620 610 1 001 000	\$14.87
17	AMAZON CAPITAL SERVICES	LABEL REFILLS	01 2620 610 2 001 000	\$42.98
18	AMAZON CAPITAL SERVICES	SUPPLIES	01 2620 610 2 001 000	\$103.09
19	AMAZON CAPITAL SERVICES	REMOTE AND POWER CORD	01 2620 610 2 001 000	\$14.86
20	AMAZON CAPITAL SERVICES	RUNNING BOARDS	01 2650 610 1 001 000	\$165.12
21	AMAZON CAPITAL SERVICES	RUNNING BOARDS	01 2650 610 2 001 000	\$165.12
22	AMAZON CAPITAL SERVICES	GENERAL SUPPLIES	01 6969 610 1 028 000	\$293.46
23	AMAZON CAPITAL SERVICES Total			\$2,367.49
24	APPEARA	SHIRTS	01 2610 431 1 001 000	\$52.28
25	APPEARA	MOP CLEANING	01 2610 431 1 001 000	\$46.71
26	APPEARA	SHIRTS	01 2610 431 1 001 000	\$52.28
27	APPEARA	MOP CLEANING	01 2610 431 1 001 000	\$46.71
28	APPEARA	SHIRTS	01 2610 431 1 001 000	\$54.00
29	APPEARA	SHIRTS	01 2610 431 2 001 000	\$52.27
30	APPEARA	MOP CLEANING	01 2610 431 2 001 000	\$46.71
31	APPEARA	SHIRTS	01 2610 431 2 001 000	\$52.28
32	APPEARA	MOP CLEANING	01 2610 431 2 001 000	\$46.71
33	APPEARA	SHIRTS	01 2610 431 2 001 000	\$53.99
34	APPEARA	SHIRTS	01 2620 431 1 001 000	\$13.07
35	APPEARA	SHIRTS	01 2620 431 1 001 000	\$13.07
36	APPEARA	SHIRTS	01 2620 431 1 001 000	\$13.50
37	APPEARA	SHIRTS	01 2620 431 2 001 000	\$13.07

38	APPEARA	SHIRTS	01 2620 431 2 001 000	\$13.06
39	APPEARA	SHIRTS	01 2620 431 2 001 000	\$13.50
40	APPEARA Total			\$583.21
41	APPLE INC	STM DUX PLUS	01 1200 650 1 004 000	\$419.50
42	APPLE INC	STM DUX PLUS	01 1200 650 2 004 000	\$419.50
43	APPLE INC Total			\$839.00
44	ARROW STAGE LINES	BUS SERVICE FB CAMP	01 2710 340 1 001 000	\$2,350.00
45	ARROW STAGE LINES	BUS SERVICE FB CAMP	01 2710 340 2 001 000	\$2,350.00
46	ARROW STAGE LINES Total			\$4,700.00
47	BEAM, HOPE	NCE CONFERENCE	01 6310 330 2 028 000	\$1,014.57
48	BEAM, HOPE Total			\$1,014.57
49	BIG RED PRINTING	ADHESIVE NAME TAGS	01 2410 610 1 904 012	\$94.03
50	BIG RED PRINTING Total			\$94.03
51	BLICK ART MATERIALS	GENERAL SUPPLIES	01 1100 610 2 224 001	\$528.51
52	BLICK ART MATERIALS	GENERAL SUPPLIES	01 1100 610 2 224 001	\$979.15
53	BLICK ART MATERIALS Total			\$1,507.66
54	BLOOM, JENNIFER	NURSE CONFERENCE	01 2130 580 2 004 000	\$49.78
55	BLOOM, JENNIFER Total			\$49.78
56	BOMGAARS SUPPLY	SUPPLIES	01 2620 610 1 001 000	\$11.74
57	BOMGAARS SUPPLY	SUPPLIES	01 2620 610 1 001 000	\$10.99
58	BOMGAARS SUPPLY	SUPPLIES	01 2620 610 1 001 000	\$13.78
59	BOMGAARS SUPPLY	FUNNELS	01 2620 610 1 001 000	\$1.75
60	BOMGAARS SUPPLY	FASTENERS	01 2620 610 1 001 009	\$4.14
61	BOMGAARS SUPPLY	SUPPLIES	01 2620 610 2 001 000	\$11.73
62	BOMGAARS SUPPLY	SUPPLIES	01 2620 610 2 001 000	\$10.99
63	BOMGAARS SUPPLY	SUPPLIES	01 2620 610 2 001 000	\$13.77
64	BOMGAARS SUPPLY	FUNNELS	01 2620 610 2 001 000	\$1.74
65	BOMGAARS SUPPLY	SOFTNER SALT	01 2620 610 2 001 001	\$358.47
66	BOMGAARS SUPPLY	SUPPLIES	01 2650 610 1 001 000	\$57.48
67	BOMGAARS SUPPLY	SUPPLIES	01 2650 610 2 001 000	\$57.48
68	BOMGAARS SUPPLY Total			\$554.06
69	BRINK, BLAIR	NURSE CONFERENCE	01 2130 580 2 004 000	\$48.90
70	BRINK, BLAIR Total			\$48.90
71	BROWN, KATHERINE	ST,PAULS SUMMER WORK	01 6310 151 1 028 000	\$262.50
72	BROWN, KATHERINE Total			\$262.50
73	BROWN, SCOTT	ST,PAULS SUMMER WORK	01 6310 151 1 028 000	\$262.50
74	BROWN, SCOTT Total			\$262.50
75	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1100 340 1 104 010	\$7.18
76	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1100 340 1 201 003	\$16.66
77	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1100 340 1 302 004	\$32.75
78	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1100 340 1 430 014	\$19.98
79	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1100 340 1 602 005	\$21.21
80	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1100 340 1 705 008	\$46.74

81	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1100 340 1 819 009	\$20.60
82	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1100 340 1 904 012	\$6.62
83	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1100 340 2 016 001	\$7.46
84	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1100 340 2 141 002	\$76.88
85	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1100 340 2 209 001	\$122.48
86	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1190 610 1 163 021	\$46.18
87	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1200 610 1 004 000	\$59.25
88	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1200 610 2 004 000	\$59.25
89	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1291 610 1 017 000	\$15.16
90	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1292 610 1 017 000	\$15.16
91	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 2530 340 1 001 000	\$12.37
92	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 2530 340 1 001 000	\$2,979.74
93	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 2530 340 2 001 000	\$12.36
94	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 2530 340 2 001 000	\$2,979.73
95	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 2620 431 0 001 000	\$49.24
96	CAPITAL BUSINESS SYSTEMS Total			\$6,607.00
97	CDW GOVERNMENT, INC	GOOGLE VOICE	01 1200 643 1 004 000	\$265.61
98	CDW GOVERNMENT, INC	GOOGLE VOICE	01 1200 643 2 004 000	\$265.61
99	CDW GOVERNMENT, INC	GOOGLE CHROME UPGRADE	01 2230 650 1 005 000	\$775.00
100	CDW GOVERNMENT, INC	GOOGLE CHROME UPGRADE	01 2230 650 2 005 000	\$775.00
101	CDW GOVERNMENT, INC	PROJECTOR AND MOUNT	01 3535 650 1 027 000	\$507.64
102	CDW GOVERNMENT, INC Total			\$2,588.86
103	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 010	\$527.62
104	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 014	\$1,782.07
105	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 021	\$616.11
106	CITY OF NORFOLK	WATER/SEWER	01 2610 410 2 001 001	\$2,870.69
107	CITY OF NORFOLK	WASTE DISPOSAL	01 2630 420 1 001 000	\$7.13
108	CITY OF NORFOLK	WASTE DISPOSAL	01 2630 420 1 001 000	\$1.52
109	CITY OF NORFOLK	WASTE DISPOSAL	01 2630 420 2 001 000	\$7.12
110	CITY OF NORFOLK	WASTE DISPOSAL	01 2630 420 2 001 000	\$1.52
111	CITY OF NORFOLK Total			\$5,813.78
112	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 000	\$191.65
113	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 003	\$97.20
114	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 004	\$96.83
115	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 005	\$96.83
116	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 008	\$96.83
117	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 009	\$96.83
118	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 010	\$96.83
119	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 012	\$94.24
120	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 014	\$193.99
121	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 021	\$97.53
122	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 2 001 000	\$191.65
123	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 2 001 001	\$389.27

124	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 2 001 002	\$196.55
125	CLEARFLY COMMUNICATIONS Total			\$1,936.23
126	COLE PAPERS INC	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$333.22
127	COLE PAPERS INC	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$25,730.26
128	COLE PAPERS INC	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$240.88
129	COLE PAPERS INC	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$333.22
130	COLE PAPERS INC	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$25,730.26
131	COLE PAPERS INC	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$240.88
132	COLE PAPERS INC Total			\$52,608.72
133	COPPOLECCHIA, ADRIANO	BOYS SOCCER PAY	01 2190 120 2 001 000	\$2,000.00
134	COPPOLECCHIA, ADRIANO Total			\$2,000.00
135	DECKER EQUIPMENT COMPANY	SECURITY MIRROR	01 2620 610 1 001 000	\$51.23
136	DECKER EQUIPMENT COMPANY	SECURITY MIRROR	01 2620 610 2 001 000	\$51.22
137	DECKER EQUIPMENT COMPANY Total			\$102.45
138	EAKES OFFICE PLUS	NEW HALLWAY SIGNS	01 1100 610 1 302 004	\$70.55
139	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$3,545.80
140	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	-\$1,392.82
141	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$3,545.80
142	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	-\$1,392.82
143	EAKES OFFICE PLUS	CARPET EXTRACTOR PART	01 2620 610 1 001 004	\$170.52
144	EAKES OFFICE PLUS	CARPET EXTRACTOR PART	01 2620 610 1 001 004	\$135.26
145	EAKES OFFICE PLUS Total			\$4,682.29
146	ECHO GROUP INC	PARTS AND FIXTURES FOR LITTLE	01 2510 610 2 001 001	\$301.34
147	ECHO GROUP INC	PARTS AND FIXTURES FOR LITTLE	01 2510 610 2 001 001	\$59.03
148	ECHO GROUP INC	PARTS AND FIXTURES FOR LITTLE	01 2510 610 2 001 001	-\$14.07
149	ECHO GROUP INC	PARTS AND FIXTURES FOR LITTLE	01 2510 610 2 001 001	\$162.91
150	ECHO GROUP INC	PARTS AND FIXTURES FOR LITTLE	01 2510 610 2 001 001	\$194.89
151	ECHO GROUP INC	PARTS AND FIXTURES FOR LITTLE	01 2510 610 2 001 001	\$1,343.88
152	ECHO GROUP INC	PARTS AND FIXTURES FOR LITTLE	01 2510 610 2 001 001	\$328.42
153	ECHO GROUP INC	PARTS AND FIXTURES FOR LITTLE	01 2510 610 2 001 001	\$137.57
154	ECHO GROUP INC	PARTS AND FIXTURES FOR LITTLE	01 2510 610 2 001 001	\$2.19
155	ECHO GROUP INC	PARTS AND FIXTURES FOR LITTLE	01 2510 610 2 001 001	\$13.38
156	ECHO GROUP INC	PARTS AND FIXTURES FOR LITTLE	01 2510 610 2 001 001	\$78.73
157	ECHO GROUP INC	SUPPLIES	01 2620 610 1 001 000	\$9.00
158	ECHO GROUP INC	SUPPLIES	01 2620 610 2 001 000	\$9.00
159	ECHO GROUP INC Total			\$2,626.27
160	EDUCATIONAL SERVICE UNIT	STATE CIP PROFESSIONAL	01 1150 610 2 299 001	\$25.00
161	EDUCATIONAL SERVICE UNIT Total			\$25.00
162	EGAN SUPPLY COMPANY	GENERAL SUPPLIES	01 1100 610 2 208 001	\$56.34
163	EGAN SUPPLY COMPANY	GENERAL SUPPLIES	01 1200 610 2 291 001	\$4.83
164	EGAN SUPPLY COMPANY	FLOOR WAX	01 2610 610 1 001 000	\$197.78
165	EGAN SUPPLY COMPANY	FLOOR WAX	01 2610 610 2 001 000	\$197.78
166	EGAN SUPPLY COMPANY Total			\$456.73

167	ELKHORN RURAL PUBLIC POWER	WOODLAND PARK ELECTRICITY	01 2610 621 1 001 012	\$1,807.53
168	ELKHORN RURAL PUBLIC POWER Total			\$1,807.53
169	ENVIRONMENTAL SERVICES,	DISTRICT TESTING	01 2620 431 1 001 004	\$26.00
170	ENVIRONMENTAL SERVICES, Total			\$26.00
171	ESU #2	SERVICE PURCHASED FROM ESU	01 1291 591 1 004 021	\$15.80
172	ESU #2	SERVICE PURCHASED FROM ESU	01 2152 591 1 004 000	\$197.50
173	ESU #2 Total			\$213.30
174	ESU #7	VISION SERVICES	01 2181 591 1 004 000	\$1,100.00
175	ESU #7 Total			\$1,100.00
176	ESU #9	LEAD TEACHER INSTITUTE	01 2410 330 2 209 001	\$20.00
177	ESU #9 Total			\$20.00
178	ESU 8	SPED STRATEGIES CONF	01 1200 330 1 004 000	\$40.00
179	ESU 8	SPED STRATEGIES CONF	01 1200 330 2 004 000	\$40.00
180	ESU 8	SRS FEES 2025 TIER 9	01 1200 350 1 004 000	\$4,687.00
181	ESU 8	SRS FEES 2025 TIER 9	01 1200 350 2 004 000	\$4,687.00
182	ESU 8	WRITING WORKSHOP J OSWALD	01 6310 330 1 028 000	\$20.00
183	ESU 8	SPED STRATEGIES WORKSHOP	01 6310 330 1 028 000	\$130.00
184	ESU 8	SPED STRATEGIES WORKSHOP	01 6310 330 2 028 000	\$130.00
185	ESU 8 Total			\$9,734.00
186	EVERYDAY SPEECH LLC	TEAM LICENSE	01 2151 610 1 004 009	\$560.99
187	EVERYDAY SPEECH LLC	TEAM LICENSE	01 2151 610 1 004 014	\$560.99
188	EVERYDAY SPEECH LLC	TEAM LICENSE	01 2151 610 2 004 002	\$577.99
189	EVERYDAY SPEECH LLC Total			\$1,699.97
190	FAMILY PHYSICAL THERAPY	OT SERVICES	01 2162 320 1 004 000	\$4,749.50
191	FAMILY PHYSICAL THERAPY	OT SERVICES	01 2162 320 1 004 000	\$5,610.50
192	FAMILY PHYSICAL THERAPY	OT SERVICES	01 2162 320 1 004 000	\$4,929.75
193	FAMILY PHYSICAL THERAPY	OT SERVICES MILEAGE	01 2162 334 1 004 000	\$29.32
194	FAMILY PHYSICAL THERAPY	OT SERVICES MILEAGE	01 2162 334 1 004 000	\$39.37
195	FAMILY PHYSICAL THERAPY	OT SERVICES MILEAGE	01 2162 334 1 004 000	\$18.09
196	FAMILY PHYSICAL THERAPY	OT SERVICES MILEAGE	01 2163 320 1 004 000	\$4,749.50
197	FAMILY PHYSICAL THERAPY	OT SERVICES	01 2163 320 1 004 000	\$5,610.50
198	FAMILY PHYSICAL THERAPY	OT SERVICES	01 2163 320 1 004 000	\$4,929.75
199	FAMILY PHYSICAL THERAPY	OT SERVICES MILEAGE	01 2163 334 1 004 000	\$29.31
200	FAMILY PHYSICAL THERAPY	OT SERVICES	01 2163 334 1 004 000	\$39.36
201	FAMILY PHYSICAL THERAPY	OT SERVICES	01 2163 334 1 004 000	\$18.09
202	FAMILY PHYSICAL THERAPY Total			\$30,753.04
203	FATT SUNNIE STUDIOS	JC AUDIO/VIDEO HOURS	01 2510 340 2 001 001	\$225.00
204	FATT SUNNIE STUDIOS Total			\$225.00
205	FERNAU, JESSICA	STAFF MILEAGE	01 1292 333 1 004 000	\$39.97
206	FERNAU, JESSICA Total			\$39.97
207	FIND YOUR GRIND INC.	25/26 SUBSCRIPTION RENEWAL	01 2410 643 2 209 001	\$4,550.00
208	FIND YOUR GRIND INC. Total			\$4,550.00
209	FLOORING SOLUTIONS	FLOORING	01 1100 610 1 201 003	\$1,997.78

210	FLOORING SOLUTIONS	FLOORING	01 2510 610 1 001 003	\$1,997.78
211	FLOORING SOLUTIONS Total			\$3,995.56
212	GLASS EDGE INC, THE	WINDOW REPLACEMENT	01 2620 431 1 001 004	\$498.00
213	GLASS EDGE INC, THE	REPLACE SPRINGS ON SECURITY	01 2620 431 2 001 002	\$149.00
214	GLASS EDGE INC, THE Total			\$647.00
215	HAFER, AMANDA	NCE CONFERENCE	01 6310 330 2 028 000	\$1,112.60
216	HAFER, AMANDA Total			\$1,112.60
217	HAMPL, MELISSA	NC CURRICULUM WORK	01 6310 151 2 028 000	\$210.00
218	HAMPL, MELISSA Total			\$210.00
219	HAND2MIND	STEM SUPPLIES ST.PAULS	01 6969 610 1 028 000	\$60.98
220	HAND2MIND Total			\$60.98
221	HANDS OF HEARTLAND, LLC.	TRANSITION HOURLY	01 1200 340 2 004 001	\$4,849.58
222	HANDS OF HEARTLAND, LLC. Total			\$4,849.58
223	HEARTLAND FIRE PROTECTION	DISTRICT INSPECTIONS	01 2620 431 1 001 000	\$4.13
224	HEARTLAND FIRE PROTECTION	DISTRICT INSPECTIONS	01 2620 431 2 001 000	\$4.12
225	HEARTLAND FIRE PROTECTION Total			\$8.25
226	HELM MECHANICAL	CHILLER REPLACEMENT	01 2620 431 2 001 001	\$96,933.39
227	HELM MECHANICAL Total			\$96,933.39
228	HERITAGE WATER SERVICES	WATER TREATMENT PROGRAM	01 2620 610 1 001 000	\$387.50
229	HERITAGE WATER SERVICES	WATER TREATMENT PROGRAM	01 2620 610 2 001 000	\$387.50
230	HERITAGE WATER SERVICES Total			\$775.00
231	HOLIDAY INN KEARNEY	NURSES CONF LODGING	01 2130 580 1 004 000	\$134.95
232	HOLIDAY INN KEARNEY	NURSES CONF LODGING	01 2130 580 2 004 000	\$134.95
233	HOLIDAY INN KEARNEY Total			\$269.90
234	HOME DEPOT PRO, THE	FLOOR SEALER	01 2610 610 1 001 000	\$198.40
235	HOME DEPOT PRO, THE	FLOOR SEALER	01 2610 610 2 001 000	\$198.40
236	HOME DEPOT PRO, THE	SUPPLIES	01 2610 610 2 001 002	\$103.49
237	HOME DEPOT PRO, THE	REPAIR SCRUBBER	01 2620 610 2 001 002	\$161.90
238	HOME DEPOT PRO, THE Total			\$662.19
239	HOUGHTON MIFFLIN HARCOURT	MAP SCIENCE AND READING	01 1100 643 1 028 000	\$14,114.50
240	HOUGHTON MIFFLIN HARCOURT	MAP SCIENCE AND READING	01 1100 643 2 028 000	\$14,114.50
241	HOUGHTON MIFFLIN HARCOURT Total			\$28,229.00
242	HUFF CONSTRUCTION INC.	MIDDLE SCHOOL	01 2620 431 1 001 014	\$93,182.82
243	HUFF CONSTRUCTION INC. Total			\$93,182.82
244	IMAGINE LEARNING, LLC	ODYSSEYWARE/EDGENUITY	01 1100 643 2 016 001	\$20,587.50
245	IMAGINE LEARNING, LLC Total			\$20,587.50
246	INSTRUCTURE, INC	PARCHMENT	01 2410 340 2 209 001	\$6,861.24
247	INSTRUCTURE, INC Total			\$6,861.24
248	IOWA SCHOOL FOR THE DEAF	OTHER PROFESSIONAL SERVICES	01 1200 340 2 004 000	\$3,471.06
249	IOWA SCHOOL FOR THE DEAF	TUITION	01 1200 561 2 004 000	\$33,873.00
250	IOWA SCHOOL FOR THE DEAF Total			\$37,344.06
251	JESSE'S SANITATION LLC	SANITATION SERVICE	01 2610 420 1 001 000	\$2,550.00
252	JESSE'S SANITATION LLC	SANITATION SERVICE	01 2610 420 2 001 000	\$2,550.00

253	JESSE'S SANITATION LLC Total			\$5,100.00
254	KELLY SUPPLY COMPANY	SUPPLIES	01 2620 610 1 001 000	\$8.35
255	KELLY SUPPLY COMPANY	SUPPLIES	01 2620 610 1 001 000	\$5.16
256	KELLY SUPPLY COMPANY	SUPPLIES	01 2620 610 1 001 010	\$18.97
257	KELLY SUPPLY COMPANY	SUPPLIES	01 2620 610 2 001 000	\$8.35
258	KELLY SUPPLY COMPANY	SUPPLIES	01 2620 610 2 001 000	\$5.16
259	KELLY SUPPLY COMPANY	SILICONE	01 2620 610 2 001 001	\$18.99
260	KELLY SUPPLY COMPANY Total			\$64.98
261	KLEIN, CARRE	SUMMER SERVICE MILEAGE	01 2152 333 1 004 021	\$162.40
262	KLEIN, CARRE	SUMMER SERVICE	01 2152 340 1 004 021	\$1,197.00
263	KLEIN, CARRE Total			\$1,359.40
264	KORTH, JESSIE	PHYSICAL THERAPY SERVICES	01 2171 320 1 004 000	\$3,453.28
265	KORTH, JESSIE	PHYSICAL THERAPY MILEAGE	01 2171 334 1 004 000	\$167.09
266	KORTH, JESSIE	PHYSICAL THERAPY SERVICES	01 2172 320 1 004 000	\$4,140.50
267	KORTH, JESSIE	PHYSICAL THERAPY MILEAGE	01 2172 334 1 004 000	\$157.75
268	KORTH, JESSIE	PHYSICAL THERAPY SERVICES	01 2173 320 1 004 000	\$4,140.50
269	KORTH, JESSIE	PHYSICAL THERAPY MILEAGE	01 2173 334 1 004 000	\$157.74
270	KORTH, JESSIE Total			\$12,216.86
271	KOWALSKI, LISA	NC CURRICULUM WORK	01 6310 151 2 028 000	\$140.00
272	KOWALSKI, LISA Total			\$140.00
273	LAFLEUR, BILL	NC CURRICULUM WORK	01 6310 151 1 028 000	\$210.00
274	LAFLEUR, BILL Total			\$210.00
275	LAQUITA INN KEARNEY	B.MILLER LODGING FOR NCE	01 6700 580 2 028 001	\$269.90
276	LAQUITA INN KEARNEY Total			\$269.90
277	LAWNCO	LAWN SERVICE	01 2630 420 1 001 000	\$3,736.22
278	LAWNCO	LAWN SERVICE	01 2630 420 2 001 000	\$3,736.21
279	LAWNCO Total			\$7,472.43
280	LEARNING	STEM MATERIALS	01 6969 610 1 028 000	\$56.94
281	LEARNING Total			\$56.94
282	LEXIA LEARNING SYSTEMS LLC	LETRS VOL 1 BUNDLE	01 1200 640 1 004 000	\$399.00
283	LEXIA LEARNING SYSTEMS LLC Total			\$399.00
284	LISS, DOUG	NC CURRICULUM WORK	01 6310 151 2 028 000	\$210.00
285	LISS, DOUG Total			\$210.00
286	LINGENFELTER, KELLY	NC CURRICULUM WORK	01 6310 151 2 028 000	\$210.00
287	LINGENFELTER, KELLY Total			\$210.00
288	LINGENFELTER, NATALIE	NC CURRICULUM WORK	01 6310 151 2 028 000	\$236.25
289	LINGENFELTER, NATALIE Total			\$236.25
290	LOVE SIGNS, INC	TEACHER NAME PLATES	01 1100 610 1 430 014	\$200.00
291	LOVE SIGNS, INC Total			\$200.00
292	MARKGRAF, AARON	ST PAULS SUMMER WORK	01 6310 151 1 028 000	\$525.00
293	MARKGRAF, AARON Total			\$525.00
294	MENARDS	CEILING TILES	01 1100 610 1 705 008	\$4,600.00
295	MENARDS	CABINETS	01 1200 610 1 004 000	\$1,148.07

296	MENARDS	CABINETS	01 1200 610 2 004 000	\$1,148.07
297	MENARDS	TECH RELATED SUPPLIES	01 2230 650 1 005 000	\$74.83
298	MENARDS	TECH RELATED SUPPLIES	01 2230 650 1 005 000	\$5.38
299	MENARDS	CABINETS	01 2230 650 1 005 000	\$571.89
300	MENARDS	TECH RELATED SUPPLIES	01 2230 650 2 005 000	\$74.82
301	MENARDS	TECH RELATED SUPPLIES	01 2230 650 2 005 000	\$5.38
302	MENARDS	CABINETS	01 2230 650 2 005 000	\$571.89
303	MENARDS	AXLE OIL	01 2410 610 2 141 002	\$9.99
304	MENARDS	RETURN	01 2620 610 1 001 000	-\$4.99
305	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$33.76
306	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$1.20
307	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$4.49
308	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$42.59
309	MENARDS	EXTENSION SPIRNG	01 2620 610 1 001 000	\$10.99
310	MENARDS	PAINTING SUPPLIES	01 2620 610 1 001 000	\$31.16
311	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$32.49
312	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$51.71
313	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$29.99
314	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$18.93
315	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$18.61
316	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$10.12
317	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$25.01
318	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$9.48
319	MENARDS	BLADES	01 2620 610 1 001 000	\$28.09
320	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$12.99
321	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$29.50
322	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$24.23
323	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$15.00
324	MENARDS	VAC	01 2620 610 1 001 004	\$89.99
325	MENARDS	SUPPLIES	01 2620 610 1 001 004	\$34.97
326	MENARDS	SUPPLIES	01 2620 610 1 001 005	\$55.96
327	MENARDS	SUPPLIES	01 2620 610 1 001 005	\$39.96
328	MENARDS	SUPPLIES RETURNED	01 2620 610 1 001 005	-\$39.96
329	MENARDS	SUPPLIES	01 2620 610 1 001 009	\$32.40
330	MENARDS	SUPPLIES	01 2620 610 1 001 009	\$15.07
331	MENARDS	STAPLER AND STAPLES	01 2620 610 1 001 009	\$19.08
332	MENARDS	SUPPLIES	01 2620 610 1 001 010	\$71.94
333	MENARDS	SUPPLIES	01 2620 610 1 001 014	\$3.99
334	MENARDS	SUPPLIES	01 2620 610 1 001 014	\$18.99
335	MENARDS	SLATE	01 2620 610 1 001 014	\$159.98
336	MENARDS	RETURN	01 2620 610 2 001 000	-\$4.99
337	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$33.76
338	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$1.19

339	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$4.49
340	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$42.59
341	MENARDS	EXTENSION SPRING	01 2620 610 2 001 000	\$10.99
342	MENARDS	PAINTING SUPPLIES	01 2620 610 2 001 000	\$31.15
343	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$51.71
344	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$29.98
345	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$18.92
346	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$32.49
347	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$18.61
348	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$10.12
349	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$25.00
350	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$9.47
351	MENARDS	BLADES	01 2620 610 2 001 000	\$28.09
352	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$12.98
353	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$29.50
354	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$24.22
355	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$15.00
356	MENARDS	RESPIRATOR	01 2620 610 2 001 001	\$119.91
357	MENARDS	SUPPLIES	01 2620 610 2 001 002	\$38.20
358	MENARDS Total			\$9,721.42
359	MICROFILM IMAGING SYSTEMS	LASERFICHE SERVICES 25-26	01 2510 340 1 001 000	\$1,203.00
360	MICROFILM IMAGING SYSTEMS	LASERFICHE SERVICES 25-26	01 2510 340 2 001 000	\$1,203.00
361	MICROFILM IMAGING SYSTEMS Total			\$2,406.00
362	MODEL ELECTRIC INC	LED LIGHT REPLACEMENT	01 2620 431 1 001 008	\$36,218.50
363	MODEL ELECTRIC INC	GYM LIGHTS INSTALL	01 2620 431 1 001 008	\$3,500.00
364	MODEL ELECTRIC INC Total			\$39,718.50
365	MOEN, BLAKE	NC CURRICULUM WORK	01 6310 151 2 028 000	\$210.00
366	MOEN, BLAKE Total			\$210.00
367	NATUS SENSORY, INC	CALIBRATION	01 2130 340 1 004 000	\$340.10
368	NATUS SENSORY, INC	CALIBRATION	01 2130 340 2 004 000	\$340.10
369	NATUS SENSORY, INC Total			\$680.20
370	NCSA	25/26 MEMBERSHIP/B MCALLISTER	01 2320 810 1 033 000	\$217.50
371	NCSA	25/26 MEMBERSHIP/B MCALLISTER	01 2320 810 2 033 000	\$217.50
372	NCSA Total			\$435.00
373	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 000	\$883.58
374	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 003	\$2,783.42
375	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 004	\$1,228.23
376	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 005	\$2,432.86
377	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 008	\$2,772.73
378	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 009	\$1,277.09
379	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 010	\$2,655.56
380	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 014	\$9,806.69
381	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 021	\$1,925.18

382	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 2 001 000	\$883.57
383	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 2 001 001	\$44,077.91
384	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 2 001 002	\$14,821.29
385	NEBRASKA PUBLIC POWER Total			\$85,548.11
386	NED PORN CONSTRUCTION, INC	BASKETBALL COURT	01 2620 431 1 001 009	\$56,925.00
387	NED PORN CONSTRUCTION, INC Total			\$56,925.00
388	NELSON, SARAH	ST PAULS SUMMER WORK	01 6310 151 1 028 000	\$262.50
389	NELSON, SARAH Total			\$262.50
390	NMG LLC DBA NORFOLK WORKS	DOT PHYSICALS	01 2570 340 1 901 000	\$75.00
391	NMG LLC DBA NORFOLK WORKS	DOT PHYSICALS	01 2570 340 2 901 000	\$75.00
392	NMG LLC DBA NORFOLK WORKS Total			\$150.00
393	NORFOLK AUTO SUPPLY	SUPPLIES	01 2650 610 1 001 000	\$8.29
394	NORFOLK AUTO SUPPLY	SUPPLIES	01 2650 610 2 001 000	\$8.29
395	NORFOLK AUTO SUPPLY	SUPPLIES	01 2712 610 1 001 000	\$17.89
396	NORFOLK AUTO SUPPLY Total			\$34.47
397	NORFOLK COUNTRY CLUB	ACTION COUNCIL MEETING	01 2320 890 1 033 000	\$7.63
398	NORFOLK COUNTRY CLUB	ACTION COUNCIL MEETING	01 2320 890 2 033 000	\$7.62
399	NORFOLK COUNTRY CLUB Total			\$15.25
400	NORFOLK DAILY NEWS	AFS SUBSCRIPTION	01 1100 610 2 016 001	\$160.00
401	NORFOLK DAILY NEWS	ADS	01 1200 610 1 004 000	\$8.00
402	NORFOLK DAILY NEWS	ADS	01 1200 610 2 004 000	\$8.00
403	NORFOLK DAILY NEWS	ADS	01 2310 540 1 001 000	\$11.43
404	NORFOLK DAILY NEWS	TEACHER RETIREMENT ADS	01 2310 540 1 010 000	\$297.50
405	NORFOLK DAILY NEWS	ADS	01 2310 540 2 001 000	\$11.43
406	NORFOLK DAILY NEWS	TEACHER RETIREMENT ADS	01 2310 540 2 010 000	\$297.50
407	NORFOLK DAILY NEWS	ADS	01 2510 540 1 001 000	\$152.01
408	NORFOLK DAILY NEWS	COACHING/JOB FAIR PACKAGE	01 2510 540 1 901 000	\$455.23
409	NORFOLK DAILY NEWS	ADS	01 2510 540 2 001 000	\$152.01
410	NORFOLK DAILY NEWS	COACHING/JOB FAIR PACKAGE	01 2510 540 2 901 000	\$455.22
411	NORFOLK DAILY NEWS Total			\$2,008.33
412	NORFOLK SENIOR HIGH SCHOOL	CREDIT OF HOTSPOT	01 2710 382 1 001 000	\$10.32
413	NORFOLK SENIOR HIGH SCHOOL	CREDIT OF HOTSPOT	01 2710 382 2 001 000	\$10.32
414	NORFOLK SENIOR HIGH SCHOOL Total			\$20.64
415	NORFOLK WINSUPPLY	URINL REPAIR KIT	01 2620 610 1 001 000	\$11.43
416	NORFOLK WINSUPPLY	FOUNTAIN	01 2620 610 1 001 004	\$5,006.00
417	NORFOLK WINSUPPLY	SUPPLIES	01 2620 610 1 001 004	\$204.57
418	NORFOLK WINSUPPLY	URINL REPAIR KIT	01 2620 610 2 001 000	\$11.42
419	NORFOLK WINSUPPLY	URINL REPAIR KIT	01 2620 610 2 001 001	\$23.99
420	NORFOLK WINSUPPLY Total			\$5,257.41
421	NORTHEAST COMMUNITY COLLEGE	HEARTSAVER CPR AED ACI	01 2130 330 1 004 000	\$45.00
422	NORTHEAST COMMUNITY COLLEGE	HEARTSAVER CPR AED ACI	01 2130 330 1 004 000	\$45.00
423	NORTHEAST COMMUNITY COLLEGE	HEARTSAVER CPR AED ACI	01 2130 330 2 004 000	\$45.00
424	NORTHEAST COMMUNITY COLLEGE	HEARTSAVER CPR AED ACI	01 2130 330 2 004 000	\$45.00

425	NORTHEAST COMMUNITY COLLEGE Total			\$180.00
426	ONE CALL CONCEPTS, INC	LOCATE FEES	01 2620 431 1 001 000	\$1.84
427	ONE CALL CONCEPTS, INC	LOCATE FEES	01 2620 431 2 001 000	\$1.83
428	ONE CALL CONCEPTS, INC Total			\$3.67
429	PARCO SCIENTIFIC COMPANY	GENERAL SUPPLIES	01 1100 610 2 206 001	\$26.00
430	PARCO SCIENTIFIC COMPANY	GENERAL SUPPLIES	01 1100 610 2 227 001	\$48.00
431	PARCO SCIENTIFIC COMPANY Total			\$74.00
432	PETERSON SPRINKLERS, INC.	SPRINKLER SYSTEM AT 6TH STREET	01 2630 340 2 001 002	\$8,600.00
433	PETERSON SPRINKLERS, INC. Total			\$8,600.00
434	POWERSCHOOL GROUP LLC	LICENSE AND SUBSCRPTION FEES	01 2210 340 1 901 000	\$20,715.44
435	POWERSCHOOL GROUP LLC	LICENSE AND SUBSCRIPTION FEES	01 2210 340 2 901 000	\$20,715.44
436	POWERSCHOOL GROUP LLC Total			\$41,430.88
437	PRIME SECURED	CAMERAS	01 1100 650 1 201 003	\$304.29
438	PRIME SECURED	CAMERAS	01 1100 650 1 430 014	\$4,320.79
439	PRIME SECURED	TRANSFER SERVERS	01 2230 350 1 005 000	\$150.00
440	PRIME SECURED	TRANSFER SERVERS	01 2230 350 2 005 000	\$150.00
441	PRIME SECURED	ADV LICENSING - 5 YEARS	01 2660 643 1 035 000	\$979.92
442	PRIME SECURED Total			\$5,905.00
443	QUILL CORPORATION	SUPPLIES	01 1100 610 1 430 014	\$32.20
444	QUILL CORPORATION	SUPPLIES	01 1100 610 1 430 014	\$1,492.92
445	QUILL CORPORATION	SUPPLIES	01 1100 610 1 430 014	\$10.68
446	QUILL CORPORATION	SUPPLIES	01 1100 610 1 430 014	\$611.80
447	QUILL CORPORATION	SUPPLIES	01 1100 610 1 430 014	\$41.90
448	QUILL CORPORATION Total			\$2,189.50
449	RASMUSSEN MECHANICAL	REPLACED BLOWER MOTOR	01 2620 431 1 001 009	\$984.42
450	RASMUSSEN MECHANICAL	REPLACE ROOFTOP UNIT	01 2620 431 1 001 010	\$6,127.00
451	RASMUSSEN MECHANICAL	REPLACED LEAKING MANIFOLD	01 2620 431 2 001 002	\$1,393.68
452	RASMUSSEN MECHANICAL Total			\$8,505.10
453	REALLY GOOD STUFF	WRITING JOURNALS	01 1100 640 1 028 000	\$424.75
454	REALLY GOOD STUFF Total			\$424.75
455	RENAISSANCE LEARNING, INC	PLATFORM FEES AND	01 6969 643 1 028 000	\$225.20
456	RENAISSANCE LEARNING, INC	PLATFORM FEES AND	01 6969 643 1 028 000	\$750.00
457	RENAISSANCE LEARNING, INC	PLATFORM FEES AND	01 6969 643 1 028 000	\$2,205.90
458	RENAISSANCE LEARNING, INC Total			\$3,181.10
459	RIXE, HEIDI	ST PAULS SUMMER WORK	01 6310 151 1 028 000	\$262.50
460	RIXE, HEIDI Total			\$262.50
461	ROCHE, NATHAN	NC CURRICULUM WORK	01 6310 151 2 028 000	\$105.00
462	ROCHE, NATHAN Total			\$105.00
463	SAFESIDE SHREDDING	SHREDDING SERVICES	01 2510 340 1 001 000	\$40.00
464	SAFESIDE SHREDDING	SHREDDING SERVICES	01 2510 340 2 001 000	\$40.00
465	SAFESIDE SHREDDING Total			\$80.00
466	SCHOOL SPECIALTY, LLC	GENERAL SUPPLIES	01 2410 610 2 209 001	\$325.23
467	SCHOOL SPECIALTY, LLC Total			\$325.23

468	SHERWIN-WILLIAMS	PAINT	01 1100 610 1 104 010	\$144.50
469	SHERWIN-WILLIAMS	PAINT	01 2410 610 1 904 012	\$306.20
470	SHERWIN-WILLIAMS	PAINT	01 2410 610 1 904 012	\$159.39
471	SHERWIN-WILLIAMS	PAINT AND SUPPLIES	01 2620 610 1 001 000	\$76.55
472	SHERWIN-WILLIAMS	PAINT AND SUPPLIES	01 2620 610 2 001 000	\$76.55
473	SHERWIN-WILLIAMS Total			\$763.19
474	SID #1	WOODLAND PARK WATER	01 2610 410 1 001 012	\$198.57
475	SID #1 Total			\$198.57
476	SMITH, JOANNA	MILEAGE FOR PD CONFERENCE	01 6310 330 1 028 000	\$123.00
477	SMITH, JOANNA	MILEAGE FOR PD CONFERENCE	01 6969 330 1 028 000	\$121.00
478	SMITH, JOANNA Total			\$244.00
479	SOFTWARE UNLIMITED	ANNUAL USAGE FEES	01 2510 643 1 001 000	-\$200.00
480	SOFTWARE UNLIMITED	ANNUAL USAGE FEES	01 2510 643 1 001 000	\$5,840.00
481	SOFTWARE UNLIMITED	ANNUAL USAGE FEES	01 2510 643 2 001 000	-\$200.00
482	SOFTWARE UNLIMITED	ANNUAL USAGE FEES	01 2510 643 2 001 000	\$5,840.00
483	SOFTWARE UNLIMITED Total			\$11,280.00
484	SOLUTION TREE	ONSITE PROFESSIONAL	01 6969 330 1 028 000	\$3,000.00
485	SOLUTION TREE	ONSITE PROFESSIONAL	01 6969 330 2 028 000	\$3,000.00
486	SOLUTION TREE Total			\$6,000.00
487	SPREEMAN, SHANNON	ST PAULS SUMMER WORK	01 6310 151 1 028 000	\$262.50
488	SPREEMAN, SHANNON Total			\$262.50
489	SPRINGER, JOSHUA	NC CURRICULUM WORK	01 6310 151 2 028 000	\$420.00
490	SPRINGER, JOSHUA Total			\$420.00
491	STAPLES	COPY PAPER 11x17	01 1100 610 0 001 000	\$481.50
492	STAPLES	COPY PAPER 11x17	01 1100 610 0 001 000	-\$9.63
493	STAPLES	FACIAL TISSUE	01 2130 610 1 004 000	\$29.49
494	STAPLES	FACIAL TISSUE	01 2130 610 2 004 000	\$29.49
495	STAPLES	FACIAL TISSUE	01 2131 610 1 004 000	\$5.20
496	STAPLES	FACIAL TISSUE	01 2131 610 2 004 000	\$5.20
497	STAPLES Total			\$541.25
498	TENNANT SALES AND SERVICE	REPAIR PARTS	01 2610 610 1 001 000	\$64.55
499	TENNANT SALES AND SERVICE	REPAIR PARTS	01 2610 610 2 001 000	\$64.55
500	TENNANT SALES AND SERVICE Total			\$129.10
501	THYSSENKRUPP ELEVATOR	ELEVATOR INSPECTIONS	01 2620 431 1 001 000	\$115.53
502	THYSSENKRUPP ELEVATOR	ELEVATOR INSPECTIONS	01 2620 431 1 001 005	\$230.99
503	THYSSENKRUPP ELEVATOR	ELEVATOR INSPECTIONS	01 2620 431 1 001 014	\$230.99
504	THYSSENKRUPP ELEVATOR	ELEVATOR INSPECTIONS	01 2620 431 2 001 000	\$115.52
505	THYSSENKRUPP ELEVATOR	ELEVATOR INSPECTIONS	01 2620 431 2 001 001	\$230.99
506	THYSSENKRUPP ELEVATOR	ELEVATOR INSPECTIONS	01 2620 431 2 001 002	\$230.99
507	THYSSENKRUPP ELEVATOR Total			\$1,155.01
508	TIME MANAGEMENT SYSTEMS	MONTHLY USER FEE	01 2510 340 1 001 000	\$497.25
509	TIME MANAGEMENT SYSTEMS	MONTHLY USER FEE	01 2510 340 2 001 000	\$497.25
510	TIME MANAGEMENT SYSTEMS Total			\$994.50

511	TRUCK CENTER COMPANIES	REPAIRS TO BUS #5	01 2710 340 1 001 000	\$945.33
512	TRUCK CENTER COMPANIES	REPAIRS TO BUS #5	01 2710 340 2 001 000	\$945.32
513	TRUCK CENTER COMPANIES Total			\$1,890.65
514	VERIZON WIRELESS	CELL PHONES	01 2670 382 1 035 000	\$164.11
515	VERIZON WIRELESS	CELL PHONES	01 2670 382 2 035 000	\$164.10
516	VERIZON WIRELESS	CELL PHONES	01 2710 382 1 001 000	\$153.78
517	VERIZON WIRELESS	CELL PHONES	01 2710 382 2 001 000	\$153.78
518	VERIZON WIRELESS	CELL PHONES	01 3541 382 1 004 000	\$161.13
519	VERIZON WIRELESS	CELL PHONES	01 6910 382 1 004 000	\$53.71
520	VERIZON WIRELESS Total			\$850.61
521	VOBORIL, ISAAC	NC CURRICULUM WORK	01 6310 151 2 028 000	\$210.00
522	VOBORIL, ISAAC Total			\$210.00
523	WESTSIDE COMMUNITY SCHOOLS	TUITION	01 1291 561 1 004 021	\$1,395.00
524	WESTSIDE COMMUNITY SCHOOLS Total			\$1,395.00
525	WINNERS CIRCLE	DOOR NAME PLATES/BOE DESK	01 2320 610 1 033 000	\$20.00
526	WINNERS CIRCLE	DOOR NAME PLATES/BOE DESK	01 2320 610 2 033 000	\$20.00
527	WINNERS CIRCLE Total			\$40.00
528	WOODRIVER ENERGY LLC	NATURAL GAS 5/21-6/19/25	01 2610 621 1 001 000	\$415.37
529	WOODRIVER ENERGY LLC	NATURAL GAS 5/21-6/19/25	01 2610 621 1 001 003	\$194.05
530	WOODRIVER ENERGY LLC	NATURAL GAS 5/21-6/19/25	01 2610 621 1 001 004	\$351.77
531	WOODRIVER ENERGY LLC	NATURAL GAS 5/21-6/19/25	01 2610 621 1 001 005	\$721.90
532	WOODRIVER ENERGY LLC	NATURAL GAS 5/21-6/19/25	01 2610 621 1 001 008	\$1,324.87
533	WOODRIVER ENERGY LLC	NATURAL GAS 5/21-6/19/25	01 2610 621 1 001 009	\$448.10
534	WOODRIVER ENERGY LLC	NATURAL GAS 5/21-6/19/25	01 2610 621 1 001 010	\$560.21
535	WOODRIVER ENERGY LLC	NATURAL GAS 5/21-6/19/25	01 2610 621 1 001 012	\$559.11
536	WOODRIVER ENERGY LLC	NATURAL GAS 5/21-6/19/25	01 2610 621 1 001 014	\$998.59
537	WOODRIVER ENERGY LLC	NATURAL GAS 5/21-6/19/25	01 2610 621 1 001 021	\$1,122.34
538	WOODRIVER ENERGY LLC	NATURAL GAS 5/21-6/19/25	01 2610 621 2 001 000	\$415.37
539	WOODRIVER ENERGY LLC	NATURAL GAS 5/21-6/19/25	01 2610 621 2 001 001	\$2,073.03
540	WOODRIVER ENERGY LLC	NATURAL GAS 5/21-6/19/25	01 2610 621 2 001 002	\$3,648.76
541	WOODRIVER ENERGY LLC Total			\$12,833.47
542	ZEMLICKA, REBECCA	ST PAULS SUMMER WORK	01 6310 151 1 028 000	\$262.50
543	ZEMLICKA, REBECCA Total			\$262.50
544	Grand Total			\$780,429.58
545				
546	NUTRITION FUND			
547	BEHNKE, LYNN	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$24.75
548	BEHNKE, LYNN Total			\$24.75
549	BOETTGER, LORI	LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$62.35
550	BOETTGER, LORI Total			\$62.35
551	BURESH, MEGHANN	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$9.55
552	BURESH, MEGHANN Total			\$9.55
553	EPPELRY, DARIN	LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$5.85

554	EPERLY, DARIN Total			\$5.85
555	FURST, CATHERINE	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$6.15
556	FURST, CATHERINE Total			\$6.15
557	GASTER, DAVID	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$40.45
558	GASTER, DAVID Total			\$40.45
559	GLENN, MELISSA	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$33.95
560	GLENN, MELISSA Total			\$33.95
561	HERLEY, JODY	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$49.25
562	HERLEY, JODY Total			\$49.25
563	HINZE, KATIE	LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$72.70
564	HINZE, KATIE Total			\$72.70
565	HOBART SALES & SERVICE	TOP OVEN REPAIR	02 3100 340 2 001 001	\$162.00
566	HOBART SALES & SERVICE	TOP OVEN REPAIR	02 3100 610 2 001 001	\$2,196.73
567	HOBART SALES & SERVICE Total			\$2,358.73
568	INDRA, MICHELLE	LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$31.55
569	INDRA, MICHELLE Total			\$31.55
570	LUNCHTIME SOLUTIONS, INC.	SUMMER MEALS	02 3100 340 1 001 000	\$10,074.14
571	LUNCHTIME SOLUTIONS, INC.	LOST INVENTORY	02 3100 340 1 001 000	\$345.48
572	LUNCHTIME SOLUTIONS, INC.	SUMMER MEALS	02 3100 340 2 001 000	\$10,074.13
573	LUNCHTIME SOLUTIONS, INC.	LOST INVENTORY	02 3100 340 2 001 000	\$345.48
574	LUNCHTIME SOLUTIONS, INC. Total			\$20,839.23
575	MAJOR REFRIGERATION	REFRIGERATOR	02 3100 610 1 001 014	\$3,500.00
576	MAJOR REFRIGERATION Total			\$3,500.00
577	MAZUCH, TINA	LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$41.95
578	MAZUCH, TINA Total			\$41.95
579	MEDINA, JUAN	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$10.50
580	MEDINA, JUAN Total			\$10.50
581	MENDOZA, MAYRA	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$54.00
582	MENDOZA, MAYRA Total			\$54.00
583	MITTELSTAEDT, RACHELE	LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$53.30
584	MITTELSTAEDT, RACHELE Total			\$53.30
585	OLSON, JENNIFER	LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$27.10
586	OLSON, JENNIFER Total			\$27.10
587	PIERCE, ERIN	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$24.15
588	PIERCE, ERIN Total			\$24.15
589	REINEKE, JEREMY	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$16.85
590	REINEKE, JEREMY Total			\$16.85
591	RUSK, KIMBERLY	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$10.45
592	RUSK, KIMBERLY Total			\$10.45
593	RUSSELL, CADENA	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$142.70
594	RUSSELL, CADENA Total			\$142.70
595	WHEELLEN, HEATHER	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$26.65
596	WHEELLEN, HEATHER Total			\$26.65

597	Grand Total			\$27,442.16
598				
599	SUBSIDIARY FUND			
600	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05 2900 610 0 040 000	\$25.99
601	AMAZON CAPITAL SERVICES	WHITE BOARDS	05 2900 610 0 050 000	\$2,354.36
602	AMAZON CAPITAL SERVICES	SUMMER AFTERSHOCK SUPPLIES	05 2900 610 0 086 000	\$843.28
603	AMAZON CAPITAL SERVICES	SUMMER AFTERSHOCK SUPPLIES	05 2900 610 0 086 000	-\$69.00
604	AMAZON CAPITAL SERVICES	SUMMER AFTERSHOCK SUPPLIES	05 2900 610 0 086 000	-\$33.99
605	AMAZON CAPITAL SERVICES	SUMMER AFTERSHOCK SUPPLIES	05 2900 610 0 086 000	\$102.99
606	AMAZON CAPITAL SERVICES Total			\$3,223.63
607	BARNHILL ENTERPRISES LLC	KEYBOARD CASE AND STAND	05 2900 610 0 098 000	\$254.00
608	BARNHILL ENTERPRISES LLC Total			\$254.00
609	CRESTLINE SPECIALTIES	LANYARDS FOR SCHEDULE PICKUP	05 2900 610 0 040 000	\$977.18
610	CRESTLINE SPECIALTIES Total			\$977.18
611	DEMCO	TABLES	05 2900 610 0 044 000	\$1,990.36
612	DEMCO Total			\$1,990.36
613	FUN AND FUNCTION, LLC	STUDENT SUPPLIES-PREMIER GRANT	05 2900 610 0 058 000	\$769.47
614	FUN AND FUNCTION, LLC Total			\$769.47
615	LAKESHORE LEARNING	MAKERSPACE SUPPLIES	05 2900 610 0 069 000	\$219.95
616	LAKESHORE LEARNING Total			\$219.95
617	MADISON NATIONAL LIFE	JULY25 LIFE INSUR. RETIREES	05 2900 610 0 090 000	\$418.40
618	MADISON NATIONAL LIFE Total			\$418.40
619	NPS GENERAL FUND	JUNE R.BASSETT PAYROLL	05 2900 610 0 038 000	\$863.55
620	NPS GENERAL FUND	JUNE25 BASSETT SOCIAL SECURITY	05 2900 610 0 038 000	\$66.06
621	NPS GENERAL FUND	JUNE25 FEENSTRA PAYROLL	05 2900 610 0 038 000	\$1,311.45
622	NPS GENERAL FUND	JUNE25 FEENSTRA SOCIAL	05 2900 610 0 038 000	\$100.33
623	NPS GENERAL FUND Total			\$2,341.39
624	S&S WORLDWIDE, INC	MAKERSPACE AND RECESS SUPPLIES	05 2900 610 0 069 000	\$82.72
625	S&S WORLDWIDE, INC	RECESS SUPPLIES	05 2900 610 0 069 000	\$221.85
626	S&S WORLDWIDE, INC Total			\$304.57
627	SHERWIN-WILLIAMS	PAINT	05 2900 610 0 073 000	\$290.85
628	SHERWIN-WILLIAMS Total			\$290.85
629	TEECO INC	LEASE/RENTAL COOLER AND WATER	05 2900 610 0 050 000	\$49.00
630	TEECO INC	COMMERCIAL WATER AND DELIVERY	05 2900 610 0 050 000	\$21.25
631	TEECO INC Total			\$70.25
632	TUCKER, TAMI	CASH DRAWER FOR SCHEDULE	05 2900 610 0 040 000	\$485.00
633	TUCKER, TAMI Total			\$485.00
634	WEST MUSIC COMPANY	GLOCKENSPIEL	05 2900 610 0 098 000	\$2,995.00
635	WEST MUSIC COMPANY Total			\$2,995.00
636	Grand Total			\$14,340.05
637				
638	SPECIAL BUILDING FUND			
639	ALVINE AND ASSOCIATES, INC	SH CHILLER REPLACEMENT	08 2620 340 2 001 001	\$300.00

640	ALVINE AND ASSOCIATES, INC Total			\$300.00
641	Grand Total			\$300.00
642				
643	SENIOR HIGH ACTIVITY FUND			
644	ASPI SOLUTIONS INC	INVITE SERVICES	13 2900 610 2 535 001	\$54.00
645	ASPI SOLUTIONS INC	DISTRICT SERVICES	13 2900 610 2 535 001	\$48.00
646	ASPI SOLUTIONS INC	INVITE SERVICES	13 2900 610 2 542 001	\$54.00
647	ASPI SOLUTIONS INC	DISTRICT SERVICES	13 2900 610 2 542 001	\$48.00
648	ASPI SOLUTIONS INC	CLASSIC SERVICES	13 2900 610 2 554 001	\$209.00
649	ASPI SOLUTIONS INC Total			\$413.00
650	BRADLEY, AARON	SD CAMP-COACH MEAL REIMB	13 2900 610 2 231 001	\$121.85
651	BRADLEY, AARON Total			\$121.85
652	BROWN, ALEXA	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$500.00
653	BROWN, ALEXA Total			\$500.00
654	BSN SPORTS	JERSEY/SHORTS	13 2900 610 2 540 001	\$86.62
655	BSN SPORTS	BACKPACKS	13 2900 610 2 556 001	\$291.38
656	BSN SPORTS Total			\$378.00
657	CENGAGE LEARNING	MED TERM TEXTBOOKS	13 2900 610 2 272 001	\$409.96
658	CENGAGE LEARNING	MED TERM TEXTBOOKS	13 2900 610 2 503 001	\$556.25
659	CENGAGE LEARNING Total			\$966.21
660	COMEAU-JIMENEZ, MISTELLE	CHOREOGRAPHY & TRAVEL EXPENSES	13 2900 610 2 556 001	\$1,261.37
661	COMEAU-JIMENEZ, MISTELLE Total			\$1,261.37
662	CUSTOM SPORTS	CAMP SHIRTS	13 2900 610 2 512 001	\$200.00
663	CUSTOM SPORTS	CAMP SHIRTS	13 2900 610 2 512 001	\$800.00
664	CUSTOM SPORTS	CAMP SHIRTS	13 2900 610 2 515 001	\$602.00
665	CUSTOM SPORTS	CAMP SHIRTS	13 2900 610 2 550 001	\$602.00
666	CUSTOM SPORTS Total			\$2,204.00
667	FRONTIER BAG INC	GARBAGE BAGS	13 2900 610 2 231 001	\$5,191.00
668	FRONTIER BAG INC Total			\$5,191.00
669	HART, AUSTIN	EXPENSE REIMB	13 2900 610 2 625 001	\$625.80
670	HART, AUSTIN Total			\$625.80
671	MARATHON PRESS INC	25/26 ACTIVITY PASSES	13 2900 610 2 597 001	\$188.00
672	MARATHON PRESS INC Total			\$188.00
673	MEANS, ANGIE	WALMART-SD CAMP GROCERIES	13 2900 610 2 231 001	\$277.48
674	MEANS, ANGIE Total			\$277.48
675	MIDTOWN EVENT CENTER	VENUE RENTAL	13 2900 610 2 625 001	\$741.00
676	MIDTOWN EVENT CENTER Total			\$741.00
677	NEBRASKA COACHES ASSN	COACHES CLINIC MEMBERSHIP	13 2900 610 2 597 001	\$895.00
678	NEBRASKA COACHES ASSN Total			\$895.00
679	NORFOLK CATHOLIC SCHOOL	BC SUMMER LEAGE	13 2900 610 2 597 001	\$600.00
680	NORFOLK CATHOLIC SCHOOL Total			\$600.00
681	NORTHEAST COMMUNITY COLLEGE	BLS CARDS FOR STUDENTS	13 2900 610 2 503 001	\$90.00
682	NORTHEAST COMMUNITY COLLEGE Total			\$90.00

683	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 502 001	\$690.58
684	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 523 001	\$183.54
685	NPS GENERAL FUND	MO CAMP TRANSP. REIMB	13 2900 610 2 528 001	\$1,044.00
686	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 530 001	\$1,097.18
687	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 531 001	\$29.68
688	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 533 001	\$308.97
689	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 535 001	\$1,220.84
690	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 538 001	\$29.68
691	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 540 001	\$138.80
692	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 542 001	\$1,220.84
693	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 545 001	\$89.28
694	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 554 001	\$2,178.48
695	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 568 001	\$345.13
696	NPS GENERAL FUND	SPONSOR RIEMB	13 2900 610 2 582 001	\$822.60
697	NPS GENERAL FUND	N.ACEVES PERALTA REIMB	13 2900 610 2 651 001	\$220.31
698	NPS GENERAL FUND Total			\$9,619.91
699	STADIUM SPORTS	ADVANCED TRAINING SHIRTS	13 2900 610 2 231 001	\$168.00
700	STADIUM SPORTS	CAMP SHIRTS	13 2900 610 2 231 001	\$376.00
701	STADIUM SPORTS	CAMP SHIRTS	13 2900 610 2 514 001	\$100.00
702	STADIUM SPORTS	CAMP SHIRTS	13 2900 610 2 514 001	\$576.00
703	STADIUM SPORTS	CAMP SHIRTS	13 2900 610 2 547 001	\$378.00
704	STADIUM SPORTS	CAMP SHIRTS	13 2900 610 2 547 001	\$273.00
705	STADIUM SPORTS	CAMP SHIRTS	13 2900 610 2 549 001	\$100.00
706	STADIUM SPORTS	CAMP SHIRTS	13 2900 610 2 549 001	\$576.00
707	STADIUM SPORTS Total			\$2,547.00
708	SUMNERS, PENNY	BOWS	13 2900 610 2 556 001	\$835.00
709	SUMNERS, PENNY Total			\$835.00
710	TEECO INC	WATER COOLER	13 2900 610 2 500 001	\$21.25
711	TEECO INC Total			\$21.25
712	VIROC	CHOREOGRAPHY	13 2900 610 2 556 001	\$3,500.00
713	VIROC Total			\$3,500.00
714	Grand Total			\$30,975.87
715				
716	JUNIOR HIGH ACTIVITY FUND			
717	AGPARTS WORLDWIDE, INC	CHROMEBOOK PARTS	14 2900 610 2 842 002	\$39.60
718	AGPARTS WORLDWIDE, INC Total			\$39.60
719	ALL VOLLEYBALL INC.	VOLLEYBALLS	14 2900 610 2 872 002	\$1,317.20
720	ALL VOLLEYBALL INC. Total			\$1,317.20
721	BSN SPORTS	FOOTBALLS	14 2900 610 2 846 002	\$520.04
722	BSN SPORTS Total			\$520.04
723	GRAINGER	TRACK AND FIELD SUPPLIES	14 2900 610 2 857 002	\$52.00
724	GRAINGER Total			\$52.00
725	HARCO ATHLETIC	HELMET RECONDITIONING	14 2900 610 2 846 002	\$5,929.00

726	HARCO ATHLETIC Total			\$5,929.00
727	M-F ATHLETIC COMPANY	PE SUPPLIES-PATCH GRANT	14 2900 610 2 840 002	\$159.20
728	M-F ATHLETIC COMPANY Total			\$159.20
729	NPS GENERAL FUND	ACTIVITY WORKERS	14 2900 610 2 834 002	\$109.02
730	NPS GENERAL FUND	ACTIVITY WORKERS	14 2900 610 2 835 002	\$714.29
731	NPS GENERAL FUND	ACTIVITY WORKERS	14 2900 610 2 857 002	\$1,237.83
732	NPS GENERAL FUND Total			\$2,061.14
733	RIDDELL/ALL AMERICAN	HELMETS AND HELMET PAINT	14 2900 610 2 846 002	\$2,241.20
734	RIDDELL/ALL AMERICAN Total			\$2,241.20
735	SHERWIN-WILLIAMS	PAINT	14 2900 610 2 840 002	\$218.05
736	SHERWIN-WILLIAMS	PAINT	14 2900 610 2 840 002	\$30.62
737	SHERWIN-WILLIAMS	PAINT	14 2900 610 2 840 002	\$55.49
738	SHERWIN-WILLIAMS	PAINT	14 2900 610 2 840 002	\$773.70
739	SHERWIN-WILLIAMS Total			\$1,077.86
740	Grand Total			\$13,397.24
741				
742	STUDENT FEE FUND			
743	EVERCLEAN DRY CLEANING	ROBE CLEANING	17 2190 610 2 518 001	\$1,755.00
744	EVERCLEAN DRY CLEANING	UNIFORM CLEANING	17 2190 610 2 968 001	\$1,925.00
745	EVERCLEAN DRY CLEANING Total			\$3,680.00
746	RAMIREZ, CITALI	REFUND TECH FEE-WAIVED	17 2190 610 2 672 001	\$10.00
747	RAMIREZ, CITALI Total			\$10.00
748	VARSITY SPIRIT FASHIONS	UNIFORMS	17 2190 610 2 517 001	\$5,331.55
749	VARSITY SPIRIT FASHIONS Total			\$5,331.55
750	Grand Total			\$9,021.55



2025-2026

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).

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Norfolk Public Schools
2025-2026
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 2025-2026 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
~~Patti Gubbels~~	pattigubbels@npsne.org
~~Steve McNally~~	stevemcnally@npsne.org
Tom Stanton (Vice President)	tomstanton@npsne.org
~~Beth Shashikant~~	bethshashikant@npsne.org
~~Sandy Wolfe (President)~~	sandywolfe@npsne.org

Section 5 Administrative Staff

Name	Position
~~Bill McAllister Dr. Jami Jo Thompson~~	~~Interim~~ 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
~~Lynette Mitzel 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 2025-2026 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.

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

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 **noon on 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.

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

Policy 6400

General - Parental/Community Involvement in Schools

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

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

~~Section 12 Title I Parental Involvement~~

~~Policy 6410~~

~~A. The District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.~~

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

Article 3: Administration

Section 1 Superintendent of Schools

Policy 2100

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

Section 2 Principalship

Policy 2200

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

Section 3 Associate Superintendent

Policy 2221

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

Policy 2400

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

Policy 2410

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

Policy 2440

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

Section 7 Confidentiality of Protected Health Information

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

Article 4: Business Operations

Policy 3050

The Board of Education may permit non-resident students to enroll and attend Norfolk Public Schools upon compensation of tuition established by the Board of Education and to the extent required by law.

Policy 3060

Each building principal is accountable for developing and requesting budgetary necessities for resources identified as part of the school curriculum. This procedure shall include teachers, coaches, and other instructional personnel.

Policy 3070

Students who take summer school classes out of district shall be required to pay their own tuition and operating cost. In the occurrence that Norfolk Public Schools offers summer school instruction, tuition charges shall not surpass the costs incurred in operation.

Policy 3090

The Superintendent of Schools is sanctioned to dispose of books, furniture, equipment, and other materials that are obsolete. Any sale of school assets is conditional on consent by the vote of the Board of Education. Disposal may be public or private sale, or by taking bids.

Section 5 Purchasing

Policy 3130

- A. No student, teacher, or employee of the board shall have power to purchase, or agree to purchase, any supplies or materials for use in the public schools, whether or not to be sold to students or used in any department whatsoever, except by a proper requisition for a purchase order through the appropriate office. This also applies to purchase of services, such as printing, etc.
- ~~B. When ordering supplies or materials through the Central Supply catalog, a requisition form signed by the principal/supervisor must be submitted to the Central Office for processing. The requisitioner should specify item number and description and keep a copy for his/her records. Be sure to include budget code number on the requisition.~~
- ~~C. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated unless the Board of Education approves such contract or arrangement in advance.~~

Section 6 Inventory of Equipment

Policy 3190

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.

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

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

Section 12 Transportation

Policy 3520

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

Section 13 Rebates to School Personnel

Policy 3550

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

Section 14 Asbestos

You are hereby notified that current federal regulations require all schools to inventory asbestos-containing material and to develop a management plan to identify and control asbestos in their buildings. Norfolk Public Schools adheres to all current regulations concerning asbestos management in district facilities. For more information on the Asbestos

Management Plan, contact the Associate Superintendent for Business Services, 512 Philip Avenue, Norfolk, Nebraska 68701, at (402) 644-2500.

Section 15 Security of Desks and Lockers

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

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

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

Section 16 Care of School Property

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

Section 17 Use of Phones

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

Section 18 Funds

Receipts

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

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

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

Article 5: Personnel

Section 1 Recruitment and Selection

Policy 4001

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

Section 2 Equal Opportunity Employment

Policy 4002

It is the 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 (~~Procedures for Complaints of Sex Discrimination~~) (~~Policy 1211~~)	Discrimination or harassment based on sex; gender equity	Director of Student Services (~~Students~~) Director of Human Resources (~~Staff~~)
Section 504 of the Rehabilitation Act	Discrimination, harassment, or reasonable accommodations of persons with disabilities	504 - Director of Student Services ADA - Associate Superintendent of Business Services
Americans with Disability Act (ADA)		
Homeless student laws	Children who are homeless	Director of Student Programs
Safe and Drug Free Schools and Communities	Safe and drug free schools	Associate Superintendent of Business Services

Grievance Procedure for Persons with a Disability

Policy 1240

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

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

extended by agreement with the complainant or a longer period is reasonably necessitated by the circumstances.

Legal Reference:	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 (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 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. 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.

Section 21 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 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 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 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 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 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. 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. The Superintendent’s office is responsible for granting approval for coursework to count towards salary schedule movement
- E. Official college transcripts, not grade cards, shall serve as the method of proof for granting salary schedule movement.
- F. Transcripts are due to the superintendent’s office by **September 1st** of each year for salary schedule movement to be allowed.
- G. All courses to be used for advancement on the salary schedule shall be graduate level courses.
- H. 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.
- I. A Human Relations course is required for certificate renewal and may be used for advancement on the salary schedule. 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 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.

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.
- G. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
- H. Read and understand the student handbook and the student Code of Conduct.
- I. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. 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.
- J. 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 principal so this law may be followed.

Section 4 Promotion and Retention

Policy 5201

A student may be retained at a grade level or be required to repeat a course when such is determined in the judgment of the principal in collaboration with teachers, parents, and counselor.

Section 5 Student Records

Policy 5202

School staff shall maintain student records, student files and other educational reports. These shall not be circulated or disclosed except in conformity with state and federal law.

Section 6 Search and Seizures

Policy 5406

Norfolk Public Schools will comply with all applicable state and federal laws related to record maintenance and retention. School officials may conduct a search if there is reasonable basis to believe that the search will uncover evidence of a crime or rule violation. Random searches of school property used by students may be conducted at the discretion of the administration in accordance with district procedures.

Section 7 Vandalism

Policy 5407

Students and parents shall be held responsible for damages to equipment or school property.

Section 8 Requests to Contact Students and Student Interviews by Non-School Personnel

Policy 5413

Norfolk Public Schools' employees are not to obstruct government operations or fail to aid a peace officer. However, law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so.

Section 9 Supervision of Students

Proper supervision of students is a necessity for teachers and other adults responsible for students. Teachers and other adults responsible for student supervision are expected to meet the four “P”s for student supervision and safety.

A. Proper Supervision:

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

B. Proper Instructions:

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

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

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

D. Proper Warnings:

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

Contact the Office for Assistance:

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

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

Student Searches

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

Student Rights

Students should be treated fairly and given the same treatment without consideration of race (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 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.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the district's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Section 6 Activity Fund Management Policy 6281

School activity funds may be exhausted only for the function which may aid the student body of the school.

Section 7 Initiations, Hazing, Secret Clubs and Outside Organizations Policy 6284

Initiations are prohibited except with the approval of administration. Administration may only give consent to initiation activities that are consistent with student conduct expectations.

Section 8 Parent Request for Exclusion Policy 6320

Parents may ask for their child to be exempt from the study of a book, instructional unit or a particular literary work. However, the Principal shall decide on whether to concede to such requests based on legal requirements.

Section 9 Multicultural Education Policy 6370

Norfolk Public Schools incorporates multicultural education in all curriculum areas in all grades. It is believed that through the multicultural education program students will improve an understanding of (and sensitivity to) diverse cultures and races.

Section 10 Free and Reduced Price Meals Policy 6500

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 11 Computer – Internet Safety and Acceptable Use Policy Policy 6800

Teachers have access to the district's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:

- A. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
- B. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
- C. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the district's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.

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

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

Section 12 Lesson Plans

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

should be kept in a place in which the plan book will be readily available in the teacher's absence. If the lesson plans are digital, the teacher must give the building principal access to these materials.

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

Section 13 Classroom and School Procedures

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

A. Bulletin Boards

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

B. Text Book and Room Inventory

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

C. Use of Cell Phones

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

D. Use of Paraprofessionals

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

E. Use of Student Aides

Student aides are to be directly supervised by the teacher or office staff and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys

should **NEVER** to 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 2025-2026 School Calendar Information

August 2025 	January 2026
September 2025 	February 2026
October 2025 	March 2026
November 2025 	April 2026
December 2025 	May 2026

	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 2025-2026 Staff Calendar

July	31 Orientation - New Teaching Staff
August	1-5 Orientation - New Teaching Staff 6-11 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	1 K-12 No School- Labor Day
October	9 K-12 End First Quarter 10 K-12 Staff- Work Day-No School for Students 13-16 K-12 Parent-Teacher Conferences 13 K-8 P-T Conferences, 4:00-7:00 14 K-4, 9-12 P-T Conferences, 4:00-7:00 15 K-12 P-T Conferences, 4:00-7:00 16 K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00) 17 K-12 Students- No School (K-12 Teacher's Comp Day- No Duty) 20 K-12 Staff- PD Day- No School for Students
November	26-28 K-12 No School- Thanksgiving Break
December	12 K-12 No School- State One Act K-12 Staff- PD/Work Day-No School for Students 19 K-12 End Second Quarter/First Semester 22-31 K-12 No School- Winter Break
January	1-2 K-12 No School- Winter Break 5 K-12 Staff - PD/Work Day - No School For Students 6 K-12 School Resumes 19 K-12 Staff - Prof. Development ESU Speaker- No School for Students
February	6 K-12 Staff - Work Day - No School for Students 9-12 K-12 Parent-Teacher Conferences 9 K-8 P-T Conferences, 4:00-7:00 10 K-4, 9-12 P-T Conferences, 4:00-7:00 11 K-12 P-T Conferences, 4:00-7:00 12 K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00) 13 K-12 Students- No School (K-12 Teacher's Comp Day- No Duty)
March	12 K-12 No School- Spring Break K-12 End Third Quarter Make-Up Snow Day (if needed due to 3 snow days) 13 K-12 No School- Spring Break Make-Up Snow Day (if needed due to 4 snow days) 16 K-12 No School- Spring Break
April	3-6 K-12 No School- Spring Break 7 K-12 School Resumes 23 Grades 9-12 - 11:30 a.m. dismissal PM - SH Track Meet 24 No School For Students- District Music K-12 Staff PD/Work Day
May	6 K-12 Staff Appreciation Day 1:00 pm Dismissal Grades 7-8 - 11:30 a.m. dismissal PM JH Track Meet 17 Graduation 20 Students Last Day/End Fourth Quarter K-12 11:30 a.m dismissal 21 Last Teacher Work Day

	K-4	5-6	7-8	9-12	
Quar.	Days	Days	Days	Days	Dates
1	42.0	42.0	42.0	42.0	August 12 - October 9
2	43.5	43.5	43.5	43.5	October 13 - December 19
	85.5	85.5	85.5	85.5	
3	43.5	43.5	43.5	43.5	January 6 - March 12
4	43.5	43.5	43	43	March 17 - May 20
	87	87	86.5	86.5	

172.5	Student Days, Grades K-4
172.5	Student Days, Grades 5-6
172	Student Days, Grades 7-8
172	Student Days, Grades 9-12

Updated: 11/6/25

Note: All dates and times subject to change.

Published by:
Director of Human Resources
Norfolk Public Schools
612 Philip - PO Box 139
Norfolk, Nebraska 68702-0139
402-644-2900

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.



2025-2026
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).



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Norfolk Public Schools
2025-2026
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 2025-2026 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
Patti Gubbels	pattigubbels@npsne.org
Steve McNally	stevemcnally@npsne.org
~~Beth Shashikant~~	~~bethshashikant@npsne.org~~
Tom Stanton (Vice President)	tomstanton@npsne.org
~~Sandy Wolfe (President)~~	~~sandywolfe@npsne.org~~

Section 4 Administrative Staff

Name	Position
~~Bill McAllister~~ ~~Dr. Jami Jo Thompson~~	~~Interim~~ 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
~~Lynette Mitzel~~ ~~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 2025-2026 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.

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 ~~Revised Employment Form in Records~~ ~~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.

Section 7 Payroll and Payroll Deductions

Payroll deductions are made in accordance with law and elections made by employees.

Section 8 Paid Holidays

All nine, ten and eleven month full-time employees shall receive four paid holidays per school year. These holidays are:



- Labor Day Christmas
- Thanksgiving Good Friday

All twelve month full-time employees shall be paid ten holidays per year. These holidays are:

- Labor Day Good Friday Thanksgiving Day after Thanksgiving
- Memorial Day Independence Day Christmas Eve Christmas
- *One Floating Holiday (employee's choice)* New Year's Day

Please Note: If a holiday falls on a Sunday, it will be observed on the following Monday. If the holiday falls on Saturday, it will be observed on the preceding Friday. The "Floating" holiday must be used each school year and is not accumulative.

Section 9 Retirement

Norfolk Public Schools employees participate, as required by law, in the Nebraska Public Employees' Retirement System. Employees will have that percentage of their gross salary as determined by law deducted for retirement. Additional money for the retirement fund is provided by legislative appropriation and mandatory contribution from the school district.

Section 10 Expense Reimbursement

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the employee's immediate 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.

Reimbursable mileage or other reimbursement expenses will be considered separate from compensation and be paid at the time of the next monthly payroll after sufficient support documentation is provided.

Necessary materials and supplies are provided by the district. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

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

Section 11 403(b) Salary Reduction Agreements

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 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.

Sick leave is defined as leave of absence granted due to physical illness, injury, or medical conditions and the treatment of both physical and mental illness, injury or medical conditions.

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. **If an employee qualifies for FMLA leave for a non-household family member, the employee may use a maximum of seventy-five (75) accumulated sick leave days during any one (1) school calendar year.** 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

Full-time employees (hourly & salary) – At the beginning of the school year, a benefit for personal illness for the employee or members of the immediate family equivalent to ten (10) days of full pay shall be granted. If hired mid-school year, this benefit will be prorated. This benefit shall be cumulative from year to year, not to exceed seventy-five (75) 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. **This includes hourly and salary 12-month employees.** The leave year for paid leave is September 1st through August 31st.

Effective Date/Years of Service	Vacation
Hire Date (Prorated to September 1)	5 days - 40 Hours
September 1 Following Hire Date	10 days - 80 Hours
September 1 After Three Years of Employment	15 days - 120 Hours
September 1 After Six Years of Employment	20 days- 160 Hours

~~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.~~

Complete Years of Continuous Employment	Vacation
~~4~~	~~5-40 Hours~~
~~2-10~~	~~10-80 Hours~~
~~11-20~~	~~15-120 Hours~~
~~21 or more~~	~~20-160 Hours~~

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):~~

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 of 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 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.

Section 10 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 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 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 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 (Procedures for Complaints of Sex Discrimination)	Discrimination or harassment based on sex; gender equity	Director of Student Services (Students) Director of Human Resources (Staff)
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 2025-2026 School Calendar Information

August 2025	January 2026
September 2025	February 2026
October 2025	March 2026
November 2025	April 2026
December 2025	May 2026

Key:
○ 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 Day (if needed)



Norfolk Public Schools 2025-2026 Staff Calendar

July	31 Orientation - New Teaching Staff
August	1-5 Orientation - New Teaching Staff 6-11 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	1 K-12 No School- Labor Day
October	9 K-12 End First Quarter 10 K-12 Staff- Work Day-No School for Students 13-16 K-12 Parent-Teacher Conferences 13- K-8 P-T Conferences, 4:00-7:00 14 - K-4, 9-12 P-T Conferences, 4:00-7:00 15 - 5-12 P-T Conferences, 4:00-7:00 16 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00) 17 K-12 Students- No School (K-12 Teacher's Comp Day- No Duty) 20 K-12 Staff- PD Day- No School for Students
November	26-27 K-12 No School- Thanksgiving Break
December	12 K-12 No School- State One Act 19 K-12 Staff- PD/Work Day-No School for Students 22-31 K-12 No School- Winter Break

	K-4	5-6	7-8	9-12	
Quar.	Class	Days	Days	Days	Dates
1	42.0	42.0	42.0	42.0	August 12 - October 9
2	43.5	43.5	43.5	43.5	October 13 - December 19
3	43.5	43.5	43.5	43.5	January 6 - March 12
4	43.5	43.5	43	43	March 17 - May 20
	87	87	86.5	86.5	

172.5	Student Days, Grades K-4
172.5	Student Days, Grades 5-6
172	Student Days, Grades 7-8
172	Student Days, Grades 9-12

Updated: 11/6/25

January	1-2 K-12 No School- Winter Break 5 K-12 Staff - PD/Work Day - No School For Students 6 K-12 School Resumes 19 K-12 Staff - Prof. Development ESU Speaker- No School for Students
February	6 K-12 Staff - Work Day - No School for Students 9-12 K-12 Parent-Teacher Conferences 9- K-8 P-T Conferences, 4:00-7:00 10- K-4, 9-12 P-T Conferences, 4:00-7:00 11 - 5-12 P-T Conferences, 4:00-7:00 12 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00) 13 K-12 Students- No School (K-12 Teacher's Comp Day- No Duty)
March	12 K-12 No School- Spring Break K-12 End Third Quarter Make-Up Snow Day (if needed due to 3 snow days) 13 K-12 No School- Spring Break Make-Up Snow Day (if needed due to 4 snow days) 16 K-12 No School- Spring Break
April	5-6 K-12 No School- Spring Break 7 K-12 School Resumes 23 Grades 9-12 - 11:30 a.m. dismissal PM - SH Track Meet 24 No School For Students- District Music K-12 Staff PD/Work Day
May	6 K-12 Staff Appreciation Day 1:00 pm Dismissal 7 Grades 7-8 - 11:30 a.m. dismissal PM JH Track Meet 17 Graduation 20 Students Last Day/End Fourth Quarter 21 K-12 11:30 a.m dismissal Last Teacher Work Day

Published by:
Director of Human Resources
Norfolk Public Schools
612 Philip - PO Box 139
Norfolk, Nebraska 68702-0139
402-644-2600

Note: All dates and times subject to change.



Appendix B

Norfolk Public Schools
Classified Employee Exception Sheet

CO USE ONLY	
Posted	

**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~~



2025-2026

***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.

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Norfolk Public Schools
2025-2026
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 **2025-2026** 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
~~Patti Gubbels~~	pattigubbels@npsne.org
Steve McNally	stevemcnally@npsne.org
~~Beth Shashikant~~	bethshashikant@npsne.org
Tom Stanton (~~Vice~~ President)	tomstanton@npsne.org
~~Sandy Wolfe (President)~~	sandywolfe@npsne.org

Administrative Directory

Central Office Administrators

(402) 644-2500

- ~~Bill McAllister~~ ~~Dr. Jami Jo Thompson~~, Interim Superintendent
- Erik Wilson, Associate Superintendent of Business Services
- Angie L. Baumann, Director of Human Resources and Accreditation
- Jared Oswald: Director of Teaching and Learning
- ~~Lynette Mitzel~~ ~~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/>

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)~~ 48 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) 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:

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).

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

Assignment	Duration	Teaching Certificate		
		Retired NPS Teacher	Initial/Standard/Professional/ Substitute Rate	Local Substitute* Rate
Short Term	Daily	~~\$170~~ \$175/day	~~\$160~~ \$165/day	~~\$160~~ \$165/day
Long Term	Day 21**	~~\$215~~ \$217/day – Days 1–20 are retroactive to the long term daily rate**	~~\$210~~ \$212/day – 1/188 th of base pay and days 1–20 are retroactive to the base salary**	~~\$210~~ \$212/day Available with Administrative Approval Only
Long Term – Half (.5) Time	Day 21**	~~\$107.50~~ \$108.50/day – Days 1–20 are retroactive to the long term daily rate**	~~\$105~~ \$106/day – One-half 1/188 th of base pay and days 1–20 are retroactive to one-half the base salary**	~~\$105~~ \$106/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:

2025 – 2026 Payroll Cut-Off Dates

Monthly Pay Periods	Pay Date
July 20 – August 23, 2025**	September 18, 2025
August 24 – September 20, 2025	October 17, 2025
September 21 – October 18, 2025	November 18, 2025
October 19 – November 22, 2025**	December 18, 2025
November 23 – December 20, 2025	January 16, 2026
December 21 – January 24, 2026**	February 18, 2026
January 25 – February 21, 2026	March 18, 2026
February 22 – March 21, 2026	April 17, 2026
March 22 – April 18, 2026	May 18, 2026
April 19 – May 23, 2026**	June 18, 2026
May 24 – June 20, 2026	July 17, 2026
June 21 – July 18, 2026	August 18, 2026

**Indicates a five-week pay period

You will receive a pay stub by 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 **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 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.

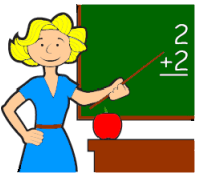
- ✓ Substitute teachers are **NOT** to use teacher computers for personal reasons; the computers are for official school business only. Accessing personal/home e-mail accounts on school computers is classified as unauthorized use and could result in revocation of your Norfolk Public Schools' substituting 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' interest 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.

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.
- ✓ 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.

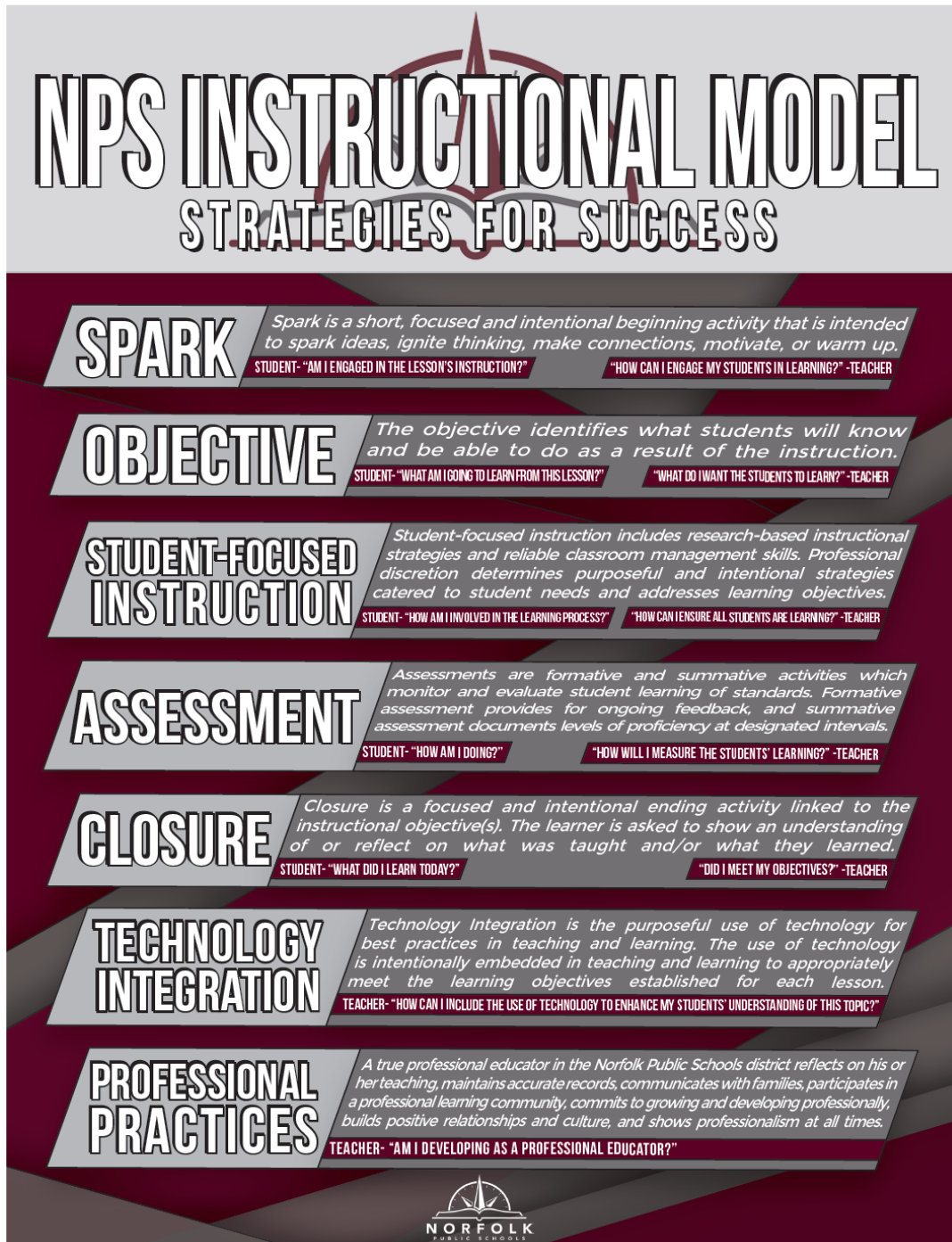


Appendices:

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.



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

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
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	✓ Measles
✓ Hepatitis A, B, C	✓ Chicken Pox
✓ Strep Infections	✓ Gastroenteritis-Salmonella and Shigella
✓ Pneumonia	✓ Herpes
✓ Syphilis	✓ Urinary tract infections
✓ TB	✓ Blood infections
✓ Malaria	

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 cleansed 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 2025-2026 School Calendar for Staff

This “Parent Calendar” is also available on the district website at www.norfolkpublicschools.org/



Norfolk Public Schools
2025-2026 Staff Calendar

August 2025 <table border="1" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></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> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> September 2025 <table border="1" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></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> October 2025 <table border="1" style="width: 100%; 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Key:

- 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)

Quar.	K-4	5-6	7-8	9-12	Dates
1	42.0	42.0	42.0	42.0	August 12 - October 9
2	43.5	43.5	43.5	43.5	October 13 - December 19
	85.5	85.5	85.5	85.5	
3	43.5	43.5	43.5	43.5	January 6 - March 12
4	43.5	43.5	43.5	43.5	March 17 - May 20
	87	87	86.5	86.5	

172.5 Student Days, Grades K-4

172.5 Student Days, Grades 5-6

172 Student Days, Grades 7-8

172 Student Days, Grades 9-12

Published by:
Director of Human Resources
Norfolk Public Schools
612 Philip - PO Box 139
Norfolk, Nebraska 68702-0139
402-644-2900

Updated: 11/6/25

Note: All dates and times subject to change.

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



Little Panthers Preschool Student Handbook

~~2024-2025~~

2025-2026



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

INTRODUCTION

Do you want your child to....
Develop the skills to become an avid reader?
Learn beginning math skills?
Improve speech and language skills?
Be creative?
Make decisions independently?
Develop physical coordination?
Get along well with others?
Be self-confident?
Enjoy learning?
Love school?

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

ORIENTATION PROCEDURES

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

OUR PHILOSOPHY

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

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



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

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

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

Play is the work of young children.



Earlier is NOT Better

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

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

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

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

THE GOAL OF OUR CURRICULUM

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

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

WHAT CHILDREN LEARN AT HOME

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

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

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

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

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

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

DETAILS ABOUT OUR PRESCHOOL PROGRAM

PROGRAM COSTS

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

HOURS

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

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

Monday, Tuesday, Thursday, Friday

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

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

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

Monday, Tuesday, Thursday, Friday

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

PRESCHOOL ENROLLMENT POLICY

The District's preschool program (Little Panthers Preschool) shall be operated in accordance with this policy.

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

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

1. Resident three and four year old students with disabilities currently receiving IEP services
2. Resident students who are or will turn four prior to or on July 31st
3. Resident students who are or will turn three prior to or on July 31st
4. Resident Kindergarten age-eligible children who have had little or no preschool experience and/or other extreme extenuating circumstances. Little Panthers Preschool can serve children birth to mandatory Kindergarten Attendance Age (the year he/she turns 6-prior to January 1), but prioritizes children who have not yet met Kindergarten Entrance Age (the year he/she turns 5 before August 1st).

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

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

Enrollment Process

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

Waitlist

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

AFTER SCHOOL PROGRAM

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

MEAL PROGRAM

Breakfast and Lunch is offered to the full day classes.

Snack is offered to the half day classes.

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

Breakfast:

Free Meal Eligibility-- Free

Reduced Meal Eligibility-- \$0.30/meal

Full Pay Eligibility-- ~~\$1.75~~ \$2.05/meal

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

Lunch:

Free Meal Eligibility-- Free

Reduced Meal Eligibility-- \$0.40/meal

Full Pay Eligibility-- ~~\$3.35~~ \$3.55/meal

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

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

PROGRAM OPERATIONS AND CLOSING

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

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

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

GENERAL POLICIES

VOLUNTEERING IN THE CLASSROOM

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

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

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

ILLNESS

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

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

RETURN FROM ILLNESS

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

ADMINISTERING MEDICINE

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

OUTDOOR PLAY

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

CLOTHING

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

TOYS/JEWELRY/ITEMS FROM HOME

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

ATTENDANCE

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

REPORTING SUSPECTED ABUSE

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

POSITIVE BEHAVIOR SUPPORTS

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

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

*At LPP, we are RESPECTFUL

We use listening ears and inside voices.

*At LPP, we are RESPONSIBLE

We use helping hands.

*At LPP, we are SAFE

We use walking feet and a calm body.

By using the same positive language at home, your child will be more likely to understand the importance of these skills.

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

PARENTAL/GUARDIAN SUPPORT

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

As a Little Panthers Pawsitive Parent, I will:

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

SUPPLIES

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

DROP-OFF & PICK-UP

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

For drop off and pick up, we use four doors at Little Panthers Preschool. This allows for better parking and traffic flow and also allows our students to be greeted at the door and walked to their classrooms. Based on your child's classroom placement, they will enter a numbered door as follows:

Door 9 (east side of building) - Clausen, Behrens

Door 1 (south side of building) - Sobotka, Bettin, Drahota, ~~Dasher~~ Kotas

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

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

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

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

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

TRANSPORTATION

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

BIRTHDAYS

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

HAND WASHING

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

CONTACTING US

Please feel free to contact us at 402-644-2501 if you have any questions or concerns. You can reach teachers before and after school or on Wednesdays. We are happy to return phone calls or meet with you after school. Please note that the mornings are usually a very busy time of the day which makes it difficult to have an extended conversation, so if you need the time and attention of the teacher, please feel free to ask for a scheduled meeting time.

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

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



HARASSMENT POLICY (5401) for STUDENTS AND STAFF

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

A. Elimination of Discrimination.

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

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

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

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

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

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

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

Others. 1. Purpose:

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

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

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

b. Requiring an individual to endure the offensive conduct as a condition of continued employment or

educational programs or activities, including the receipt of aids, benefits, and services.

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

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

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

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

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

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

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

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

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

i. Level 1 (Investigation and Findings):

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

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

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

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

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

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

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

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

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

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

recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request

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

5. Training:

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

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

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

j. Recommending changes to this policy and grievance procedure.

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

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

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

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Revision: July 12, 2021

Date of Reaffirmation: February 14, 2022

Section 9 Student Privacy Protection Policy

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

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

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

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with

the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

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

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

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

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

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or

approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

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

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

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

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

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

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

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

Insurance

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

Professional Boundaries

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

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades)
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.

- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

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

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

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

Little Panthers Preschool Handbook Parent Signature Page



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

Child's Name: _____

Parent Signature: _____

Date: _____



ELEMENTARY HANDBOOK FOR PARENTS

~~2024-2025~~ 2025-2026

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



Phone: (402)644-2500
Fax: (402)644-2506
jamijothompson@npsne.org
www.norfolkpublicschools.org
Twitter: @npspanthers

~~Dear Students, Parents, and Guardians:~~

~~The Norfolk Public Schools staff is excited to partner with you throughout the 2024-2025-2025-2026 school year to maintain a positive educational environment that is focused on student learning. Please take some time to review the information in this handbook, as it outlines many important district expectations and procedures that must be followed in order for us to have a successful year.~~

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

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

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

Sincerely,
Dr. Jami Jo Thompson
Superintendent of Schools

NORFOLK PUBLIC SCHOOLS

NORFOLK, NEBRASKA

ELEMENTARY HANDBOOK FOR PARENTS

~~2024-2025~~ 2025-2026

~~Dr. Jami Jo Thompson~~ Mr. Bill McAllister

Superintendent of Schools

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

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

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

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

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

Parental Involvement

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

Parents' Role

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

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

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

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

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

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

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

Norfolk Public Schools Student Handbook

Foreword

Intent of Handbook:

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

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

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WELCOME TO NORFOLK PUBLIC SCHOOLS

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



NORFOLK PUBLIC SCHOOLS' MISSION STATEMENT:

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

THE VISION OF NORFOLK PUBLIC SCHOOLS:

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

ACCESS TO RECORDS

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

Notice Concerning Directory Information

The District may, **in its discretion**, disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

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

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student. **The Superintendent shall have authority to decide when directory information will be shared.**

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

ADMINISTRATIVE DIRECTORY

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

Central Administration Building (512 Philip) 644-2500

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

~~Dr. Jami Jo Thompson~~ , Mr. Bill McAllister	Superintendent of Schools	Ext. 1104
Mr. Erik Wilson,	Associate Superintendent	Ext. 1102
Mr. Jared Oswald,	Director of Teaching and Learning	Ext. 1110
Mrs. ~~Mary Luhn~~ Lynette Mitzel,	Director of Student Programs	Ext. 1119
Mrs. Angie Baumann,	Human Resources and Accreditation	Ext. 1112
Mr. Chuck Hughes,	Director of Student Services and Safety	Ext. 1123

Elementary Administrators

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

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

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

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

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

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

Washington (644-2557)
1205 South 2nd Street
Ryan Specht

Westside (644-2561)
1703 Philip Avenue
Tracy Lichty

ATTENDANCE--(PLEASE READ CAREFULLY)

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

We further believe that:

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

PROCEDURES FOR REPORTING ABSENCES

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

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



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

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

EXCESSIVE ABSENCES

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

PLANNED ABSENCES

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

BICYCLES, SKATEBOARDS, ROLLER BLADES AND SCOOTERS

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



BOUNDARY EXCEPTIONS

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

Criteria for acceptance:

- 1) **Housing/Relocation**
 - a) Will be moving into sub-district
 - b) Moved outside of neighborhood school during the current school year
 - 2) **Open enrollment in grades requested**
 - a) Students who are currently attending the school requested
 - b) Siblings of students currently attending school requested
 - c) Students of NPS Employees requesting the same building
 - d) All other requests for boundary exceptions in order received (August 1)
- ~~1) Open enrollment in grades requested~~
~~2) Housing/relocation~~
~~a) Will be moving into sub-district~~
~~b) Moved outside of neighborhood school during the current school year — may remain for balance of school year only~~

Criteria for denial:

- 1) Enrollment--Classroom enrollment is at the capped number
- 2) Revocation due to habitual tardiness or absence—following protocol as established under Excessive Absences (pg. 9)
- ~~3) Ongoing or reoccurring discipline issues~~
- 4) Only permitted one Boundary Exception

Classroom enrollment caps are set at ~~25~~ 17 students for kindergarten and at ~~30~~ 23 students for grades 1-4. If the class size reaches ~~5~~ seven less than the maximum limit for any classroom, no boundary exceptions will be approved.

Once a Boundary Exception has been approved, it will remain in effect for this student for the balance of his/her elementary school years. Each child in a family will need to apply for a Boundary Exception. In other words, if you have a child who currently or in the

past attended a Boundary school, that doesn't mean that a sibling, who will start in the current school year or later, will be automatically accepted. This approval will be dictated by the number of registered students for that grade level in that building. One Boundary Exception will be granted to a child unless the family moves and the new residence is in another Norfolk Elementary School boundary. ~~A new Boundary Exception will need to be completed if the family wishes to remain in the Boundary Exception elementary school.~~

The school retains the right to reassign/revoke or deny any Boundary Exception for students or families through the provisions set forth in the Student Handbook should tardiness/absence problems persist. This action may take place at the end of the first semester or at the end of the school year.

BREAKFAST PROGRAM

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

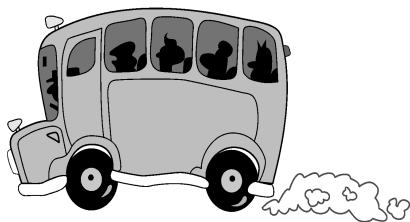
The cost of the program will be based on Free/Reduced and Paid lunch applications. Students who qualify for FREE lunch will also receive a free breakfast. Students who qualify for REDUCED price lunches pay a reduced rate.

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

BULLETINS AND ANNOUNCEMENTS

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

BUSES



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

NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT:

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

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

CALLS TO POLICE: CRITERIA FOR ADMINISTRATORS

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

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

CARE OF SCHOOL PROPERTY

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

- ✓ All trash and “throw-aways” should be discarded in the containers provided for this use, which are found in each classroom and on the playground.
- ✓ Do not mark on desks or walls.
- ✓ Keep your feet off furniture and walls.
- ✓ Take care of all school equipment.
- ✓ Any student who damages, defaces or destroys school property or the property of others will face disciplinary actions and restitution must be made.



- ✓ Student textbooks and materials are expensive, and they represent a large taxpayer investment. Please take care of them. Students are financially responsible for damages or lost textbooks/materials. Book covers should be used to prevent excessive wear and tear to the book.

COMPLAINT ABOUT SCHOOL DISTRICT PERSONNEL

The Norfolk Public School staff is committed to placing the needs of our students and their families first in our efforts to provide a quality educational program. However, if you encounter a conflict with any school personnel, we encourage you to resolve it directly with them or their immediate supervisor at the building level. If this is not successful, you may complete and file a “Complaint about School District Personnel” form with the Director of Student Services at the Central Administration Office (512 Philip Avenue). These forms are available from your child’s building principal or the Director of Student Services. Anyone filing such a complaint will be contacted by the Director of Student Services within three (3) school days following receipt of the complaint to begin responding to their concerns. (Board Policy 4003)

CONDUCT AND DISCIPLINE

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

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



Parents can assist in promoting good behavior by:

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

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

COPYRIGHT AND FAIR USE

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

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

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

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

CURRICULUM

The following subjects are taught in the elementary schools:

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

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

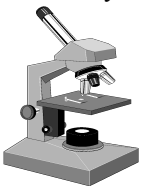


Mathematics – Norfolk Public Schools uses the iReady Math program in grades K - 4th. This program encourages the development of math concepts. The lessons include math fact practice, review of math concepts, and the development of new math concepts—with guided lesson practice, and independent practice.



Physical Education - As part of the total school curriculum, physical education offers an organized, sequential progression of activities that provide for the social, physical, intellectual, and emotional development of children and youth, through physical activity. The physical activity should, whenever possible, be pleasant and personally rewarding to the student. Our educational plan for all young people is to exercise their bodies daily so that their mind and bodies develop together. The physical education program is education for the

constructive use of time, including leisure hours, in keeping fit and in enjoying physical forms of recreation both during the school years and throughout adult life.



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

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



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

Programs which complement the basic curriculum areas include:

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

DEMOGRAPHIC CHANGES

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

DRESS CODE



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

~~Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:~~

- ~~• Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.~~
- ~~• Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs~~
- ~~• Clothing or jewelry that could be used as a weapon (chains, spiked apparel, etc.) or that would encourage “horse-play” or that would damage property (cleats)~~
- ~~• Headwear including hats, caps, bandannas, scarves, sunglasses, and novelty headbands~~
- ~~• Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning or displays weapons or promotes hate or violence~~
- ~~• Clothing or jewelry that is gang related~~
- ~~• Costumes or clothing normally worn as pajamas or undergarments cannot be worn as outer garments, including novelty or bedroom slippers~~

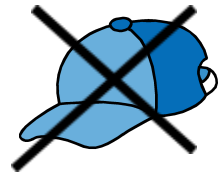
~~A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.~~

~~The final decision regarding attire and ground will be made by the Principal and/or Administrative Team.~~

~~Student attire guidelines:~~

- ~~• Advertising of alcoholic beverages, tobacco, and illegal drugs is not permitted.~~
- ~~• Tank tops that are low cut are not permitted.~~

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



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

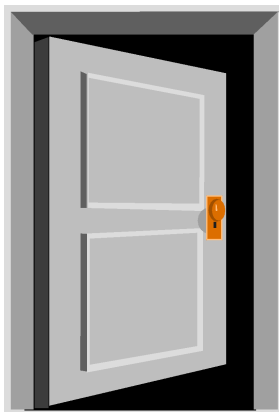
EMERGENCY EXCLUSION

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

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

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

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



ENTRANCE REQUIREMENTS AND REGISTRATION

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

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

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

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

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

Whenever possible, student registration should take place at the child's neighborhood school. However, registrations can be received at Central Office, should the neighborhood school be closed or occur after regular school hours. Administration will review the

registration information and contact parents with a start date. This allows for appropriate and timely student and family information to be entered into our school information system (i.e. class schedule, activities, hot lunch, etc.).

EQUAL TREATMENT OF STUDENTS

SENSITIVE TO STUDENT NEEDS:

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

Procedures

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

- (1) Have the student or parent/guardian contact one of the school counselors/administrator.
- (2) The counselor/administrator will provide the parent/guardian information on professional assistance outside the school district including trained experts.
- (3) If a student believes their rights have been violated the matter will be sent to the building principal for further review and action if needed. Parent/guardian will be contacted.

FIELD TRIPS

Throughout the school year classes may take field trips to locations of interest that the children have studied in the classroom. Examples of field trips that are taken would be: zoo, State Capitol, fire station and police station. Field trip permission can be approved in Infinite Campus online registration. Without permission, students will not be able to attend field trips. In most instances transportation for the field trips will be by school bus.



FINES

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

GRADING SYSTEM

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

Academic Performance Levels for Proficiency Grading

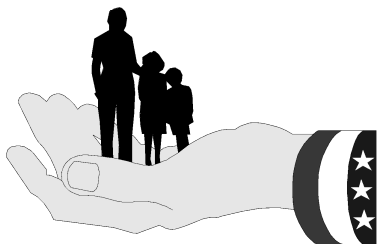
ADVANCED	4 = Goes beyond with in depth inferences
PROFICIENT	3 = Performance at grade level target
APPROACHING	2 = Understands simple content
NEEDS SUPPORT	1 = Partial success with help
NO EVIDENCE	0

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

GUIDANCE AND COUNSELING SERVICES

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

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



Following are the names of the counselors at each building.

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

HARASSMENT POLICY (5401) FOR STUDENTS AND STAFF

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

A. Elimination of Discrimination.

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

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

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

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

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

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

1. Purpose:

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

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

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

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

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

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

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

i. Level 1 (Investigation and Findings):

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

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

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

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

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

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

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

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

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Revision: July 12, 2021

Date of Reaffirmation: February 14, 2022

HEALTH SERVICES

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

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

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

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

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

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

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

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

- Three doses of DTaP, DTP, DT, Td vaccine, one given on or after the 4th birthday
- Three doses of Polio vaccine
- Three doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age
- Two doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month
- Two doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

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

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

(High Ability Learner) HAL PROGRAM

What is the HAL Program?

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

Who is eligible for HAL Program activities?

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

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

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

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

What opportunities are provided through the HAL Program?

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

HOMELESS STUDENTS POLICY

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

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

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

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

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

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

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

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

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

HOMEWORK POLICY (6240)

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



in meaningful homework assignments that strengthen skills, apply concepts, review knowledge, and/or practice procedures based upon the learning targets introduced during the school day.

INDIAN EDUCATION

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

INSTRUCTION

Parental/Community Involvement in Schools--6400

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

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

Title I Parental Involvement Policy--6410

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

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

Expectations for Parental Involvement

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

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

Policy Involvement

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.

- C. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- D. Provide parents of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement

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

Building Capacity for Involvement

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

Accessibility

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

Use, Distribution, and Updating of this Policy

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

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

INSURANCE

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

Computer

INTERNET SAFETY AND ACCEPTABLE USE POLICY—6800

A. Internet Safety Policy

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

1. **Definitions.** Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. **Access to Inappropriate Material.** To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. **Inappropriate Network Usage.** To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

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

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

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

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

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

The following are unacceptable uses of the technology resources:

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

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

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

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

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 - 4. to engage in or promote violations of student conduct rules.
 - 5. to engage in illegal activity, such as gambling.
 - 6. in a manner contrary to copyright laws.
 - 7. in a manner contrary to software licenses.
- 5. **Disclaimer.** The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- 6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

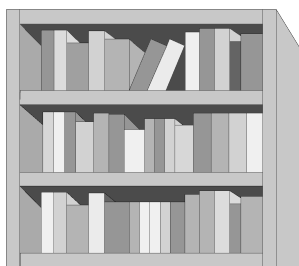
Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting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

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

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

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

LIBRARY



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

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

LOST AND FOUND

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

LUNCHES



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

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

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

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

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

Nondiscrimination Statement

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and

provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

MONTESORI

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

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

Norfolk Public Montessori kindergarten has the following enrollment guidelines:

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

Completed kindergarten applications must be made to the principal prior to April 1st.

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

Kindergarten applications for the Montessori program will be approved in the following order:

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

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

MULTICULTURAL POLICY

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

- Affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Native Americans and Latinos;

- Challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- Valuing multiple cultural perspectives; and
- Providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

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

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

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

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

PARENT-TEACHER CONFERENCES

One of the vital links in a complete communication between parents and the school is through parent-teacher conferences. Special time is scheduled in the fall and in the winter during which teachers and parents can discuss the progress and problems of the students. If the need becomes evident at any other time, a conference can be scheduled. Parents are encouraged to call their child’s teacher any time they have questions or want to meet to discuss their child’s performance.



PARENT-TEACHER ORGANIZATIONS

An important part of school is the local parent teacher organization **which is a school-based group comprised of parents/guardians and staff who work together to support the school's educational and social programs.** These units are noncommercial, nonsectarian and nonpartisan. ~~They welcome into membership parents/guardians and teachers and all other citizens interested in the welfare of youth.~~

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

POLICE INTERVIEWS

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

PROFESSIONAL BOUNDARIES RULE

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

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.

- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

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

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

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

PROMOTION AND RETENTION

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

READING IMPROVEMENT ACT (Policy 6213)

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

SAFETY

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

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

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

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



1. Walk your bike or scooter on school grounds.
2. Carry your skateboard and/or rollerblades once you are on school grounds.
3. Ride by yourself with no big bundles. Another person or large packages on your bike can block your vision and throw you off balance.
4. Keep your bicycle under control - no tricky steering, weaving or racing.
5. Stay on the right side of the street, close to the curb. Move with traffic and watch for parked cars turning out or car doors opening suddenly.
6. Ride your bike in single file when riding with others. Follow a full bike's length behind.
7. Steer with both hands on the handle grips except to signal when turning, stopping, or leaving the curb.
8. Come to a dead stop at all stop signs, yield signs, and red or amber traffic lights.
9. Cross only at intersections.
10. Stop, look, and listen before entering a street from a sidewalk, driveway or alley. Drivers may not see you.
11. Be ready to put on the brakes at intersections. Get off and walk your bike across the streets.
12. Let people on foot and other vehicles go first when they are about to cross in front of you.
13. It is recommended that kindergarten students do not ride bicycles to school.
14. All pets are not to be on school property without prior permission from building administration.



SCHOOL CLOSING/CANCELLATION

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

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

SCHOOL HOURS

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

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

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



The school playground is supervised during scheduled lunch periods. We ask that all students leave the playground areas promptly at school dismissal. If children wish to return they may do so after 4:00 p.m. There is no supervision of the school grounds before 7:50

a.m. or after 3:25 p.m. **If a student is not picked up by 3:50 p.m., and parents or emergency contact person cannot be reached, law enforcement may be called.**

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

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

LEAVING THE BUILDING

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

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

TARDIES



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

TRUANCY

Students will be considered truant if they:

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

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

SPECIAL EDUCATION

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

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

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

How does a child qualify for a special education program?

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

STAFF QUALIFICATIONS (NOTICE CONCERNING):

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

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

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

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

STUDENT FEES POLICY

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

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

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

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

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

Instructional / Extracurricular and Miscellaneous Fee Guidelines

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

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

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

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

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

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

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

- (8) Breakfast and lunch programs: Any student who qualifies for free or reduced breakfast and lunch will receive one full breakfast and lunch each day at a reduced or free rate. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs that fall outside of the qualifying breakfast or lunch.
- (9) Personal Consumable Items: Students are also responsible for the cost of food, beverages, personal or consumable items which students purchase from the District or at school, whether from a "school store," a vending machine, booster club, parent group sale, book order club, or the like. Students who do not qualify for free or reduced price meals may be required to bring money or food for field trip meals or similar activities.
- (10) Copies of student files or records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

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

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

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

Neb. Constitution, Article VII, section I.

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

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

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

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

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

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

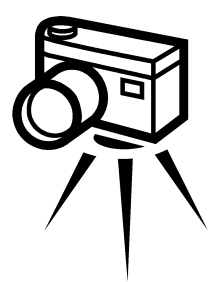
Date of Adoption: March 9, 2015

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

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



STUDENT PHOTOS/VIDEOS

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

STUDENT PRIVACY AND PROTECTION

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

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

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

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

assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

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

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

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

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

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

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information). Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

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

physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

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

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

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

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

STUDENT RIGHTS AND RESPONSIBILITIES--SCHOOL POLICY 5101

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

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

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

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

Students should therefore:

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

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

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

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

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

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

III. ATTENDANCE POLICY

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

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR: SUSPENSION OR EXPULSION

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

- A. Counseling of the student. In alcohol/drug related incidents students shall have an alcohol evaluation performed by a qualified drug/alcohol counselor. Payment will be at the student's expense.
- B. Parent conferences.
- C. Rearrangement of schedule/assignment to another school.
- D. Requirement that the student remain in school after regular hours, summers and Saturdays to complete additional work.
- E. Restriction of participation in extracurricular activity.
- F. Involving law enforcement and/or social service agencies.
- G. **Short-term suspension:** Any student may be excluded from the Norfolk Public Schools for a period of time not to exceed five school days provided that the suspension is assigned under the guidelines provided by Nebraska State Law and as set forth below.
 - 1. **Circumstances warranting short-term suspension:**
 - a. If the student has a dangerous communicable disease transmissible through normal school contacts.
 - b. If the student is infected with or can be proven to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well-being of the school community.

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

2. Procedure for short-term suspension:

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

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

1. Length of expulsions for regular and special circumstances

- a. **Regular Circumstances.** The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) *First Semester* - within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester or (2) *Second Semester* - within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year (subject to automatic review).
 - b. **Special Circumstances involving use of force and personal injury.** (1) *First Semester* - period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester or (2) *Second Semester* - if the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.
 - c. **Special Circumstances involving firearms.** Expulsion period not less than one calendar year.
2. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:
- a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes.
 - b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
 - c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 - d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 - e. Knowingly or voluntarily to bring to school, possess, handle, transmit or use any firearm, knife or other dangerous weapon in school, on school grounds or at a school function off school grounds.

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

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

The term “destructive device” means

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

3. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph 1. or 2. and from which a destructive device may be readily assembled.
 - g. Engaging in the unlawful possession, being under the influence of, selling or use of an illegal substance or alcoholic beverage or that which is represented to be an illegal substance or alcoholic beverage.
 - h. Public indecency.
 - i. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
 - j. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
 - k. Continuation of disruptive activities which resulted in disciplinary action or short-term suspension(s), if such violation constitutes substantial interference with school purposes.
- 3 Procedure for long-term suspension/expulsion: The procedure shall be the same as that of short-term suspension except as follows:
- a. The principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall be required. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as described above.
 - b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian, and by regular mail to the student.
 - c. Such written notice shall include the following:
 - (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
 - (2) The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 - (3) A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
 - (4) A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (5) A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
 - d. Nothing in this policy shall preclude the student or the student's parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
 - e. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.

- f. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
- g. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

4. Alternative Education Program During Expulsion

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

ELEMENTARY SCHOOLS CODE OF CONDUCT-POLICY 5101B

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

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

Assaults/Fighting

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

Additional Information:

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

Threats/Intimidation

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

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
A5	Threats, intimidating, or menacing another student	Detention/ISS 1 day Possible OSS Notify Parents.	ISS/OSS 1-3 days Notify parents, may notify police.	OSS 3-15 days Notify parents, may notify police.
A6	Threats, intimidating, or menacing school personnel	ISS 1-3 days Possible OSS Notify parents.	OSS 1-15 days Notify parents, may notify police.	
A7	Swearing at school personnel	Detention/ISS 1-3 days	ISS/OSS 1-5 days	OSS 5-15 days
A8	Initiating a real threat on the school, (i.e. bomb threats, etc.)	OSS 1-15 days Notify parents, police, and/or fire marshal.		

Weapons, Firearms, Nuisance Items

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
B1	Weapon	Possible Detention/ISS/OSS 1-15 days. Retain the object. Notify parents, may notify police.	ISS/OSS 1-15 days. Retain object. Notify parents & police.	OSS 1-15 days Possible recommendation for expulsion.
B2	Firearm	Mandatory 1 calendar year expulsion		
B3	Nuisance or dangerous items; stink bombs, squirt guns, snowballs, etc.	Detention/ISS/OSS 1-3 days. Notify parents. Item will be confiscated.	Detention/ISS/OSS 1-3 days Notify parents. Item will be confiscated.	OSS 3-5 days Notify parents. Item will be confiscated.

From the Students Rights and Responsibilities in Norfolk Public Schools:

Weapons

Students are forbidden to:

- Knowingly or voluntarily bring to school, possess, handle, transmit or use any firearm, knife or other **dangerous weapon** in school, on school grounds or at a school function off school grounds.
Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-alike rifles or pistols (whether or not they are capable of expelling a projectile) see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles.
- Knowingly possess, handle or transmit any object or material that is ordinarily or generally considered a **firearm**.

The term “**firearm**” as described in 18 U.S.C. 921 means

- any weapon (including a starter gun), which will, or is designed to, or may readily be converted to expel a projectile by the action of any explosive. [This would include rifles, pistols and shotguns.]
- the frame or receiver of any such weapon;
- any firearm muffler or firearm silencer;
- any destructive device. Such a term does not include an antique firearm.

The term “**destructive device**” means

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

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

Drugs, Alcohol

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
C1	Possession, under the influence of and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike imitation “Under the influence” means any level of impairment and includes even the odor of alcohol or illegal substances on the breath of a person or student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 1-19 days Notify parents & police. Refer to a counselor for substance abuse intervention. Possible recommendation for expulsion.	Recommendation for expulsion.	
C2	Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind.	OSS 5-19 days Notify parents and police. Possible recommendation for expulsion.	OSS 10-19 days Recommendation for expulsion.	Recommendation for expulsion
C3	Possession or sale of drug paraphernalia.	OSS 1-19 days Notify parents and police. Possible recommendation for expulsion	OSS 10-19 days. Notify parents and police. Recommendation for expulsion.	Recommendation for expulsion.

Robbery, Extortion

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

			Notify parents, may notify police.	Notify parents & police. Possible recommendation for expulsion.

Fire Setting, Arson, Graffiti

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

Theft

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
F1	Theft or attempted theft of school or private property	Teacher/Intervention/ Detention/ISS 1-3 days Notify parents, may notify police. Reimburse for loss.	Detention/ISS/OSS 1-5 days Notify parents, may notify police. Reimburse for loss.	ISS/OSS 1-15 days. Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.
F2	Wrongful possession of school or private property.	Teacher/Detention/ISS 1-3 days Notify parents, may notify police.	ISS/OSS 1-5 days Notify parents, may notify police.	OSS 5 days Notify parents, may notify police.
F3	Knowingly receiving stolen school or private property	Teacher/Intervention/ Detention/ISS 1-3 days Notify parents, may notify police. Reimburse for loss.	ISS/OSS 1-5 days Notify parents & police. Reimburse for loss.	OSS 5-10 days Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.

Tobacco, Lighters/Matches

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
G1	Use of lighters, matches or tobacco products (dipping,	ISS/OSS 1-3 days Notify parents, may notify police. Confiscate item(s).	OSS 3-5 days Notify parents & police. Confiscate item(s).	OSS 5 days Notify parents & police. Confiscate item(s).

	smoking, e-cigarettes, vapor products, etc.)			
G2	Possession of matches, lighter, or tobacco products (dipping, smoking, e-cigarettes, vapor products, etc.)	Detention/ISS 1-3 days Notify parents, may notify police. Confiscate item(s).	ISS/OSS 1-5 days Notify parents & police. Confiscate items(s).	OSS 5 days Notify parents & police. Confiscate items(s).

Harassment

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

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

Violations of School Rules

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
I 1	Defiance of authority. Failure to obey a direct instruction or comply with a reasonable staff request.	Teacher intervention. Detention/ISS 1-3 days. May OSS 1-3 days Notify parents.	Detention/ISS/OSS 1-3 days	ISS/OSS 1-5 days Follow the plan developed. Notify parents. Conference with administrator.

	This includes lying and refusing to provide or falsifying information.	Conference with administrator.	Notify parents. Conference with administrator. May develop a plan.	
I 2	Disruption of school activities, (i.e. horseplay, play fighting, misuse of passes, etc.)	Possible detention.	Detention/ISS 1-3 days. Possible OSS 1-3 days. May develop a plan. Notify parents.	ISS/OSS 1-5 days. Notify parents. Follow the plan.
I 3	Disruption while in ISS	Possible OSS for the remaining days of suspension. MAY re-serve ISS the following day.	Possible OSS for the remaining days of the suspension.	OSS for the remaining days of the suspension plus additional days of suspension added.
I 4	Use of electronic devices (i.e. cell phones /communication devices, cameras, CD/tape players, radios, laser pens, etc.) Prior approval for educational purposes is exempt.	Teacher conference with student about appropriate use of electronic device. Confiscation of device., student picks up at end of the day.	Confiscate device and the parent picks up in the office.	Confiscate device and get to administration office OR send student to the office with device. Possible detention/ISS
I 5	“NO SHOW” to a before or after school detention assigned by an administrator.	Warning/Detention time doubled for “NO SHOW”. Notify parents.	May ISS 1 day and/or serve two detentions. Notify parents.	ISS 1-3 days and serve two detentions. Notify parents. OSS for additional occurrences and serve 2 detentions.
I 6	Lunchroom misconduct	Detention/ISS lunch Supervisor may assign student alternative seating in the lunchroom.	Assigned seating/suspension from the lunchroom 1-5 days. Notify parents.	Administrator may assign seating/suspension from the lunchroom 1-10 days. Notify parents. Additional infractions will result in student’s loss of lunchroom privileges.
I 7	Inappropriate/Fraudulent use of school phone, computers, or electronic devices	Detention. Possible ISS/OSS 1-3 days Notify parent, may notify police. Loss of privileges for 1-4 weeks.	Possible ISS/OSS 1-3 days Notify parents, may notify police. Loss of privileges for the remainder of the quarter.	Possible ISS/OSS 1-5 days Notify parents, may notify police. Loss of privileges for remainder of the semester.
I 8	Buying or selling food, drinks or any other unauthorized material, including inappropriate/unauthorized use of student ID number	Conference/Detention Notify parents.	Detention/ISS 1-3 days Notify parents.	ISS/OSS 1-3 days Notify parents.
I 9	Falsifying or altering signatures; misrepresenting or calling self in	Conference with administrator. Notify parents. Possible Detention/ISS 1-3 days	ISS 1-3 days Notify parents.	OSS 1-3 days Notify parents.
I 10	Gambling in any form; pitching coins, dice, wagering with cards, etc.	Detention/ISS 1-3 days Conference with administrator. Notify parents.	ISS 1-3 days Notify parents.	OSS 1-3 days Notify parents
I 11	Wrongful use of skateboard, roller blades, bicycles, etc. on school property.	Item confiscated. Notify parents. Parents will pick up item at the end of the day. Possible Detention/ISS 1-3 days.	Item confiscated. Notify parents. Parents will pick up item. Possible ISS 1-3 days.	Item confiscated. Notify parents. Parents will pick up item. Possible ISS 1-3 days.

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
I 12	Truancy	Possible detention. Notify parents.	Possible Detention/ISS 1-3 days. Conference	Possible Detention/ISS 3-5 days
I 13	Truancy 1/2 to full day	ISS 1-3 days Notify parents.	ISS 3-5 days Conference	OSS 1-3 days Parent conference with administration. Police may be contacted.
I 14	Unauthorized entry into any unsupervised school area	Conference with administrator. May ISS 1-3 days. May notify parents	Detention/May ISS 1-3 days Possible OSS 1-3 days Notify parents, may contact police.	ISS/OSS 1-5 days Notify parents.
I 15	Loitering	Conference with administrator. May issue detention.	Detention/ISS 1-3 days Notify parents.	ISS 1-3 days Notify parents.
I 16	Leaving school without following procedure	Possible ISS/OSS 1-3 days Conference with administrator. Notify parents & police	Possible ISS/OSS 1-5 days Notify parents & police	ISS/OSS 3-5 days Notify parents.

Miscellaneous Violations

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
I 17	Unprepared for class	Conference Teacher notifies parent.	Conference/Detention Teacher notifies parent.	Student/Teacher contract. Teacher notifies parent. Student and/or parent conference with team. Develop written plan of action.
I 18	Cheating	Teacher notifies parent & administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher.	Teacher notifies parent & administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher. Parent & teacher conference with administration.	Teacher notifies parent. Conference with administration.
I 19	Violation of other school rules & regulations. (i.e. eating food outside the cafeteria, bringing pop into the building, etc.)	Warning issued to student. Administration may confiscate and retain items. Notify parents.	Detention 1-3 days Administration may confiscate and retain items. Notify parents.	Detention/ISS 1-3 days Administration may confiscate and retain items. Notify parents.
I 20	Returning to campus or school property while serving an out of school suspension	1 additional day will be added to the length of the suspension. Police may be contacted.	1-3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension. Police will be contacted.
I 21	No show for a teacher detention.	Consequences as assigned by the teacher. Teacher will contact parent.	Consequences as assigned by the team/teacher. Teacher will contact parent.	2 Office Detentions + original detention to be served with teacher. ISS 1-3 days. Teacher will contact parent.
I 22	Misbehavior for a guest teacher	Detentions or consequences as assigned by the teacher. Teacher will contact parents.	Conference with administrator. Teacher notifies parent. Office detention/possible ISS	Possible ISS Parent conference. Additional consequences may be administered by

			1-3 days Additional consequences may be administered by teacher.	teacher and administrative team.
I 23	Bus behavior Additional consequences apply for repeated incidents after 3 rd intervention.	Warning/Conference/Parent phone call. Assigned seating. Possible detention.	Parent phone call. Possible removal from bus 1-7 school days. Possible Detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.	Parent phone call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.
I 24	Dress Code	Warning. Clothing changed or corrected.	1-3 detentions possible. Clothing changed or corrected.	ISS 1-3 days Clothing changed or corrected.
I 25	Continual violation of school rules	Parent conference with administrator. Possible detention, ISS/OSS 1-3 days.	Parent conference with administrator. Possible OSS 3-5 days.	Parent conference with administrator. Possible OSS 5-10 days.

STUDENT TRANSFERS

Students transferring from other school districts will be classified temporarily in the grade in which they state they belong. After their records are received any necessary adjustment will be made.

If a child's parents move from one elementary school sub-district within Norfolk to another, such child shall be permitted to attend either school for the remainder of that school year once a Boundary Exception form has been completed. **If the child wishes to remain in the original school after that year, a new Boundary Exception application must be made (refer to Boundary Exceptions).**

If parents move out of the Norfolk Public School district boundaries:

- 1) students may transfer to the school district in which they reside
- 2) parents may apply for the Enrollment Option Program and if both districts approve, the student may option to stay in the Norfolk Public Schools.

STUDENT VALUABLES

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safekeeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

SUPPLIES FOR STUDENTS (RECOMMENDED)

Grade Level	Recommended Supply List
Kindergarten	2 boxes of Crayola Crayons (24 count)
	1 4 oz. bottle of Elmer's glue
	12 #2 Ticonderoga wood pencils (orange or yellow)
	1 pair of Fiskar scissors
	1 large book bag
	1 wide-ruled spiral notebook

	10 glue sticks
	Headphones (Corded/non-wireless, Over the ear, not earbuds)
	1 pencil box
	2 soft pink erasers
	+ 2 packages of fine tip Expo markers
First Grade	3 boxes of crayons (24 count)
	24 #2 wood pencils (Ticonderoga preferred, plain colored, not fancy, sharpened)
	1 set of Headphones (over the ear - no wireless headphones)
	4 5 Expo markers
	2 large pink eraser
	8 10-12 Elmer's glue sticks
	1 pair of Fiskar scissors
	1 school box (standard size 5" x 8")
	4 folders with 2 pockets, red, blue, green and yellow
	1 plain, colored spiral notebook (70 count wide-ruled)
Second Grade	2 box of Crayons (24 count)
	24 #2 wood pencils (Ticonderoga preferred, plain colored, not fancy, sharpened)
	2 large pink or green erasers
	Headphones (Corded/non-wireless, Over the ear, not earbuds)
	1 pair of Fiskar scissors
	1 4 oz. bottle of Elmer's glue (for Art projects)
	1 pencil box
	4 folders with 2 pockets (no clasps) Paper, not plastic
	6 glue sticks
	2 red pens
	4-6 dry erase markers
	3 wide-ruled spiral notebooks
Third Grade	2 box of Crayons (24 or 36 count)
	36 #2 wood pencils (Ticonderoga preferred, plain colored, not fancy, sharpened)
	1 set of headphones
	2 large pink erasers
	1 pair of Fiskar scissors (size appropriate for child)
	1 4 oz. bottle of Elmer's glue (for Art projects)
	small pencil case
	4 folders with 2 pockets
	~~150 count loose leaf wide-lined notebook paper~~
	2 box of 12 colored pencils
	6 Glue Sticks
	2 Spiral wide-ruled notebooks
	1 large pkg dry erase markers
	1 large book bag
	2 highlighters
Fouth Grade	150 count loose leaf wide-lined notebook paper
	36 #2 wood pencils (Ticonderoga preferred)
	5 plastic folders with 2 pockets No Metal Prongs– red, blue, purple, green, yellow – to organize by subject
	2 large erasers
	1 box of 12 colored pencils
	1 box of Crayons (24 or 36 count)
	1 pair Fiskar scissors (6 inch scissor)
	1 pencil box or bag (no lock and key)
	4-6 glue sticks
	5 spiral notebooks (color coded - red, blue purple, green, yellow)
	3 red pens
	8-10 black, FINE TIP dry erase markers (skinny)
	2 yellow highlighters

	1 set of headphones (not earbuds)
Montessori Kindergarten	Shoebox size plastic tote (6qt. or 13 ½ X 8 ⅛)
	Small plastic pencil box-NO LOCKS PLEASE
	3 spiral notebooks – WIDE RULED ONLY
	4 folders with 2 pockets – NO METAL PRONGS OR PLASTIC FOLDERS
	24 pack crayons – 2 PACKS
	24 #2 Sharpened pencils
	1 pkg Pencil top erasers
	24 packs of Crayola colored pencils – 2 PACKS
	4 large glue sticks
	1 4oz bottle glue
	Fiskar scissors
	2 large pink erasers
	Basic clipboard
	1 set of headphones (earbuds are NOT recommended)
	Basic Resting Mat ~~(optional)~~
	2 Trays of Watercolor Paints
Montessori 1 st /2 nd Grade	Shoebox size plastic tote (6 qt. or 13 ½ x 8 ⅛)
	Small basic plastic pencil box or pencil bag – NO LOCKS PLEASE
	4 Spiral notebooks – WIDE RULED ONLY
	3 Folders with 2 pockets – NO METAL PRONGS OR PLASTIC FOLDERS
	24 #2 sharpened pencils
	Basic Clipboard
	24 pack crayons
	24 pack of Crayola colored pencils – 2 PACKS
	10 Glue sticks
	~~3 Regular Black Sharpies~~
	Fiskar scissors
	2 Large Pink erasers
	Headphones (earbuds are NOT recommended)
	2 Trays of Watercolor Paints
Montessori 3 rd /4 th Grade	Shoebox size plastic tote (6 qt. or 13 ½ x 8 ⅛)
	Small basic plastic pencil box or pencil bag – NO LOCKS PLEASE
	8 spiral notebooks – WIDE RULED ONLY
	3 PLASTIC folders with metal prongs
	24 #2 sharpened pencils – NO MECHANICAL PENCILS
	24 pack crayons
	24 pack of Crayola colored pencils – 2 PACKS
	4 glue sticks
	Fiskar scissors
	Composition notebook
	1 pkg of thin black felt-tip pens
	3 regular black sharpies
	Basic Clipboard
	Headphones (earbuds are NOT recommended)
	~~2 Trays of Waterecolor Paints~~



TELEPHONE USAGE BY STUDENTS

The telephone is for business. Use of the telephone is discouraged for personal calls by children.

CELL PHONE/COMMUNICATION DEVICES

For the purpose of this policy, electronic communication devices includes any non-school issued or non-approved electronic device capable of communication with another entity, including, but not limited to cell phones, smart watches/glasses, tablets, earbuds/headphones, and gaming devices.

Per state law, all students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When determined appropriate by the Superintendent or Superintendent's designee.

Exceptions and Practices approved by the Board of Education include:

Usage allowed at the end of the day once students have exited the building and occasional non-instructional times when specifically approved by the building administration.

Elementary Practices:

Devices are kept in their book bags and turned off throughout the entire school day.

Because bringing electronic devices to school is voluntary,

NPS is not responsible for stolen, lost, or damaged personal electronic devices.

~~Cell phones/communication devices may **NOT** be used or heard during class time. By allowing students to carry cell phones into the school building, students and their families are consenting to a search of that phone by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other intimidating/inappropriate actions. This policy is in effect during regular school hours and during any on/off site school activities.~~

~~Students will be warned about cell phone/device usage, students who fail to follow the cell phone policy will be subject to the following consequences:~~

First violation:

Teacher conference with student about appropriate use of electronic device. Confiscation of device., student picks up at end of the day.

Second violation:

Confiscate the device and the parent picks it up in the office.

Third violation:

Confiscate device and get to administration office OR send student to the office with device. Possible detention/ISS

VIDEO SURVEILLANCE

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

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

VISITING SCHOOL

Parents and/or guardians are always welcome as school visitors. We do request that all visitors have prior permission from the teacher and principal. All visitors should check in at the school office before visiting the classroom. A visitor's identification badge will be issued to ensure the safety of our students. The badge should be returned to the office when you leave the building. Children are not permitted to visit unless accompanied by an adult. **Student Visitors**-It is not the policy of Norfolk Public Schools to allow non-students to attend classes with a student. We feel it is important not to interrupt the educational process.

VOLUNTEERS

Parents and other citizens are encouraged to volunteer their time and talents to the schools. Volunteer services range from helping in the elementary libraries to assisting in the individual classrooms. If you would like to volunteer, please complete the volunteer form online and contact your school. Volunteers must sign in at the office and wear an identification badge.

Y KIDS CLUB (Before and After School Care)

A before and after school care program is provided by the Norfolk YMCA at Bel Air, Jefferson, Lincoln, Westside and Woodland Park Elementary Schools. Please contact the Norfolk YMCA at 402-371-9770 or your respective building principal if you would like more information on this program.

Norfolk Public Schools
Norfolk Middle School
Norfolk, Nebraska

August ~~2024~~ 2025

Norfolk Public Schools

~~Dear Students, Parents, and Guardians:~~

~~The Norfolk Public Schools' staff is excited to partner with you throughout the 2024-2025-2025-2026 school year to maintain a positive educational environment that is focused on student learning. Our vision is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.~~

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

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

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

~~Sincerely,~~
~~Dr. Jami Jo Thompson~~
Superintendent of Schools

Norfolk Middle School

Amy Brown—Principal
Allyson Veik— Assistant Principal

1221 N. 1st Street
Norfolk, Nebraska 68701

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

Dear Middle School Students and Parents/Guardians:

Welcome to Norfolk Middle School! The teachers, support staff, and administration look forward to partnering with you for an amazing year of learning and growth.

Our staff is dedicated to providing a positive learning environment for all students. This includes promoting the attributes of being respectful, responsible, resilient, and resourceful. By holding all students to these expectations, we are able to provide a safe, productive learning environment.

Parent involvement is essential to the success of our students. We encourage parents to set aside time for homework each night, communicate with teachers, and actively participate in the learning of your child. We also invite all parents to be a part of our Parent-Teacher Organization (PTO). Please stay informed about your child's studies, assignments, assessments, and school activities. Working as a team, we will be able to meet your child's educational goals.

The Norfolk Middle School Handbook contains information about the rules and expectations for students, parents, and staff. Please take the time to read through the handbook and communicate these expectations with your child. We appreciate your support and partnership in working together to provide a positive learning environment for all students.

Thank you for the opportunity to work with you and your child. If you have any questions or concerns, please feel free to contact the Middle School office at 402-644-2569. I look forward to a very positive and productive year together.

Sincerely,
Amy Brown
Principal

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

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

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Norfolk Middle School Office Staff

402-644-2569

Principal

Amy Brown

amybrown@npsne.org

Assistant Principal

Allyson Veik

allysonveik@npsne.org

School Resource Officer

Officer Brent Tietz

OfficerBrent@npsne.org

Juvenile Accountability Liaison

Carey Hopkins

careyhopkins@npsne.org

Principal's Secretary

Tami Tucker

tamitucker@npsne.org

MS Attendance / Discipline Secretary

Mari Abler

mariabler@npsne.org

Norfolk Middle School Counselor's Office

Counselors

Mariah Bloomquist

mariahbloomquist@npsne.org

Sarah Klinetobe

sarahklinetobe@npsne.org

Counselor's Secretary

Missy Borgmann

melissaborgmann@npsne.org

2024-2025 Parent Calendar

Norfolk Middle School Bell Schedules:

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

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

Norfolk Middle School Character Education Traits

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

What is TRUST?

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

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

What is RESPECT?

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

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

What is RESPONSIBILITY?

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

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

What is FAIRNESS?

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

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

What is CARING?

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

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

What is CITIZENSHIP?

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

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

NMS General Student Guidelines

Following Directions

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

End of the Day Procedures

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

If Waiting for Your Ride

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

Morning Procedures (5th Grade)

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

Morning Procedures (6th Grade)

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

Planner Use

- Step 1: Bring planners to all classes
- Step 2: Fill out assignment completely at the beginning or end of class
- Step 3: Planner checks may happen at the end of the day

- Step 4: Use as a pass between bathroom, library, nurse, etc. (only two per day)
- Step 5: If planner is missing, students are expected to write assignments in a notebook or purchase a new planner from the office

Lunch Expectations

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

Hallway Procedures

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

Speaking Respectfully with Adults

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

Suggested Terminology for Voice Levels

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

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

Academic Integrity

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

Guidance

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

Report Cards/ Progress Reports

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

Academic Performance Levels for Proficiency Grading

ADVANCED	4=Goes beyond with in depth inferences
PROFICIENT	3=Performance at grade level target
APPROACHING	2=Understands simple content

NEEDS SUPPORT	1=Partial success with help
NO EVIDENCE	0

Academic Performance Level for Alpha Grading

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

Grade Level Promotion Guidelines

School Initiated Request

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

Parent/Guardian Initiated Request

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

Decision Process

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

Access to Records

It shall further be the policy of the District to provide full access to the records of the students to a parent/guardian all as set forth in 79-4,157, Board Policy 5202, the

Federal Education Right to Privacy Act (FERPA), Military Recruiters (Board Policy 5012) and other applicable law during regular business hours of the school.

Notice Concerning Directory Information

The District may, **in its discretion**, disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

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

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student. **The Superintendent shall have authority to decide when directory information will be shared.**

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

Multicultural Policy

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

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

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

Special Education

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

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

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

How does a child qualify for a special education program?

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

STAFF QUALIFICATIONS (NOTICE CONCERNING):

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

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

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

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

Make-up Work

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

Pre-arranged Absences

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

Extra - Curricular Activity Participation

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

Activity Involvement / Disciplinary Actions

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

School Activities / Absences

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

Transportation Guidelines

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

ATTENDANCE/ TARDIES

I. Attendance and Tardy Policies

Nebraska State Statute (79-201) requires that all students between the ages of 6-18 attend school. School personnel are charged with the responsibility of

investigating and reporting violations of the state's compulsory attendance law to their respective county attorneys.

- **Attendance:** Punctual and regular attendance is an extremely important part of your daily school record. All students are required to attend school daily. State law allows a maximum of twenty days per school year. Absences are excused only when the parents have contacted the school within 24 hours of the absence. All absences (excused or unexcused) shall count towards the twenty-day limit, except for school activity absences and suspensions. Parents will be notified by mail when their student has five, 10, 15 and 20 absences from any class during the school year. On the 10th and 15th absence a meeting will be requested to go over an attendance improvement plan. On the 20th absence a letter will be sent to the Madison County Attorney's office.
- **Tardies to first period:** Students will receive three "free" tardies (no penalty) to first period. Upon the accumulation of the fourth tardy (and any following), a detention will be assigned. Tardies more than 25 minutes in length will be classified as absences and consequences may be assigned according to the Code of Conduct.
- **Tardies to class:** Students must be in their assigned classroom or assigned seat before the tardy bell rings as dictated by each teacher's classroom rules. Failure to meet teacher expectations will result in an unexcused tardy and the student may be assigned a detention by the teacher. Teachers will inform the student he/she has been counted tardy and then give the student a detention. Teachers will attempt to make contact with parents (via phone or e-mail) to inform them of the tardy. Students that skip detentions will have the detention time doubled. Failure to serve these "doubled" detentions will result in additional office consequences according to the Code of Conduct. Students will not be counted tardy if they come to class with a pass from the office, guidance office, or from another teacher. Teachers should not detain students unless absolutely necessary. Any teacher detaining a student between classes must write a pass to excuse the tardy.

Procedure for Reporting Absences

Parents should call the school office 644-2569 Ext 1 before 10:00 a.m. on the day of the absence. Students will be considered truant if their absence is not reported to the office within 24 hours. Please refer to the Norfolk Middle School Code of Conduct for

more information on disciplinary actions for truancy. When contacting school officials, please give the following information:

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

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

Excessive Absences

Parents will be notified by mail when their student has 5, 10, 15, and 20 absences from any class during the year. On the 10th and 15th absence, a meeting will be requested to go over an attendance improvement plan. On the 20th absence a letter will be sent to the Madison County Attorney's office. It shall be the procedure of the principal to report to the Director of Student Services and to parent/guardians, any student enrolled in the district for excessive absenteeism on the part of such student. The term "excessive absenteeism," as used herein, shall mean verified and unexcused absences exceeding 11 days per semester or the hourly equivalent, or when the number of verified and unexcused absences exceeds 20 days cumulatively per school year or the hourly equivalent. The building principal shall investigate factors involved in any case of excessive absenteeism. In the event that the building principal determines that such absences are not justified, he/she may determine such student to be truant. All required procedures of the Norfolk Public School Truancy Policy should then be followed. This may be true even if some or all of the student's absences have been excused by the student's parents/guardians, and the building principal determines such excessive absences are detrimental to the child's educational performance.

Norfolk Public School's District Truancy Policy

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

Withdrawals

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

General School Policies and Guidelines

Accidents and Injuries

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

Attend / Monitor Courses/ Parents

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

Battery Operated/ Electronic Devices

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

Bikes/ Skateboards/ Rollerblades

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

Birth Certificate

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

Book bags/ Backpacks/ Duffel Bags/Purses or Any Bag Larger Than a Pencil Bag.

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

Breakfast Program

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

Bulletins and Announcements

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

Bus Conduct

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

Expectations for students riding school buses:

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

Continuum of Consequences for Inappropriate Bus Behavior:

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

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

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

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

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

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

These consequences are cumulative for the academic school year.

Cancellation of School

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

Cell Phones/Smart Watches/Communication Devices

For the purpose of this policy, electronic communication devices includes any non-school issued or non-approved electronic device capable of communication with another entity, including, but not limited to cell phones, smart watches/glasses, tablets, earbuds/headphones, and gaming devices.

Per state law, all students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;

2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When determined appropriate by the Superintendent or Superintendent's designee.

Exceptions and Practices approved by the Board of Education include:

Usage allowed at the end of the day once students have exited the building and occasional non-instructional times when specifically approved by the building administration.

Middle School Practices:

Devices are kept in their lockers and turned off throughout the entire school day.

Any student who violates this Policy may be subject to discipline under the District's Student Discipline Policy.

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

~~Cell phones/Smart Watches/Communication Devices are an increasingly complex issue for schools. Due to the ever-expanding capabilities of these items (text messaging, photos, Internet, etc.) we ask that these items not be taken to school unless deemed necessary by the parent. Leaving these items at home helps create fewer opportunities for students to send and receive messages that may be deemed inappropriate for school. If parents allow students to bring cell phones to school, they need to keep the items in their lockers and turned off during the school day. Phones that are perceived as being used as a nuisance item will be confiscated and returned to students or parents by administration. Smart Watches are not to be used for anything other than a timepiece. Cell phones may **NOT** be used or heard during class time. By allowing students to carry cell phones into the school building, students and their families are consenting to a search of that phone by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other intimidating/inappropriate actions. The following guidelines are in effect during~~

~~regular school hours and during any on/off-site school sponsored activities. Students may use their cell phones after school once they reach the commons area on the lower level. Students needing to use a phone during the school day may use the student phone in the main office at no charge.~~

Cell Phone Guidelines:

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

- **First Violation:**

Teacher Conference with student about appropriate use of electronic device.
~~Teacher confiscates device and student picks it up at end of the day.~~

- **Second Violation:**

Teacher confiscates device and is held in the main office. Parent picks up device at the end of the day. Possible detention. ~~Teacher Conference with student about appropriate use of electronic device. Teacher contact parent about inappropriate use of electronic device.~~

- **Third Violation:**

Confiscate device and bring to administration office. ~~Parent picks up device at the end of the day.~~ Possible ~~detention~~/ISS/OSS.

Complaints on Materials

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

Computers

Students at Norfolk Middle School are required to sign Norfolk Public Schools Internet Policy to use any of our computers. Students and faculty must abide by the policies contained in that agreement. Students and faculty that fail to follow those policies will have their access to technology restricted or terminated. Specifically, Norfolk Middle School reserves the right to inspect all network files without specific permission with reasonable cause in the interest of system security and integrity. Norfolk Middle School disclaims responsibility for loss of data or interference with

files resulting from its efforts to maintain privacy, security and integrity of the Norfolk Middle School's computing facilities. Norfolk Middle School does not allow any copying of school-owned or licensed software or data to another computer system for personal or external use without prior approval.

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

Copyright and Fair Use

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

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

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

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

Dating Violence Policy 5420

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

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

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

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

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

Date of Adoption: May 12, 2014

Date of Reaffirmation: April 9, 2018

Date of Reaffirmation: April 11, 2022

Demographic Changes

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

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

Dress Code / Student Attire Guidelines- Policy 5101

Norfolk Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness are a desirable facet of the educational process. Our public

schools are sensitive to rapid changes in dress and grooming. However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty and decency. Administrators must weigh community standards, harassment or standards of others, along with the individual rights. In general, appearances that detract from the learning atmosphere cannot be permitted. It is hoped that students of Norfolk will take pride in their appearance and their school. Violators of this policy will be required to change into appropriate clothing or alter their appearance as requested by school administration. ~~Students missing time from class to correct violations will be considered tardy.~~ If parents or students have any questions, they should call the school office at 644-2569 before they purchase clothing that may be deemed inappropriate for school. When possible, we ask that parents examine student dress carefully before students leave for school. ~~School administrators will make the final determination as to whether an article of clothing or accessory is appropriate for school.~~

Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel, etc.) or that would encourage “horse-play” or that would damage property (cleats)
- Headwear including hats, caps, bandannas, scarves, sunglasses, and novelty headbands
- Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning or displays weapons or promotes hate or violence
- Clothing or jewelry that is gang related
- Costumes or clothing normally worn as pajamas or undergarments cannot be worn as outer garments, including novelty or bedroom slippers

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

The final decision regarding attire and ground will be made by the Principal and/or Administrative Team.

Criteria for Student Attire:

- Shirts that expose student midriffs either standing or sitting are not permitted. Tank top straps must be at least two inches in width. All shirts worn must keep the top of the shoulder covered, fit well in the armpit area, and not have a plunging neckline.
- Shoes must be worn at all times. Slippers are not permissible. Flip-flops and sandals are acceptable as long as they are not a safety hazard. Proper footwear must be worn for physical education classes.
- Words or pictures on clothing, jewelry, or accessories stating or referring to gangs, drugs, alcohol, sex, firearms, or any other activity conflicting with the school's policy or curriculum are not allowed. Individuals or groups of students that have shirts or accessories printed up with slogans or sayings that

may have questionable or “double” meanings or insinuations are encouraged to have the attire approved by administration before having them printed and wearing them to school.

- Consideration will be made by administration for students who wear special clothing as required by religious/cultural affiliation.
- All clothing must be modest and appropriate. It must properly cover the body.
- Novelty contact lenses such as, but not limited to Alien, Cat eyes, White-out, Red Hot, Hypnotica, Wildfire and Zoomin’ are not permitted.
- Length of Shorts: Shorts should be long enough to modestly cover the student and keep undergarments covered.
- Novelty headbands, Caps and hats are not to be worn in the building. Once students are outside the building they may wear headgear in an appropriate fashion. Novelty headbands, Caps and hats must be stored in lockers.
- Wearing or carrying bandanas or colored handkerchiefs (by males and females) will also not be permitted. Bandanas or accessories that have been identified as possible gang paraphernalia will be confiscated immediately and will be returned only upon parent request.
- Pictures and/or printed words on clothing (written or implied) that conflict with board policy or school curriculum will not be permitted. Examples of such clothing would be: Hooters, COED Naked, Cookies, etc. Any shirt that promotes tobacco brands, alcohol brands, bar t-shirts, BIG Johnson, cigarette brands, etc. are also considered to be inappropriate.
- Clothing usually worn as undergarments cannot be worn as outer garments; (specifically boxer shorts) and will not be permitted. Students will be required to cover all undergarments so that they are not showing during the school day.
- Coats, jackets, windbreakers, etc. may be worn only with permission from school personnel. Please watch the daily forecast and dress appropriately for the weather of the day.
- Skirts and shorts should be long enough to modestly cover the student and keep undergarments covered.
- Clothing with holes, slashes, or cuts will not be permitted unless it is appropriate and modest.
- Spiked jewelry/accessories may not be worn at school or at school activities. Additional modifications to clothing, such as paper clips, etc. need to be approved by administration.
- Saggy pants or shorts are not permitted. Waistbands must be worn at the waist.
- Pajama bottoms or attire deemed as pajamas may not be worn to school.
- Hair color should be non-disruptive to the learning environment.
- Inappropriate tattoos or other marks deemed inappropriate for school need to be removed or covered.
- No costumes

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

Elevator

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

Entering and Leaving the Building

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

Before School and Students Entering the Building in the Morning:

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

- Students will keep their voices at an acceptable level as determined by area supervisors.

After School and Students Exiting the Building

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

Exemption Procedure

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

Fines

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

responsible for their property and take care of the items the school has loaned them for periods of time. Students are expected to take care of these items as they occur. Appeals for fines should be made to the building principal. Failure to pay fines may result in administrative consequences.

Fire Drills

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

Grievance Procedure

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

Hazing

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

Health Records

Immunization Information

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

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

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

student is 11-15 years of age

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

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

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

Health Services

The school nurse's office is located on the first floor near the main office in room 153. The school nurse provides services to the school and the student in the areas of visual testing, immunization, and control of communicable diseases, encouragement of physical and dental examinations and promoting sound mental health. A nurse or her designee will be in the office every morning for the purpose of checking those who have been absent and helping those who may feel ill. Any student who has to leave the school because of illness must first check out with the school nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. It is necessary that the school nurse or office official speak with a parent in order for a student to be excused from school due to illness or accident. The student is not to call the parent without permission from school personnel. Medications that need to be taken in school are to be given to the school nurse. The medication needs to be in its original container, labeled with the student's name, dosage, name of the medication and how often it is to be given. Non-prescription Medication- If a student must take a nonprescription medication during school, the following procedures are to be followed.

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

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

return to school. Please check with the school before bringing your child back to school.

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

High Ability Learner (HAL) Program

What is the HAL Program?

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

Who is eligible for HAL Program activities?

Step 1 - All students 5th and 6th grade are screened through the Measures of Academics Progress (MAPs) Test or the Nebraska Student-Centered Assessment System (NSCAS) Test during the Fall, Winter, and Spring Testing session. Students with scores of 92nd percentile or greater in two content areas would Qualify for HAL services during one testing session. A student with a composite score in a combination of two areas of 92nd percentile would also count towards the two scores.

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

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

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

Homeless Students Policy

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

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

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

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

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth,

and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

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

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

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

Indian Education

The Title VI Indian Education Program, serving K-12 students, offers tutoring, mentoring, home-school communication/coordination and distributes school supplies

each semester. If your student, the parent or grandparent is an enrolled member of a Native American tribe, please fill out the Student Eligibility form available from your school principal or central office (512 Philip). For additional information, or assistance for Native American students, contact Title VII Home Liaison at 644-2500.

Insurance

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

Internet Policy

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

Lockers

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

Students should follow the locker regulations given below:

- Use only the locker assigned to you.
- Never open another student's locker.
- Keep your locker neat and orderly.
- Always close the locker door and keep it locked.
- Do not leave valuables in the locker.
- Clearly put your name on all personal items.
- Do not write on the inside or outside of the locker.
- Memorize your lock combination. Do not share this information with anyone.

- Pop and candy are not to be stored in lockers.
- Norfolk Middle School is not responsible for items lost or stolen from lockers.
- Report any problems or requests to the main office.

Lost and Found

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

Lunch / Closed Campus

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

Lunch Guidelines

Procedures regarding lunch accounts will be explained during orientation time. The price for school lunches and milk will be announced through school bulletins. All costs mentioned are subject to change without notice. A student may bring his/her own lunch and it has to be eaten in the cafeteria. **Students will receive an alternative lunch when their balance is more than negative \$20. The alternative lunch will consist of a cheese sandwich, access to the salad bar, and milk. All food is to be consumed in the cafeteria. Any food purchased in the cafeteria must be eaten in the cafeteria. Students are not allowed to take food out of the lunchroom to put in their lockers or eat in class.**

Nondiscrimination Statement

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

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

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

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

Media / Student Photos

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

Media Center

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

- To come to the Media Center during any assigned class period or study hall you must have a pass.
- Students are responsible for signing in and out of the Media Center and returning the pass to the teacher before the end of the class period. You will need your ID card to check out materials.
- In order to use the computers available in the Media Center during a study hall or during a class, students must have a signed pass from a teacher with the computer assignment listed on the pass.

- Most library materials may be borrowed for two weeks and then renewed if they are still needed. Reference books, reserved books, periodicals, and vertical file materials are overnight materials and are due before first period the next school day.
- Any overdue book must be returned or declared lost; if lost, you must pay for the book. If the book is later found and returned to the Media Center, all money will be refunded.
- You will be expected to allow a media specialist to check all materials carried from the Media Center. If you act in a disrespectful or disruptive manner, if you are destructive to the Media Center materials, facility, or furniture you will be subject to disciplinary action ranging from detention to being restricted from use of the Media Center.
- You are expected to be self-disciplined and use your time in the library to read and/or do research. The Media Center is for you, therefore, think of it as a privilege (not as a right) to use and enjoy.

Notice Concerning Designation Of Law Enforcement Unit:

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

Notification of Concern

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

Parental Involvement in Education (LB 1161)

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

Police Interviews-Policy 5413

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

Professional Boundaries Rule

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

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

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

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

the student does not seek or want this attention.

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

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

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

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

Reading

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

materials to read and students are expected to carry a reading book with them throughout the day.

Expectations for Reading Time

- Everyone reads.
- Silence during reading time.
- Students need to be prepared to read the entire time assigned.
- Reading materials should be chosen outside of class or during study hall.
- Bring a book every day.
- Students are expected to be responsible and bring leisure-reading material appropriate for school (books, magazines, newspapers). These materials will be items that the student has selected.
- Students not having materials ready for class may be assigned alternate reading at the classroom teacher's discretion. Classroom teachers will determine appropriateness of questionable material.

School Campus

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

School - Community Intervention Program (SCIP)

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

Search and Seizure- Policy 5406

In maintaining discipline and providing a safe environment for students and staff, district employees are responsible for obeying and enforcing compliance with state statutes, policies and administrative rules. The administrative team is authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when a member of the administrative team determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. The administrative team is also authorized to conduct area-wide searches (e.g., searches

of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school. When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search. Policy permits school administrators to search vehicles parked on Norfolk Public Schools property. Law enforcement, including sniff dogs, will be contacted when circumstances dictate.

Securing a Teacher's Help

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

Water Bottles

Students can bring water bottles to school to drink from throughout the day. Only plastic, clear water bottles will be allowed and may only contain water.

Student Services / Discipline

Behavior Expectations

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

Student Behavior

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

Student Discipline

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

Student Privacy Protection

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

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

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's

first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

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

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

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

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

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

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

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

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

Student Visitors

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

Discipline at School Functions

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

Credit for Course Work during Suspension

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

Detentions

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

Telephones

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

Testing

It shall also be the policy of the District to notify a parent/guardian when the student will participate in standard norm-referenced or criterion referenced tests such as, but

not limited to, NSCAS, MAPS Testing. When reasonable to do so, the parent/guardian will be notified where a sample of the test might be examined and the date upon which the test will be administered.

Trespassing

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

Video Surveillance

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

Visitors

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

Norfolk Public Schools District Policies

Title I Parental Involvement Policy--6410

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

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

Expectations for Parental Involvement

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

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

involvement, and to revise, if necessary, the parental involvement policies of the District.

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

Policy Involvement

Each school served under the Title I program shall:

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

Shared Responsibilities for High Student Academic Achievement

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

children's progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement

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

Accessibility

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

Use, Distribution, and Updating of this Policy

This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local

community, and shall be updated periodically to meet the changing needs of the parents and the school.

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

NORFOLK PUBLIC SCHOOL'S DISTRICT HARASSMENT POLICY 5401

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

A. Elimination of Discrimination.

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

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

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

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

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

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

1. Purpose:

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

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, (including skin color, hair texture, and protective hairstyles), color, religion, **military or** 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, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status, may include, but is not limited to:

- a. Name-calling,

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

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

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

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the

Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators. Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

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

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

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist **as determined by the investigator**. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **be determined by the investigator and in compliance with any legal requirements-not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** .

Periodic status updates will be given to the parties, when appropriate.

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

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

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

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned. The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

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

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

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Revision: July 12, 2021

Date of Reaffirmation: February 14, 2022

STUDENT FEES POLICY

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

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

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

Students or their parents must request a fee waiver prior to participating in or attending the activity and prior to purchase of the materials. Some examples are: (1) Items necessary for all state required and elective courses offered by the district. (2) Participation in extracurricular activities and use of a musical instrument in optional

music courses that are not extracurricular activities. Waivers will be updated annually by specific grade level and can be found on the school website or by contacting the specific building the student attends. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

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

Instructional / Extracurricular and Miscellaneous Fee Guidelines

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Neb. Constitution, Article VII, section 1.

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

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

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

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
 Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
 Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)
 Date of Adoption: March 9, 2015
 Date of Reaffirmation: September 14, 2015
 Date of Revision: March 14, 2016
 Date of Revision: April 11, 2016
 Date of Revision: April 10, 2017
 Date of Revision: April 9, 2018
 Date of Revision: April 8, 2019
 Date of Reaffirmation: June 8, 2020
 Date of Reaffirmation: February 14, 2022
 Date of Reaffirmation: April 17, 2023
 Date of Revision: June 10, 2024

Student Fee List

Activity Cards

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

Activity Fees

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

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

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

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

Fund Raising

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

Penalties

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

NORFOLK MIDDLE SCHOOL

FEE WAIVER APPLICATION FORM 2024-2025

SCHOOL YEAR

Student Name: _____

Student Signature: _____

Grade: _____

Parent Name: _____

Parent Signature: _____

Date: _____

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

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

☐

Band

☐

Orchestra

For Central Office Use Only

Approved:

CO Administrator's Signature

Date

CO Administrator's Signature

Date

Denied:

No Lunch Application on File
 No Share Information Form on File
 Cannot Share Information
 Does not qualify for F-R Lunch

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

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

Students should therefore:

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

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

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

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

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

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

III. ATTENDANCE POLICY

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

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

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

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

1. Circumstances warranting short-term suspension:

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

2. Procedure for short-term suspension:

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

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

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

1. Length of expulsions for regular and special circumstances

- a. **Regular Circumstances.** The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) *First Semester* - within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester or (2) *Second Semester* - within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year (subject to automatic review).
 - b. **Special Circumstances involving use of force and personal injury.** (1) *First Semester* - period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester or (2) *Second Semester* - if the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.
 - c. **Special Circumstances involving firearms.** Expulsion period not less than one calendar year.
2. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:
- a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
 - b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
 - c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 - d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 - e. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.
 - f. Knowingly or voluntarily to bring to school, possess, handle, transmit or use any firearm, knife or other dangerous weapon in school, on school grounds or at a school function off school grounds.

Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-alike rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting

cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles; 5) Tasers.

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

The term “destructive device” means

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

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

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

4. Alternative Education Program During Expulsion

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

Norfolk Middle School

Code of Conduct

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

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

Assaults/ Fighting

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

Additional Information:

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

Threats/ Intimidation

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

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

Weapons, Firearms, Nuisance Items

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

From the Students Rights and Responsibilities in Norfolk Public Schools:

Weapons

Students are forbidden to:

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

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

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

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

The term "destructive device" means

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

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

Drugs, Alcohol

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
C1	Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike/imitation "Under the influence" means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 5-19 days. Notify parents and police. Refer to counselor for substance abuse intervention. SCIP referral. Possible recommendation for expulsion.	Recommendation for expulsion.	
C2	Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind.	OSS 5-19 days Recommendation for expulsion.		
C3	Possession or sale of drug paraphernalia.	OSS 5 -19 days. Notify parents and police. SCIP referral. Possible recommendation for expulsion.	OSS 10 -19 days. Notify parents and police. SCIP referral. Recommendation for expulsion.	Recommendation for expulsion.
C4	Selling or offering a non-controlled substance or placebo/look-alike/imitation drug	ISS/OSS 1-3 days. Notify parents. SCIP referral. Confiscate item (s).	OSS 3-5 days. Notify parents. SCIP referral. Confiscate item (s).	OSS 5 days. Notify parents. SCIP referral. Confiscate item (s).

Robbery, Extortion

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

Fire Setting, Arson, Graffiti

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

Theft

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

Tobacco, Lighters/ Matches

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

Harassment

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

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

Violations of School Rules

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

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

Truancy / Loitering

11 2	Truancy (1 period)	Detention. Notify parents.	Detention/ISS 1-3 days. Conference.	Detention/ISS 3-5 days.
11 3	Truancy (3 or more periods)	ISS 1-3 days. Notify parents.	ISS 3-5 days. Conference.	OSS 1-3 days. Parent conference with administration. Police may be contacted.
11 4	Unauthorized entry into any unsupervised school area.	Conference with administrator. ISS 1-3 days. May notify parents.	ISS 3-5 days. Possible OSS 1-3 days. Notify parents. May contact police.	OSS 1-5 days. Notify parents.
11 5	Loitering	Conference with administrator. May issue detention.	Detention/ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.

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

Miscellaneous Violations

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

120	Returning to campus or school property while serving an out of school suspension.	1 additional day will be added to the length of the suspension. Police may be contacted.	1- 3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension. Police will be contacted.
121	No show for a teacher detention.	Consequences as assigned by the teacher. Teacher will contact parent.	Consequences as assigned by the team /teacher. Teacher will contact parent.	2 Office Detentions + Original detention to be served with teacher. ISS 1 -3 days. Teacher

				will contact parent.
I22	Misbehavior for a guest teacher	Detentions or consequences as assigned by the teacher. Teacher will contact parents.	Conference with administrator. Teacher notifies Parent. Office detention / Possible ISS 1-3 days. Additional consequences may be administered by teacher.	Possible ISS (1-3 days) or OSS (1-3 days). Parent conference. Additional consequences may be administered by teacher and administrative team.
I23	Bus Behavior Additional consequences apply for repeated incidents after 3rd intervention.	Warning/ Conference/ Parent Phone Call. Assigned seating. Possible Detention.	Parent Phone Call. Possible Removal from Bus 1-7 school days. Possible Detention / ISS (1-3) days. Bus Letter sent home. Assigned seating rest of quarter.	Parent Phone Call. Possible meeting. Removal from bus 7-30 school days. Possible ISS (3-5) days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.
I24	Dress Code	Warning. Clothing changed or corrected.	1-3 detentions. Clothing changed or corrected.	ISS 1-3 days. Clothing changed or corrected.
I25	Continual violation of school rules	Parent conference with administrator. Possible OSS 1-5 days.	Parent conference with administrator. Possible OSS 3-5 days.	Parent conference with administrator. Possible OSS 5-10 days.

Norfolk Public Schools
Norfolk, Nebraska
August 2024 2025

~~Dear Students, Parents, and Guardians:~~

~~The Norfolk Public Schools' staff is excited to partner with you throughout the 2024-2025 school year to maintain a positive educational environment that is focused on student learning. Our vision is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.~~

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

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

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

~~Sincerely,~~
~~Dr. Jami Jo Thompson~~
~~Superintendent of Schools~~

Norfolk Junior High School

Beau Viergutz, Principal
Amber Lenton, Assistant Principal, Jordan Hinrichs, Dean of Students/Activities Director

510 Pasewalk Ave. (402) 644-2516 Norfolk, Nebraska 68701-5296 F (402) 644-2519

August, ~~2024~~ 2025

Junior High Students and Parents /Guardians,

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

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

Sincerely,

Mr. Beau Viergutz
Principal

Norfolk Public Schools Vision Statement

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

Norfolk Public Schools District Mission Statement

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

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

Principal

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402-644-2523

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7th Grade Counselor

Maria Moje mariamoje@npsne.org

Guidance Secretary

Leslie Crilly lesliecrilly@npsne.org

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

Wednesday Dismissal 8th Grade

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

11:30 am Dismissal 8th Grade

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

Regular Dismissal 7th Grade

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

Wednesday Dismissal 7th Grade

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

11:30 am Dismissal 7th Grade

1st 8:00-8:28
 2nd 8:31-8:54
 3rd 8:57-9:20
 4th 9:23-9:46
 5th 9:49-10:12
 6th 10:15-10:38
 7th 10:41-11:04
 8th 11:07-11:30

NJHS Policies and Regulations

ACTIVITIES

STUDENTS' ELIGIBILITY FOR GRADES 7 AND 8

If a student is failing **one course at the end of a grading period**, the student will be allowed to continue to participate in practices and scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grade. The coach will encourage the student to work with his/her instructor to improve the grade.

If a student is failing **two courses at the end of a grading period**, the student will be allowed to continue to participate in practices, but will be held out of scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grades. The coach will encourage the student to work with his/her instructors to improve the grades. ***Students with two failing grades will not be dismissed early with the team for early dismissal events.*

If a student is failing **three courses at the end of a grading period**, the student will not be allowed to continue participation in practices or scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grades. The coach will encourage the student to work with his/her instructors to improve the grades. ***Students with three failing grades will not be dismissed early with the team for early dismissal events.*

If a student is failing **four courses at the end of a grading period**, the student will be removed from the activity.

**** Eligibility will be determined at the end of each grading period and will reflect the student's overall semester grade at that point.**

APPEAL PROCESS

Students who are ineligible at the end of a grading period and wish to become eligible before the end of next grading period may appeal to the Activities Director for reinstatement. The Appeal Process is as follows:

- Appeals may be granted on a **one time only basis annually**. For example: If a student applies for and is awarded an appeal for football in the fall, the student is not eligible for an appeal the rest of the year.
- Appeals may be made by the student-athlete or parent. Student-athletes or parents may notify the Activities Director of their intent to use the appeal via face to face conversation, email, or phone call.
- Appeals must be made at least **1 Day prior** to the next scheduled competition.
- The Activities Director reserves the right to grant appeals the day of competition for extenuating circumstances. Those will be handled on a case by case basis.
- The Activities Director will notify the student-athlete, parent, and coach if a successful appeal is made and the student-athlete is now immediately eligible.
- The student is expected to meet all required criteria contained within the appeal plan.

****The following activities fall under the eligibility guidelines: All male and female athletics, Quiz Bowl, Student Council, and Show Choir. Head coaches may enforce more rigorous academic requirements subject to administration approval. These will be communicated to the athletes and parents at the beginning of the season.**

**** Students who are ineligible at the end of a grading period and wish to become eligible before the end of next grading period may appeal to the Activities Director for reinstatement. Appeals may be granted on a **one time only basis annually**. For example: If a student applies for and is awarded an appeal for football in the fall, the student is not eligible for an appeal the rest of the year. Individual conditions of the appeal are determined on a case by case basis and the student is expected to meet all required criteria contained within the appeal plan.**

**The following activities fall under the eligibility guidelines: All male and female athletics, Quiz Bowl, Student Council, and Show Choir. Head coaches may enforce more rigorous academic requirements subject to administration approval. These will be communicated to the athletes and parents at the beginning of the season.

Eligibility Dates

Ineligible students will be determined by the Activities Director at the end of each grading period. Head coaches and sponsors will be notified by the Activities Director or Administration regarding ineligible students by the Wednesday following the distribution of grades during each grading period. **Students eligibility will start over at the beginning of each school year, thus second semester's grades will not be used.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION

Students must attend the ½ day (or ½ of their assigned courses) ***immediately prior*** to participating in any school activity (practice or performance). When in doubt, consult with the school Activities Director regarding eligibility. Extraordinary circumstances may be considered on a case by case basis.

ACTIVITY INVOLVEMENT/ DISCIPLINARY ACTION

Students who are serving in-school suspensions or out-of-school suspensions will not be eligible to participate or practice in any school-sponsored games, activities, or performances during the term of their suspension. For example, a student who is serving a three-day suspension, Monday through Wednesday, would not be eligible to participate in a game or performance until Thursday. Similarly, a student serving a suspension in which a weekend falls would not be eligible until the day after the final day of the suspension. Example: a student serving a three- day in-school suspension, Friday through Tuesday, would not be eligible to participate in games or performances until Wednesday. Students who are serving out-of-school suspensions may not be on any Norfolk Public Schools property or attend any school-sponsored activities (home or away) during the term of their suspensions.

Additionally, students may not travel with the team, get out early for out-of-town activities, or attend contests during the course of their suspensions.

DANCES (SCHOOL- SPONSORED)

Listed below are the guidelines and expectations for dances held at the Junior High and sponsored by the school:

- Students attending the dance must have their school identification card with them in order to enter the dance. Students without an ID card will not be admitted to the dance.
- Prior to entering the dance, all students must submit to an alcohol breath test. Students who test positive will not be allowed to enter and parents and the police will be contacted.
- Re-entry to the dance will not be allowed. Once a student or a guest leaves the dance, the student or guest will not be allowed to return.
- After the first hour of the dance, students will not be allowed to enter the dance unless prior permission has been granted by administration.
- NJHS administration reserves the right to remove anyone from the dance who behaves or dances in an inappropriate manner.
- Students are reminded to wear school appropriate clothes to dances.
- Students wearing inappropriate attire will be asked to change. Failure to comply will result in the student being asked to leave the dance.
- Students asked to leave the dance by administration or staff will not have their money refunded.
- Students are not allowed to bring guests, unless it has been specifically stated prior to the event.

PHYSICALS

Any student participating in a school-sponsored sport must have a physical prior to practice or participation in a practice session. These forms are available in the school office. Sports physicals may be done no earlier than May 1st of the previous spring.

TRANSPORTATION GUIDELINES

Norfolk Public Schools will provide transportation for all students involved in activities which require transportation. Students are required to travel together as a team (or group) both to and from the activity. This provides a safe and secure process for all students. (Board Policy 5506) **In rare situations, a parent/guardian may request, in writing, to take their child either to or from the scheduled activity. This will only be allowed by giving the head coach/sponsor 24 hours notice.** The head coach/sponsor will seek administrative approval before granting this request.

ATTENDANCE

PROCEDURE FOR REPORTING ABSENCES

Parents should call the school office **644-2516** before 10:00 a.m. **on the day of the absence.** Students will be considered truant if their absence is not reported to the office within 24 hours. Please refer to Norfolk Junior High School **Code of Conduct**, Sections I13 & I14 for information on disciplinary actions for truancy. When contacting school, please give the following information:

- name of the student
- grade level of the student
- reason for the absence
- name, phone number, and relationship (to the student) of person making the call **

Notes will be accepted only from parents who do not have access to a phone.

EXCESSIVE ABSENCES

Parents will be notified by mail when their student has five, 10, 15 and 20 absences from any class during the school year. On the 10th and 15th absence a meeting will be requested to go over an attendance improvement plan. On the 20th absence a letter will be sent to the Madison County Attorney's office.

It shall be the procedure of the building administrator to report to the Director of Student Services and to parent/guardians, any student enrolled in the district for excessive absenteeism on the part of such student. For purposes of this procedure, such reporting shall not be required of any student who is at least 18 years of age at the time excessive absenteeism occurs. The term "excessive absenteeism," as used herein, shall mean verified and unexcused absences exceeding five days per quarter or the hourly equivalent, or when the number of verified and unexcused absences exceeds 20 days cumulatively per year or the hourly equivalent.

Administrative personnel will investigate factors involved in any case of excessive absenteeism. In the event that the administrative team determines that such absences are not justified, they may determine such students to be truant. All required procedures of the Norfolk Public School Truancy Policy should then be followed. This may be true even if some or all of the student's absences have been excused by the student's parents/guardians, and the building Principal determines such excessive absences are detrimental to the student's educational performance. Specific procedures and consequences for students reported for either excessive absences or trancies are listed in the student handbook for each building.

ENTERING THE BUILDING

The school building will be open for scheduled and sponsored activities at 7:30 a.m. Students arriving at this time must be under the direction and supervision of the sponsor for the activity. *Students who are not in scheduled activities may enter the building at 7:40 a.m.* Once students are in the building, they are not to leave unless they have permission from an NJHS staff member.

Student Breakfast:

The junior high will serve breakfast in the morning. Students who want to eat our school breakfast will be able to enter the building **beginning at 7:30 a.m.** Breakfast will be served from **7:30 – 7:50 a.m.** each school day. Students should enter the building from the sixth street side of the facility near the industrial technology rooms (Door # 8). Students riding the bus will be able to eat breakfast when they arrive.

Before school and students entering the building in the morning:

- If students need to do makeup work, attend special events, or see a teacher before school, they should have a pass stating the location and time of the activity and the name of the activity sponsor. This pass should be presented to the cafeteria supervisor standing at the entrance to the ramp.
- Students should enter the cafeteria and be quietly seated at one of the tables. • Students should be seated at the tables with their legs under the table at which they are sitting. Students are not to block aisles with their feet or legs.
- Students should not get into lockers before the first bell.
- Students are not allowed to bring energy drinks (i.e. Monster, Red Bull & etc.) to school. • Students need to clean up their areas as they are dismissed.
- Students wanting to stand up while waiting may do so in designated areas only after commons area seats have been filled.
- Students will comply with all directions from the cafeteria supervisors.
- Failure to comply with morning expectations may result in loss of commons area privileges.

After school and students exiting the building:

- Students need to leave the building promptly after school unless they have an activity or they are under the direct supervision of a teacher, coach, or administrator.
- Students may be picked up outside on either the 5th or 6th street side after school. Rides should be arranged for pick up immediately after dismissal. ALL students are to be out of the building and off school grounds by 3:40 pm on a regular dismissal schedule or 11:45 am and 2:15 pm on an early dismissal schedule unless they are with a teacher, in a sponsored activity, or have made special arrangement with the office to remain in the building.
- Students with special arrangements may sit in the cafeteria. Anyone in the cafeteria after dismissal, must be seated at tables near the windows and either study or visit in a quiet manner. *Please do not sit on top of the tables, use the seats that are provided. Anyone out of their seats wandering around in the cafeteria or down hallways will be asked to leave the building immediately.*

VISITORS

Doors around the building will be locked at 8:00 a.m., except for the main entrance on 5th Street. This door remains open until approximately 4:15 p.m. **For safety reasons, all visitors need to check in at the main office.**

STUDENT VISITORS

It is not the policy of the Norfolk Junior High School to allow non-students to attend classes with a student. We feel it is important not to interrupt the educational process.

SCHOOL ACTIVITIES

Students who will be absent from school for school-sponsored activities will not have those absences count against their ten absences. It is each student's responsibility to inform their instructor about the forthcoming absence and to make arrangements for completing assigned work. Students absent for school activities are not to fill out a "planned absence sheet".

ABSENCES

Students who know in advance of an absence must pick up a "planned absence sheet" from the office. The student should complete the information required; name, date(s) of absence, and the reason. This sheet should then be presented to each instructor. The teacher will sign the sheet after arrangements have been agreed upon for completion of work. **The teacher's signature is not an acceptance of the absences,** only an acknowledgment that the teacher has been informed and arrangements for work determined. It is imperative for students and parents to inform the school and teachers of planned absences. **Failure to complete a "planned absence sheet" may result in no credit for work missed.** Students will be allowed 2 days for each day missed to make up classwork with a maximum of 10 days.

TARDIES TO CLASS

Students must be in their assigned classroom before the tardy bell rings as dictated by classroom rules. Failure to do so will result in an unexcused tardy, and the student will be assigned a detention. Teachers will inform the student he/she has been counted tardy and then give the student a detention slip, which designates the student's detention date. Students will have the opportunity to use the student phone located in the office to contact parents. The student will schedule the detention within three school days. Students that skip detentions will have the detention doubled. Failure to serve these detentions may result in an In School Suspension (ISS) assignment. Students will not be counted tardy if they come to class with a pass from the office, guidance office, or from another teacher. Teachers should not detain students unless absolutely necessary. Any teacher detaining a student between classes must write a pass to excuse the tardy.

TARDIES (MORNING) - REPORTING TO SCHOOL

Students who are tardy to school must report to the office before going to their first scheduled class. Students tardy more than 25 minutes will be considered absent and will require a parent phone call to excuse them. Students will be allowed **three 1st period tardies per semester** regardless of the reason. After the third unexcused tardy, parents will be contacted by the office and notified of the situation. After the fourth unexcused tardy to school and each ensuing tardy, students will be given office detentions. Failure to serve these detentions will result in further consequences per the Student Code of Conduct. After six unexcused tardies, parent contact will be made. Tardies should be used only for emergencies or circumstances beyond the student's control.

TRUANCY POLICY

Additional information regarding student attendance and excessive absenteeism is available online under Board of Education Policy 5008.

WITHDRAWALS

A student who is withdrawing from Norfolk Junior High School should notify the office at least one week before leaving in order that teachers may be informed and special arrangements can be made in regard to previous assignments and tests. A day or two before the student actually leaves; he/she will be given a withdrawal slip, which is to be initialed by all the student's teachers and the media specialist. This form is to be turned in to the office **before** leaving school the last day. Everything on this form must be cleared properly and fines paid before transcripts will be released.

GENERAL POLICIES

AGENDAS

Organization is an essential skill for student success; therefore, all students will be using their school issued Chromebook for many of their organizational needs including recording of assignments, etc. Students will also be utilizing a digital calendar to help with time management. Students are required to carry their school issued Chromebook with them at all times during the school day (unless privileges for the device have been temporarily taken away for disciplinary reasons). All students will also be given a generic agenda to use and students may purchase an additional generic agenda for \$2.00 while supplies last.

ATTEND/MONITOR COURSES (PARENTS)

It shall also be the policy of the district to permit a parent to attend or monitor courses, assemblies, counseling sessions and other instructional activities when a reasonable advance request is made. The request could be denied if a parent's attendance would substantially interfere with a legitimate school interest.

BICYCLES, SKATEBOARDS and ROLLERBLADES

Bicycles must be parked in the racks provided. To prevent theft, bicycles should be padlocked. Skateboards and rollerblades should be kept in lockers and left there during school hours. Norfolk Public Schools is not responsible for lost or stolen bicycles, skateboards or inline skates. Skateboards and rollerblades are not to be used on school property (i.e. benches, ramps, rails, etc.), even after school hours. Students not complying with this directive may be ticketed by the Norfolk Police Department. Skateboards and rollerblades that are used on school property may be confiscated.

BOOK BAGS/BACKPACKS/DUFFEL BAGS / Purses or any bag larger than a pencil bag.

Book bags, backpacks, duffel bags, and other large bags are viewed as equipment to transport books and supplies between home and school. They must be stored in hall lockers or, in the case of duffel bags, in the student's gym locker. For safety reasons, these items are not to be used during the school day to carry books and supplies from class to class. Books and supplies must be carried by hand. This will require that students organize their lockers and plan their day around class schedules so that books and supplies may be located quickly and students are not tardy to class.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Director of Student Services and the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

CANCELLATION OF SCHOOL

In cases of extreme weather, the Superintendent is authorized by the Norfolk Board of Education to close schools. School closing information is broadcast on local radio or via phone message. In case of inclement weather, any parent or guardian may personally determine not to let his or her child come to school. Children who are absent in inclement weather, when school is being held, will be marked absent and treated the same as any other excused absence, when proper parental notice has been received by the school's attendance office.

CELL PHONE/ ELECTRONIC DEVICES POLICY (6113)

For the purpose of this policy, electronic communication devices includes any non-school issued or non-approved electronic device capable of communication with another entity, including, but not limited to cell phones, smart watches/glasses, tablets, earbuds/headphones, and gaming Devices.

Per state law, all students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When determined appropriate by the Superintendent or Superintendent's designee.

Exceptions and Practices approved by the Board of Education include:

Usage allowed before 8:00 A.M. and after 3:25 P.M.

Junior High Practices:

Devices are kept in their lockers and turned off throughout the entire school day.

Any student who violates this Policy may be subject to discipline under the District's Student

Discipline Policy.

~~As with any tool, there are appropriate places and times for the use of these devices. Permissible situations for use of cell phone/electronic devices at the junior high are when designated for learning by the teacher, before and after school, and during lunch. Administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day. By allowing students to carry cell phones/electronic devices into the school building, students and their families are consenting to a search of that phone/electronic device by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone/electronic device search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other intimidating actions or inappropriate content.~~

First violation

- Device is confiscated and will remain in the office for the remainder of the school day.

~~Administration will contact parents. Teacher conferences with student about the appropriate use of electronic device, possible loss of privileges.~~

Second violation

• Device is confiscated and will remain in the office for the remainder of the school day. Device will remain in the office until a parent/guardian picks up the device from the school. Student will be required to turn in the device into the office for a period of time determined by school administration. Possible detention. ~~Teacher conferences with student about the appropriate use of electronic device. Teacher contacts parent about inappropriate use of electronic device, possible loss of privileges.~~

Third violation

• Device is confiscated and will remain in the office for the remainder of the school day. Device will remain in the office until a parent/guardian picks up the device from the school. Student will be required to turn in the device into the office for a period of time determined by school administration. Possible ISS/OSS. ~~Confiscate device and bring to administration office, possible loss of privileges, detention, or ISS.~~

Because bringing electronic devices to school is voluntary, NJHS and NPS are not responsible for stolen, lost, or damaged personal electronic devices.

Additional Electronic Devices Guidelines:

Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

Copyright and Fair Use

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Dating Violence Policy 5420

Norfolk Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority. Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2139 to 79-2142

Date of Adoption: May 12, 2014

Date of Reaffirmation: April 9, 2018

Date of Reaffirmation: April 11, 2022

EMERGENCY EXCLUSION

A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

FINES

At times, students may incur fines for overdue library books, damage to books or property, loss of school equipment, class fines, etc.

Students are expected to be responsible for their property and take care of the items the school has loaned them. Students are expected to take care of these fines as they occur. Appeals for fines should be made to a building administrator. Failure to pay fines may result in administrative consequences. Students may not be able to attend designated school activities (like school dances) until all school fines are paid.

GRIEVANCE PROCEDURE

Whenever students and/or parents have a problem with another person, the first step is to discuss the problem directly with the person who is involved. If that conference is not successful, then the person should see the person who has the next step of responsibility. For example, if a student has a classroom problem, then the student and parent(s) should first discuss the problem with the classroom teacher privately. If that conference is not successful, then the student and parent(s) should make an appointment to see the Principal. If the problem still has not been resolved, the student and parent(s) may file a complaint with the Director of Student Services, using the *Complaint Against School Personnel* Form.

HAZING

"Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Norfolk Junior High School will not tolerate hazing in any form.

HEALTH RECORDS

Immunization Information

The Nebraska Department of Health requires the following immunizations in order for your child to enter school in August, 2024: **A student is defined as any child entering Kindergarten through 12th and all students transferring from outside the State of Nebraska regardless of grade:** 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday

3 doses of Polio vaccine

3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age

2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month

2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

Additionally for 7th grade students- 1 dose of Tdap given any time after 10-11 years of age.

Nebraska Law also requires evidence of a vision exam and physical examination by a qualified physician, physician's assistant or nurse practitioner for students transferring in from out of the state.

Physical Examinations

State guidelines require a physical examination signed by a doctor or a signed waiver prior to the seventh grade. This needs to be completed prior to the start of school.

Parents/ Guardians- please note that if your child is planning on playing sports at the 8th grade level, that the sports physical must be completed AFTER the date of May 1 of that year. The NSAA athletic bylaws require the physical to be completed after May 1. If a student has a physical that is dated earlier than May 1st, they will be asked to obtain a new physical in order to participate in sports.

HEALTH SERVICES

The school nurse's office is located on the first floor of the north addition in room 161. The school nurse provides services to the school and the student in the areas of visual testing, immunization, and control of communicable disease, encouragement of physical and dental examinations and promoting sound mental health. Any student who has to leave the school because of illness must check out with the school nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. It is necessary that the school nurse or office staff speak with a parent in order for a student to be excused from school due to illness or accident. The student is not to call the parent without permission from school personnel. Medications that need to be taken in school are to be given to the school nurse. The medication needs to be in its original container, labeled with the student's name, dosage, name of the medication and how often it is to be given. Non-prescription Medication- If a student must take a non-prescription medication during school, the following procedures are to be followed. **Parent/Guardian signed and dated authorization or permission to administer the medication during school. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification on medication administration. Students are not to carry medication with them during the school day.**

If your child has a fever or vomits at home, please keep them at home at least twenty-four (24) hours after symptoms subside. If your child is sent home from school with these same symptoms, the 24-hour wait time is preferred before they return to school. Please check with the school before bringing your child back to school.

Note: Immunizations and shot records need to be current and complete or students will not be allowed to enroll in school.

HOMELESS STUDENTS POLICY

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance

area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Norfolk Public Schools based on it being the school of origin, the new school and Norfolk Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally. Office of the Director of Student Programs is the coordinator of homeless student services.

INDIAN EDUCATION

The Title VI Indian Education Program, serving K-12 students, offers tutoring, mentoring, home-school communication/coordination and distributes school supplies each semester. If your student, the parent or grandparent is an enrolled member of a Native American tribe, please fill out the Student Eligibility form available from your school Principal or Central Office (512 Philip). For additional information or assistance for Native American students, please contact Central Office at 644-2500.

Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school website.

Chromebooks:

- There is an additional information sheet concerning the appropriate use and care of this school issued device. A hard copy of these guidelines will be distributed to all students at the beginning of the school year.

<u>Consequence Flow Chart - Youtube/Gaming</u>	Infractions
STOP Class - Wednesday 25 minutes	3
2nd Offense - Penalty Box for rest of semester and Check In / Check Out	any repeats
3rd Offense - Penalty Box for rest of the school year and Chromebook Confiscated for 2 weeks	any repeats
*Skipping Stop Class - Penalty Box for the Semester	
<u>Consequence Flow Chart - Chromebook Not Charged/Leaving Behind/Losing/Not bringing</u>	
*Warning at 3 and 4 times	3rd and 4th
1st Offense - Check In/Check out for 2 weeks	5th
2nd Offense -Check In / Check Out - 4 weeks	any repeats
3rd Offense -CB Confiscated for 2 weeks	any repeats
<u>Consequence Flow Chart- Inappropriate Content</u>	
Immediate Office Referral - Email Administrator	Immediate

STOP Class: Similar to a traffic STOP class, which is a Safety Training Option Program where an individual who has been cited with traffic violations can have their offense removed, the Junior High STOP class is a preventative measure for Junior High students who have misused their technology privileges. By participating in a STOP class, students have one more chance prior to being put in the penalty box.

INTERNET

School Computer Guidelines:

- The school provides computers and the Internet for students to learn. All use of computers, printers, cell phones and the Internet at school are only for student learning.
- Students should not play games without specific teacher permission.
- If students accidentally see material that is rude, nasty, mean, dangerous or inappropriate, they must click on the HOME button immediately and tell their teacher or other adult staff about the situation. Students will not download movies, videos or games. This is stealing.

- Students will not put any personal information about themselves on the internet. Posting photos or videos about themselves or sharing personal information like an address, phone number, hobbies or daily activities is strictly prohibited.
- Students will not share any personal information about other people over the internet. Posting other people's photos, videos or personal information is strictly prohibited. When posting anything digitally, students should ask themselves "How would I feel if somebody said that about me?" If it is mean or nasty, don't say it.
- It is expected that students will look after themselves and other people by telling their teachers or parents about people who are being mean or bullying.
- Students will acknowledge all material taken from websites and include web addresses in their work. Plagiarism is not okay and school consequences may be administered for violations.

LOCKERS

Your locker and lock are the property of the school district. The Norfolk Board of Education gives students permission to use a locker and lock during the school year. Therefore, students cannot expect their locker to be free from inspection by the school, if the administration considers a search necessary to maintain the integrity of the school environment and to protect others in the building. Locker inspections will be reasonable and conducted by school administrative personnel. These guidelines also apply to lockers assigned in locker rooms. Locker numbers will be assigned at the time of registration. Upon students receiving their lockers, they need to immediately check their lockers for damage and report any damage to the office. Students will be financially responsible for damage to their lockers. Locks will be furnished by the school at no charge. If locks are not returned or are damaged, students will be charged \$5.00. **Students should follow the locker regulations given below:**

- Use only the locker assigned to you.
- Never open another student's locker.
- Keep your locker neat and orderly.
- Always close the locker door and keep it locked.
- Do not leave valuables in the locker.
- Label all personal items.
- Do not write on the inside or outside of the locker.
- Memorize your lock combination. Do not share this information with anyone.
- Pop and candy are not to be stored in lockers.
- Norfolk Junior High School is not responsible for items lost or stolen from lockers.

LOST AND FOUND

Lost and found items are to be turned into the office. Items not claimed by **December 20th or June 1st** of each school year will be given to welfare agencies. Lost or replacement ID cards cost \$5.00. Norfolk Junior High School is not responsible for any personal items lost during the school year. This includes, but is not limited to, any electronic items and yearbooks. The school is not responsible for lost, stolen, or damaged items.

LUNCH - CLOSED CAMPUS

Norfolk Jr. High School DOES NOT have an "open campus" policy during the noon hour. Having a closed campus means that your child cannot leave school to go out for lunch or go home for lunch. Students will be permitted to leave campus for lunch only if they are under the direct supervision of a parent and have received prior approval to be gone. Before leaving campus, the parent must come to the office and sign the student out. For safety reasons, the school will no longer accept written notes to excuse students for lunch.

LUNCH GUIDELINES

Procedures regarding lunch accounts will be explained during orientation time. The price for school lunches and milk will be announced through school bulletins at the beginning of each school year. All costs mentioned are subject to change without notice. A student may bring his/her own lunch and it has to be eaten in the cafeteria. **Students will receive an alternative lunch when their balance is more than negative \$20. The alternative lunch will consist of a cheese sandwich, access to the salad bar, and milk. All food is to be consumed in the cafeteria. Any food purchased in the cafeteria must be eaten in the cafeteria.**

Students are not allowed to take food out of the lunchroom to put in their lockers or eat in class.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
 - (2) Fax: (202) 690-7442; or
 - (3) Email: program.intake@usda.gov
- This institution is an equal opportunity provider.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

Married Students

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

MEDIA (STUDENT PHOTOS / VIDEO)

Students may periodically be photographed or videotaped by the media for print in local or regional publications or school website. Student names may be released to the media to accompany these photographs or videos, unless parents specifically request in writing to the building principal that their student(s) should not be included.

MULTICULTURAL POLICY

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- ☐ affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Native Americans and Latino;
- ☐ challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race; ☐ valuing multiple cultural perspectives; and
- ☐ providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within the Norfolk Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child. 4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

NOTIFICATION OF CONCERN

It shall be the policy of the district that whenever a parental objection is raised concerning textbooks, tests, or other curriculum materials, the subject matter and concern should be brought to the building principal in writing. Only those requests made in good faith for reasons of conscience or on religious beliefs will be honored. Requests will be made to the building principal on a standard exemption form that will be available in all school buildings and the administrative offices of the District. The administrator of the building will direct the appropriate personnel to make a reasonable effort to provide (when reasonable or practical to do so) alternate instructional and/or school experiences for those activities from which the student has been excused.

PARENTAL INVOLVEMENT in EDUCATION (LB 1161):

Madison County School District No. 2 after having conducted a public hearing concerning parental involvement and participation in the school district declares that it will be the policy of the Norfolk Public Schools to provide access to parents to all textbooks, tests, curriculum materials and any other instructional materials used by the school.

Police Interviews-Policy 5413

With the exclusion of the NPS School Resource Officers; law enforcement or juvenile officers will not be allowed to interview students at school during the school day without the school official making a reasonable effort to contact parents. The building principal may grant exceptions to probation and parole officers who desire to meet with students who are already on probation and/or representatives of Social Services who are accompanied by law enforcement officers. If physical violence or a criminal act occurs at school, the school principal or designee may call the police without first receiving authorization from parents.

Notice Concerning Designation Of Law Enforcement Unit:

The District designates the Norfolk Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Pregnant and Parenting Students

Norfolk Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a stepthree rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination

Pursuant to law, this policy will be available at the beginning of each school year on the district's website and is hereby incorporated into the student handbook.

Professional Boundaries Rule

The following professional boundaries rules are in place to protect both staff and students. Every student or parent who observes or suspects a staff member or student violating any of these rules should inform their Building Principal or Superintendent as soon as possible:

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
 - Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
 - Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.

- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

SCHOOL CAMPUS

The school campus includes all buildings and designated parking (staff and student lots) and all other property from the curb/sidewalks surrounding those areas. Persons who are not enrolled at the junior high, have not checked into the office upon arrival at school, or are not at school for school business and are in the building or on the campus will be asked to leave. Failure to comply may result in law enforcement being contacted and the individual(s) cited for trespassing by the Norfolk Police Department. Any non-student who needs to conduct school related business should call and schedule an appointment with an appropriate staff member and, upon arrival, sign in at the office.

SCHOOL -COMMUNITY INTERVENTION PROGRAM (SCIP)

SCIP is a program designed to help identify students who are experiencing difficulties which may be related to use of alcohol or other drugs. This support program has four components which assist students: **Identification, Intervention, and Referral for treatment and Student support.** Anyone with concerns about drug and/or alcohol use or abuse should contact the SCIP Coordinator in our guidance department at 644-2523.

SEARCH AND SEIZURE-POLICY 5406

The administrative team is authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when a member of the administrative team determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. The administrative team is also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school. When a search is part of a

criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search. Policy permits school administrators to search vehicles parked on Norfolk Public Schools property. Law enforcement, including drug sniff dogs, will be contacted when circumstances dictate (policy #5406).

STAFF QUALIFICATIONS

On December 10, 2015, President Barack Obama signed the Every Student Succeeds Act (ESSA) into law as Public Law Number 114-95. ESSA reauthorizes the Elementary and Secondary Education Act of 1965 "to ensure that every child achieves."⁽¹⁾

ESSA is the nation's general education law and, as such, has been revised by Congress many times over the years. The last reauthorization took place in 2001 and was called the No Child Left Behind Act (NCLB).

In accordance with the Every Student Succeeds Act/ PARENTS' RIGHT-TO-KNOW, this is a notification from Norfolk Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner:

a) information regarding the professional qualifications of your student's classroom teachers.

Please note that Norfolk Junior High School is not a Title 1 school, however, Norfolk Public Schools does receive Title monies.

The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- I. If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - a. If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
 - b. The teachers baccalaureate degree major, graduate certification, and field of discipline; and
 - c. Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]

Student Privacy Protection

It is the policy of Norfolk Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity,

directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information). Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to

the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Student Searches and Handheld Wands (5423)

To ensure that school buildings remain safe and free from drugs or unauthorized substances (including vapes) and dangerous objects, the Board of Education hereby authorizes school staff and any School Resources Officers to use handheld wands to conduct lawful searches of students on school grounds, in a school vehicle, or at a school activity. The following procedures will be implemented for handheld wands at Norfolk Public Schools:

1. District staff may conduct handheld wand screenings based on reasonable Suspicion.
2. Any individual subject to a handheld wand screening must allow their personal belongings (coat, backpack, purse, gym bag, and the like) to be screened at the location where the screening will be performed. Said items may be subject to a handheld wand screening but will not be opened or searched without a lawful basis.
3. All persons subject to a handheld wand screening are required to remove any metal (such as a vape) or dangerous objects from their person and/or personal belongings prior to the screening. After removing any such metal or dangerous objects, the person will be subjected to the screening.
4. If the handheld screening activates, then such person will be subject to additional screening and/or further search.

5. Any person found to be in possession of a vape, illegal substance, drugs, firearm or other dangerous weapon may be immediately removed from school grounds and may be subject to arrest and/or disciplinary action pursuant to applicable law and Student Code of Conduct.

6. Any student who refuses to submit to a search consistent with these procedures may be subject to a search of his/her personal and belongings, and any other appropriate disciplinary action by school administration. Other persons (such as visitors) who refuse to submit to a search consistent with these procedures may be refused entry and escorted off school grounds immediately. Parents will be contacted if a student refuses a search or is found in violation of the Code of Conduct.

7. No student will be subjected to a screening based on any discriminatory or unlawful Reason.

8. Nothing in this Policy shall preclude or preempt any Individualized Education Plan, 504 Plan, or other legal requirements under the applicable special education laws.

9. Nothing in this Policy precludes the District from conducting other lawful searches or activities in an effort to keep school safe and free from dangerous weapons.

TRESPASSING

Non-students who come on the school campus and/or into buildings who have not checked into the main office may be cited for trespassing. A suspended or expelled student from any Norfolk Public School is not to be in the building or on the junior high campus (to include the 6th Street Track and Philip Street Gym) without prior arrangement with the administration. Any violation of this suspension or expulsion policy will result in trespassing charges and further disciplinary consequences. This includes activities at the junior high or any school sponsored activity away from Norfolk Junior High School. Students with partial schedules should leave campus within 10 minutes after their last class. Loitering on campus may result in disciplinary actions.

VIDEO SURVEILLANCE

The Norfolk Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors. In order to safeguard district facilities and equipment, video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules, or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Water Bottles

Students can bring water bottles to school to drink from throughout the day. Only plastic, clear water bottles will be allowed and may only contain water.

GUIDANCE AND ACADEMIC INFORMATION

GUIDANCE

The school counselors and guidance department are valuable resources for students and parents. They are available to help students who are experiencing academic and/or social problems. The guidance department also helps students make quality decisions about their choices of classes and possible careers. There are two counselors at the junior high and each grade level has a counselor assigned to it. Students should feel welcome and encouraged to drop in whenever they have free time or make an appointment if no free time is available. The Guidance Office is located in the main office on the 1st floor. The counselors can also be reached by phone at 644-2523. **The behavioral awareness and health point of contact is the school building counselors.**

Academic Promotion Requirements

8th Grade:

To be successfully promoted to the ninth grade, eighth grade students need to demonstrate sufficient progress on grade level standards in all subject areas. Students may also be required to take summer school or enroll in other necessary study opportunities throughout the year to develop additional competence in deficit areas and essential skills needed for the next level. If students need to take summer school, parents and students are responsible for meeting the cost of each class. Norfolk Junior High School guidance personnel will facilitate registration for the appropriate courses.

At the end of the school year, an Academic Review Team (ART) consisting of guidance, administration, and special education (if needed) personnel from both the junior high and the high school may meet to consider students who did not meet the minimum promotion requirements. The team will examine all student educational records including grades, attendance, effort, discipline, standardized test scores, and other extenuating circumstances before making recommendations for placement in the 9th grade or retention in 8th grade.

7th Grade

To be successfully promoted to the eighth grade, seventh grade students need to demonstrate sufficient progress on grade level standards in all subject areas each semester for the year. Students may also be required to take summer school or enroll in other necessary study opportunities throughout the year to develop additional competence in deficit areas and essential skills needed for the next level. If students need to take summer school, parents and students are responsible for meeting the cost of each class. Norfolk Junior High School guidance personnel will facilitate registration for the appropriate courses.

At the end of the school year, an Academic Review Team (ART) consisting of guidance, administration, and special education (if needed) personnel from the junior high school may meet to consider students who did not meet the minimum promotion requirements. The team will examine all student educational records including grades, attendance, effort, discipline, standardized test scores, and other extenuating circumstances before making a recommendation for placement in the 8th grade or retention in 7th grade. Norfolk Junior High School personnel will facilitate registration for the appropriate courses.

Note: If a student is required to go to summer school, they will be required to pay a fee for these courses and attendance is mandatory. The cost for the courses will be determined before the beginning of the class depending on staffing, curricular, and facility needs.

REPORT CARDS / PROGRESS REPORTS/Parent Portal

Report cards are issued after each grading period; four times during the academic school year. In addition, progress reports are also issued between each grading period so that parents and students can closely monitor current academic progress. Contact the Guidance office to access the Parent Portal. The grading system at Norfolk Junior High School is as follows:

Academic Performance Levels for Proficiency Grading

ADVANCED	PROFICIENT
	APPROACHING

NEEDS SUPPORT
NO EVIDENCE

target 2=Understands simple

content 1=Partial success

with help

0

4=Goes beyond with in depth inferences

3=Performance at grade level

Academic Performance Level for Alpha Grading

Name Score

A	94-100
B	86-93
C	78-85
D	70-77
F	FAIL
P	PASS

ACADEMIC INTEGRITY

In order to learn as much as possible from the daily classroom activities and assignments, Norfolk Junior High School students are expected to be honest and truthful in presenting their work. Cheating on assignments or tests or allowing others to copy work is not acceptable. It is considered dishonest to present material on an assignment or test as the product of the student's own work when it is the work of another person or plagiarized from another author. It is not acceptable to use material from a web site, book, periodical or other resource without properly giving credit to the source. Cheating and plagiarism will result in disciplinary action and/or loss of credit for the project.

ACCESS TO RECORDS

It shall further be the policy of the District to provide full access to the records of the students to a parent/guardian all as set forth in 794,157 and Board Policy 5202, the Federal Education Right to Privacy Act (FERPA), Military Recruiters (Board Policy 5012) and other applicable law during regular business hours of the school.

Notice Concerning Directory Information

The District may, *in its discretion*, disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name; ~~address, telephone listing, and the name, address, telephone listings (if not unlisted); e-mail address and work or other contact information of~~ and names of the student's parent/guardian ~~or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;~~
2. Current school attending ~~School and dates of attendance;~~
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. ~~Student's date of birth and place of birth;~~

6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team **and solely for the purpose of an athletic event;**
9. Student's photograph; **and**
- ~~10. School or school district the student attended before he or she enrolled in Norfolk Public Schools.~~

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student. **The Superintendent shall have authority to decide when directory information will be shared.**

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

BIRTH CERTIFICATE

By state law, any student transferring to Norfolk Junior High School must provide a certified copy of his/her birth certificate or acceptable affidavit. Students will not be allowed to enroll until these documents have been submitted to the school.

COMPLAINTS ON MATERIALS

In the event any parent has a complaint or objection to any such materials, a personal conference with the parent and appropriate school personnel will be scheduled. In order to present a complaint, the parent should specifically explain the nature of their concern using a standard complaint form. The complaint form will include, but not be limited to, the specific instruction, material complained of, the reason for the complaint, and the proposed solution for resolution of the complaint from the parent's perspective. The forms are located in the main office.

DEMOGRAPHIC CHANGES

Students who change their address and/or phone numbers should report such changes immediately to the **Guidance Office**. The school also needs an emergency phone number where a responsible adult can be contacted immediately in the event of any emergency.

EXEMPTION PROCEDURE

When a parent believes it is appropriate for his/her student to be excused from testing, classroom instruction or other school experiences that the parent finds objectionable, the parent will present in writing on the standard complaint form described above, the basis for the parent's concern and a proposed solution for the objection that would be satisfactory to the parent.

It shall be the policy of the District to notify parents/guardians when a school-sponsored survey will be administered. The nature of the survey, the date and time the survey will be administered, and the purposes for which the uses of the resulting information will be included in the notification. Copies of the instrument to be used will be available for parent examination in the Principal's Office of each building. After examination of the survey instrument, any parent who wishes to have their child exempted from completion of the survey must do so by means of a written request to the building Principal.

Registration:

7th grade students register for 8th grade in the spring for the following year. A student will have the opportunity to select and finalize courses during spring registration with the school counselor. Following spring registration, students can adjust courses based on conflicts in their schedules. ***Please note: Some classes have limited spaces and not all requests are able to be met.***

Schedule Changes/Requests for Dropping or Adding a Class:

If students want / need to change an elective course, they will have only ten school days from the beginning of the course to get the class changed on their schedule. It would be difficult for students and teachers to catch up on coursework missed for more than ten days. Requests to drop a course will be initiated by the student or parent to the school counselor.

Course changes after the 10 days are only allowed under the following circumstances:

If there is a schedule conflict that cannot be adjusted without dropping or changing a course.

Procedures for withdrawing from a course:

1. Conversation with the teacher
2. Counselor conferencing with teacher, student and parent
3. Problem-solving with all affected parties

Additionally, the requests will be honored only if the changes will work in the students' schedules and if there is space available in the courses.

SECURING A TEACHER'S HELP

Teachers are in the school building from 7:45 a.m. until 3:45 p.m., and they are willing to help students individually during the school day. An appointment can also be made if for some reason this time period is not suitable. Students are encouraged to seek additional help from teachers when they are having trouble with classroom work, and they should receive a pass from the teacher if the time is before 7:45 a.m.

STUDENT GUIDELINES FOR Advisory

Advisory is a home room / study hall type class opposite lunch for our junior high students. Advisory class has been added to the daily schedule to provide students with opportunities to increase their leisure reading time, increase student exposure to print materials, and give students an opportunity to complete homework and make-up assignments if needed.

Criteria for students in Advisory class:

- Everyone brings required materials each day to class. Basic required items are: Personal reading book, daily planner, personal binder or organizational tool with appropriate materials (pen, paper, etc.) and assignments to complete.
- Students need to be prepared daily for Advisory class and they will only be allowed to leave Advisory class at the teacher's discretion.
- Students may use Advisory time to leisure read or work on homework at the teacher's discretion.
- Reading materials should be chosen outside of reading time. Students may be given access to the media center during Advisory time at the teacher's discretion.

TESTING

It shall also be the policy of the District to notify a parent/guardian when the student will participate in standard norm-referenced or criterion referenced tests such as, but not limited to, MAPS and NSCAS tests. When reasonable to do so, the parent/guardian will be notified where a sample of the test might be examined and the date upon which the test will be administered.

NPS HARASSMENT POLICY

Additional information regarding the district harassment policy is available on-line under Board of Education Policy 5401.

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

The Norfolk Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, (including skin color, hair texture, and protective hairstyles) color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Director of Student Services—512 Philip Avenue, Norfolk, NE 68701 (402) 644- 2500

Employees and Others: Resources Director—512 Philip Avenue, Norfolk, NE 68701 (402) 644-2500

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The Norfolk Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, (including skin color, hair texture, and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical

condition, sexual orientation or gender identity or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol, f.

Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators. Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist **as determined by the investigator**. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **be determined by the investigator and in compliance with any legal requirements not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline**. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District **may, when appropriate or when legally required, will** send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day week** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent **within five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board ~~or a Committee of the Board of Education at a Board meeting~~ to present his or her appeal. ~~The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party.~~ The Board ~~or a Committee of the Board of Education may, in its discretion will~~ issue a written determination about the appeal ~~within thirty (30) days after the party addresses the Board.~~ The Board ~~or a Committee of the Board may, in the alternative, vote on the appeal and send the party the outcome of the vote.~~ The party who filed the appeal will be sent the Board's determination ~~at the time it is issued, and a copy will be sent to the designated compliance coordinator.~~ The Board's determination, and any actions taken, will be final on behalf of the District.

Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under

anti-discrimination laws and regulations that was not available in the disciplinary process.

h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.

i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.

j. Recommending changes to this policy and grievance procedure.

k. Performing other duties as assigned. The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Reaffirmation: February 14, 2022

Acceptable Use of Internet and Other Electronic Resources

Internet Safety and Acceptable Use--Policy 6800- will be distributed as a separate handout. Parent and student sign-offs will be required.

STUDENT FEES POLICY

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

The District's policy is to provide for the free instruction in accordance with the Nebraska Constitution, state and federal law. This means that the District's policy is to provide free instruction for all courses, activities and programs which are offered in the district by providing staff, facility, equipment, and materials that is necessary without charge or fee to the students. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided the opportunity for a fee waiver or be provided the necessary materials or equipment without charge. A student who qualifies for the free or reduced price lunch and breakfast program is not required to participate in the free or reduced price lunch and breakfast program for purposes of this section.

Students or their parents must request a fee waiver prior to participating in or attending the activity and prior to purchase of the materials. Some examples are: (1) Items necessary for all state required and elective courses offered by the district. (2) Participation in extracurricular activities and use of a musical instrument in optional music courses that are not extracurricular activities. Waivers will be updated annually by specific grade level and can be found on the school website or by contacting the specific building the student attends. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

The School Board will have a Student Fee Fund established which is for the purpose of tracking all student fee receipts and expenditures. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students.

Instructional / Extracurricular and Miscellaneous Fee Guidelines

(1) General Course Materials: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers/binders, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(2) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Charges of this nature are not waivable.

(3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may

be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(4) Musical Instruments: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student. (5) Non-specialized attire required for specified courses and activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(6) Specialized equipment or attire: The District will furnish students with specialized equipment and attire for participation in extracurricular activities that is required by the district. The District is not required to provide for

the use of any particular type of equipment or attire that is considered optional.

(7) Participation in summer school or night school: Students who do not qualify for a student fee waiver are responsible for fees to participate in summer school or night school.

(8) Breakfast and lunch programs: Any student who qualifies for free or reduced breakfast and lunch will receive one full breakfast and lunch each day at a reduced or free rate. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs that fall outside of the qualifying breakfast or lunch.

(9) Personal Consumable Items: Students are also responsible for the cost of food, beverages, personal or consumable items which students purchase from the District or at school, whether from a "school store," a vending machine, booster club, parent group sale, book order club, or the like. Students who do not qualify for free or reduced price meals may be required to bring money or food for field trip meals or similar activities.

Copies of student files or records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's policy is to continue to encourage and to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

. Guidelines on Activities, programs and services where student fees are not waived

(1) Participation in before-and-after-school or pre-kindergarten services: Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(2) Parking: Students may be required to pay for parking on school grounds or at school sponsored activities, and may be subject to payment of fines for failure to comply with school parking rules or damages caused by vehicles.

(3) Transportation costs: Students are responsible for fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.

(4) Postsecondary education costs: Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge to receive high school credit only.

(5) National Trips: Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota). Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip. Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a "non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

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STUDENT FEE LIST

Activity Cards

The activity card is a photo ID and allows students to attend all Norfolk Junior High and Norfolk Senior High School home games, the opening night of plays and musicals. It is NOT valid at NSAA sponsored activities (district and state tournaments) or the Northeast Nebraska Track Classic. Elementary students will be notified of dates, times and locations when photo ID's will be taken for activity cards at a cost of \$40.

Activity Fees

Activities that are governed by the Nebraska School Activities Association, Nebraska State Band Masters, or have public performances as part of the activity pay a fee of \$60, which includes an activity card. Students pay this fee once per year regardless of the number of activities in which they are

involved. This fee must be paid in advance. *Students/families that qualify for free or reduced lunches may have the fees waived by completing a waiver request form prior to the start of their first activity.*

Activity Fees' Requirements – Grades 7 & 8 (as follows)

Activity	Activity Junior High (Gr. 7-8)
21st Century Learning Center Participation Fee (Aftershock)	2 Days - \$25.00 per quarter 3 or more Days - \$50.00 per quarter
Participation Fee w/ Activity Card	\$60.00 / year
Band Instrument Rental (school owned)	\$30.00 / semester
Show Choir	Up to \$75.00 / year
Orchestra (Lesson/Method Book)	\$12.00 / year
Orchestra Instrument	\$25.00 / semester

Rental (school owned)	
Summer School	\$20.00 / semester
Technology Fee	\$35.00 / year

*Courses that include projects that students may keep upon completion will be required to have project cost projection sheets completed AND signed by the students, parent and instructor, prior to beginning work on the project.

*Applicable to students in 1 to 1 technology environments.

*Additional cost may occur for solo and ensemble competitions

Athletic Physicals

The Nebraska School Activities Association (NSAA) requires that students involved in athletics be required to have a physical annually.

Fund Raising

Students may be required to partake in fund raising activities in order to participate in extracurricular activities. If fundraising is required for a particular extracurricular activity, any student participating in such activity shall be expected and required to participate equally and share equally in whatever funds are raised.

Penalties

Students who fail to pay overdue student fees may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, a transcript, or credit for course work completed for failure to pay student fees.

NPS STUDENTS' RIGHTS AND RESPONSIBILITIES

The mission of the Norfolk Public Schools is to prepare all students to pursue their goals for the future.

August 2024

This mission is based on beliefs and principles about how students learn and what they must know to behave as responsible citizens and productive workers in a highly competitive, increasingly global society.

This policy statement provides the general guidelines of conduct, which are expected of our students. It also describes the responsibilities of the students in relation to this conduct standard.

These rules and standards apply to all school buildings and grounds, during and immediately before or after school hours. They also apply to school-sponsored functions both on and off school property.

The Norfolk Board of Education has adopted the following policies of general application governing student conduct in all schools. Principals will establish other rules and regulations applicable to conduct at their respective sites that are consistent with those established by the Norfolk Board of Education.

I. GENERAL STANDARDS OF BEHAVIOR:

Norfolk Junior High's Positive Behavior Interventions and Supports center on teaching our students to be Responsible, Respectful, Resourceful, and Resilient. All our building and classroom expectations will relate back to those 4 main ideas in relation to behavior. It is expected that students will conduct themselves in a manner, which is considerate of others, respectful of property and mindful of the good of all.

Students should therefore:

- Attend school regularly and punctually.
- Act in a manner that will enhance the learning environment for all students.
- Use school facilities in a way that will conserve their continued usefulness.
- Apply themselves to the best of their ability to the learning tasks assigned.
- Abide by school regulations and assist in their enforcement and modification.
- Participate constructively in school government and assist in modification of regulations for general school improvement.

II. STUDENT USE/ABUSE OF ALCOHOL AND OTHER SUBSTANCES:

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal, contagious, and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

No student may use, possess, be under the influence of, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia (except drugs as prescribed by a physician) on school grounds or at school-sponsored events. The same restrictions apply to students participating in extracurricular activities. The terms "alcohol or other substances" shall refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, illicit drugs, and look-alikes. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

The school district will provide a health curriculum that will include strategies of prevention and intervention designed to educate students on the use/abuse of alcohol and other substances.

Violations of this policy will be handled in accordance with the rules and regulations set forth in this document.

III. ATTENDANCE POLICY

- A. Nebraska State Statute (79-201) requires that all students between the ages of 6 - 18 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness.
- B. Notification of an absence must be made to the school office or the absence will be considered unexcused. The school district is required by law to notify juvenile justice officials when excessive absences occur. Building administrators will establish attendance guidelines for their respective buildings and they are published in the school's parent/student handbook.

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

Conduct, which violates the rules and regulations and policies adopted by the Norfolk Board of Education and as set forth below, will subject the student to disciplinary action. Disciplinary action may be, but is not limited to:

- A. Counseling of the student. In alcohol/drug related incidents students shall have an alcohol evaluation performed by a qualified drug/alcohol counselor. Payment will be at the student's expense.
- B. Parent conferences.
- C. Rearrangement of schedule/assignment to another school.
- D. Requirement that the student remain in school after regular hours, summers and Saturday complete additional work.
- E. Restriction of participation in extracurricular activity.
- F. Involving law enforcement and/or social service agencies.
- G. Short-term suspension: Any student may be excluded from the Norfolk Public Schools for a period of time not to exceed five school days provided that the suspension is assigned under the guidelines provided by Nebraska State Law and as set forth below. Also reference Board Policy 5101.

1. Circumstances warranting short-term suspension:

- A. If the student has a dangerous communicable disease transmissible through normal

school contacts.

- B. If the student is infected with or can be proven to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well-being of the school community.
- C. If the student is involved in behavior or activities which interfere with any educational function or which infringe upon the rights of other students to pursue an education.
Some objectionable activities or behavior which could result in short-term suspensions are as follows:
 - 1. Refusal to comply with reasonable standards of behavior established by teachers or building administrators.
 - 2. Use of abusive or profane language.
 - 3. Fighting.
 - 4. Willful truancy or willful and repeated tardiness.
 - 5. Vandalism, theft or pilferage of property belonging to the school district, staff members or students.
 - 6. Engaging in the unlawful possession, being under the influence of, selling, dispensing, or use of an illegal substance, tobacco or alcoholic beverage.
 - 7. Committing any other act or becoming involved in any other activity, which causes a disruption in the normal educational opportunity for other students.
- D. If the student's conduct presents a clear threat to the physical safety of himself/herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- E. Conduct constituting grounds for expulsion or long-term suspension as set out in Nebraska law.

2. Procedure for short-term suspension:

- a. When a student is accused of conduct which might result in suspension under this section, the building Principal, Assistant Principal, or Dean of Students is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
- c. Should the building administrator believe that a short-term suspension is justified the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon as is reasonably possible.
- e. Such suspension may be either "in-school," wherein a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-of-school," where a student is not permitted to be present on school property. **In either case, students may not participate in or attend any activities sponsored by the Norfolk Public Schools.**
- f. Opportunity will be given to students suspended to make up for missed work. g. If the building administrator makes a decision to discipline a student and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian must appeal with the Building Head Principal within 5 school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the building administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within three calendar days from the date that the appeal is received.
- h. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Building Head Principal.

H. Long-term suspension/expulsion: Long-term suspension shall mean the exclusion of a student from attendance in all schools within the Norfolk Public School System for a period of time exceeding five but less than 20 school days. **Expulsion** shall mean exclusion from attendance in all schools within the system.

1. Length of expulsions for regular and special circumstances
 - a. **Regular Circumstances.** The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) *First Semester* - within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester or (2) *Second Semester* - within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year (subject to automatic review).
 - b. **Special Circumstances involving use of force and personal injury.** (1) *First Semester* - period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester or (2) *Second Semester* - if the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.
 - c. **Special Circumstances involving firearms.** Expulsion period not less than one calendar year.
2. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:
 - a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
 - b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
 - c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 - d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 - e. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.
 - f. Knowingly or voluntarily bring to school, possess, handle, transmit or use any firearm, knife or other dangerous weapon in school, on school grounds or at a school function off school grounds.

Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-alike rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles; 5) Tasers.

g. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term "firearm" as described in 18 U.S.C. 921 mean (1) any weapon (including a starter gun), which will, or is designed to, or may readily be converted to expel a projectile by the action of any explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means

1. any explosive, incendiary, or poison gas such as a (a) bomb, (b) grenade, (c) rocket having a propellant charge of more than four ounces, (d) missile having an explosive or incendiary charge of more than one-quarter ounce, (e) mine, or (f) device similar to any of the devices described in the preceding clauses;
2. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as

particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as define above); and

3. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph 1 or 2 and from which a destructive device may be readily assembled.

h. Engaging in the unlawful possession, be under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage

i. Public indecency.

j. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).

k. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.

l. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes substantial interference with school purposes.

3. Procedure for long-term suspension/expulsion: The procedure shall be the same as that of short-term suspension except as follows:

- a. The principal (*Building Principal, Assistant Principal, Dean of Students*) may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as described above.
- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services office. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student.
- c. Such written notice shall include the following:
 1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
 2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
- d. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
- e. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
- f. Nothing in this policy shall preclude the student or the student's parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing. g. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to. h. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
- i. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

4. Alternative Education Program During Expulsion

- a. An Alternative Education Program will be available to all students during the period their expulsion is in force, except for circumstances outlined above (firearms). These Alternative Education services are made available to students in accordance with revised Nebraska State Statutes 79-266 and Nebraska State Rule 92NAC17. Student participation in an Alternative Education Program is optional. Specific components of this program are developed with the building principal and may vary, depending upon the age of the student.

NPS STUDENTS' RIGHTS AND RESPONSIBILITIES IN EXTRACURRICULAR ACTIVITIES

August, 2024

The following rights and responsibilities are designed to strengthen self-discipline, to enhance physical and mental conditioning, to improve the health of the participant, and to provide due process to protect all students participating in extracurricular activities while attending the Norfolk Public Schools. It is the belief of the Norfolk Public Schools that students participating in activities should be held to a higher standard.

All students in grades 7-8 may be excluded from participation in extracurricular activities for the following infractions:

- Conduct constituting grounds for suspension or expulsion from the academic program as established in board policy.
- Any other violation of rules or standards of behavior also fall under this policy.

Such exclusion shall be made only after the building administrator has made an investigation of the alleged conduct or violation and has determined that the student is guilty of the rules or standards of behavior contained in this policy. Before the exclusion(s) shall take effect, the student shall be given oral or written notice of the charges, an explanation of the evidence the authorities have, and an opportunity to present his/her version of the incident.

Activities Covered

All students engaged in activities, such as:

- Interscholastic activities, including but not limited to, speech, debate, band, choir, show choir, orchestra, and athletics;
 - Elected to a position of responsibility, including but not limited to, class officer, student council, or position of responsibility in any school activity;
 - Representing the school in all school- sponsored activities, including but not limited to, drama, band; or •
- Honor Positions will be governed by the following rules.

These rules apply to student conduct during the entire calendar year. If a student violates one or more of these rules, he/she shall be subject to discipline as described in this policy.

Rules/Standards

The following rules and standards concerning student conduct for extracurricular activities are established to assist the Norfolk Public Schools in carrying out the function of the activity. The infractions are: A. Possess, use, be under the influence of, sell or distribute alcohol, tobacco, or illegal drugs or possess drug paraphernalia.

- a. In alcohol/drug related incidents, school administration shall recommend to families that students have an alcohol/drug evaluation performed by a qualified drug/alcohol counselor. The purpose of the evaluation is to help the individual student and the family. A list of local agencies is available from the principal, school nurse, or guidance counselor.
- B. Engaging in any activity, which is classified as a Class III Misdemeanor or more serious offense, as provided by the laws of the State of Nebraska. Offenses include but are not limited to: assault, threats and intimidation of students and/or faculty, shoplifting, theft, etc.
- C. Offenses which are classified as a Class IV or V Misdemeanor under the following categories:
 - a. Tobacco possession or use by minors
 - b. Minor misrepresenting age to obtain tobacco
- D. Knowingly and voluntarily bringing to school, possessing, handling, or transmitting or using any gun, knife, or other dangerous weapon in school, on school grounds, or at a school function off of school grounds.
- E. Violation of the Norfolk Public Schools' Harassment Policy.
- F. Offenses which are not specifically identified above, but which constitutes a danger to other students, interferes substantially with any extracurricular activity, or is deemed by the administration to be

unacceptable.

Committing any act, which is classified as a felony by the State of Nebraska, may be considered a third offense under the exclusion section of this policy.

The above listing is not inclusive and the administration and school reserves the right to deal with all infractions and violations on an individual basis. All violations will be dealt with in an equitable manner.

A committee will be formed to deal with and interpret violations not listed or in question. The committee membership will be representative of the entire school staff.

Exclusions

Exclusion(s) is (are) to take place in the activity or activities that the student is currently engaged in or in the next activity in which the student participates.

Students will not be allowed to serve exclusion in an activity if they were not involved in that activity the prior season or school year. They will not be allowed to participate in any other activity until the suspension is completed.

First Offense

When a student violates one of the previously listed infractions, the building administrator will exclude that student from their current activity or activities or their next activity for a term equal to one-fourth of the season.

Self-Reporting

On a student's first violation of a rule listed in this policy, the student may reduce the exclusion from the activity or activities by one-half by: • Self-reporting to the school administrator or current activity coach/sponsor within the first school day after the violation occurs, including Summer School days.

Self-reporting is an admission that the student violated a rule.

- In drug/alcohol violations, completing an evaluation performed by a qualified drug/alcohol counselor/ (at the parent's/student's expense) and following the recommendations.
- In other violations, an intervention with the student, parent, coach, Activities Director, and Counselor will be held. Students that violate a rule at school, at a school activity, or being witnessed by a school staff member may not Self-Report.

The Self-Report option is only available for first-time offenders once during their Jr. high school (grades 7-8) career.

Second Offense

The second time a student violates one of the previously listed individual rule or a combination of rules the building administrator will exclude the student from their current activity (activities) and/or their next activity for the equivalent of an entire season.

Third Offense

When a student accumulates a third violation of an individual rule or combination of rules listed previously the building administrator will exclude that student from extracurricular activities for a period of 12 months.

Fourth Offense

Any student accumulating four violations of an individual rule or combination of rules in paragraph I.A. of this policy will be excluded from extracurricular activities for the remainder of their Junior High school career.

Procedures for Disciplinary Consequences

Disciplinary consequences are to be administered with as much uniformity as possible. Students who are excluded from participation in extracurricular activities will be provided due process.

The administration shall, as soon as is reasonably possible:

- Summarize in a written statement to the student and the student's parent or guardian, the student's

alleged conduct or violation of the rules or standards.

- Make a reasonable effort to establish a conference between the parent or guardian and the student with the appropriate personnel before the student rejoins the activity.
- File a copy of the written summary with the Building Head Principal.
- If the administrator (i.e., Assistant Principal/Dean of Students) makes a decision to discipline a student who is participating in an extracurricular activity and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian shall file the appeal within five school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within seven calendar days from the date that the appeal is received.
- If the parent or guardian does not accept the decision made by the Building Head Principal, he/she may appeal, within five school days, to the Director of Student Services. The Director of Student Services shall review the incident and the disciplinary action imposed by the Building Head Principal. The Director of Student Services shall inform the parent or guardian of his/her decision within seven calendar days from the date the Building Head Principal decision is appealed.
- If the parent or guardian does not accept the decision made by the Director of Student Services, he/she may appeal, within five school days, to the Superintendent of Schools. The Superintendent shall review the incident and the disciplinary action imposed by the Building Head Principal and/or the Director of Student Services. The Superintendent shall inform the parent or guardian of his/her decision within seven calendar days from the date the Director of Student Services decision is appealed.
- If the parent or guardian does not accept the decision made by the Superintendent of Schools, he/she may appeal to the Norfolk Board of Education, within five school days. The Norfolk Board of Education shall review the incident and the decision made by the Superintendent of Schools. They shall inform the parent or guardian of their decision within thirty calendar days from the date that the appeal is received. Nothing in this policy shall preclude the student or the student's parent/guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Director of Student Services and the Superintendent of Schools or the Norfolk Board of Education.

STUDENT SERVICES AT NJHS

Student's Rights and Responsibilities

- I have a right to learn and a responsibility to do my best.
- I have a right to be myself and a responsibility to accept others' differences.
- I have a right to feel safe and a responsibility to look out for others.
- I have a right to be heard and a responsibility to listen to others.
- I have a right to excel and a responsibility to be a good sport.
- I have a right to use school property and a responsibility to respect it.
- I have a right to get help and a responsibility to ask for it.

With every right comes a responsibility. By taking responsibility, we make our school, our community, and our world a better place.

DISCIPLINE

BEHAVIOR EXPECTATIONS (STUDENT)

Overall, students are expected to follow all directives that are given to them by teachers, substitute teachers, teachers' aides, secretaries, custodians, cafeteria workers, bus drivers, mentors, and administrators. In short, students are expected to complete their classroom assignments and to treat everyone in the building respectfully and to do their part in keeping the building clean. In addition to the items in the Code of Conduct, the following items are enforced: Students are encouraged to help make their time at Norfolk Junior High both pleasant and beneficial. Students at Norfolk Junior High are expected to be

safe, responsible, and respectful.

BUS CONDUCT

Riding school buses will be considered an extension of the school day; therefore, the following rules and regulations must be observed. Bus transportation is a privilege and student usage may be restricted for violations of bus regulations. The safety of students on the buses is our top priority and students who create unsafe conditions through their behavior or words will be disciplined accordingly. Misbehavior by students who choose to break these rules may be assigned consequences such as detentions, short/long term suspensions and removal from the bus completely. Students unable to ride the bus due to disciplinary action must make alternate ride arrangements.

Expectations for students riding school buses:

- Sit quietly and refrain from rowdy conduct.
- Be completely quiet when the bus is near a railroad crossing.
- Observe the same conduct as in the classroom and follow all school rules.
- Be courteous.
- Immediately comply with the driver's directions.
- Profane language is not permitted.
- Eating or drinking while on the bus is at each driver's discretion.
- Keep the bus clean.
- Obey the bus driver.
- Absolutely no tobacco products or alcohol will be allowed.
- Respect others.
- Respect school property.
- Stay in your seat at all times.
- Keep head, hands and feet inside the bus at all times.
- The bus driver is authorized to assign seats.
- Have proper respect for the homeowner's property while waiting for the school bus.
- Students may ride only their designated bus unless prior written permission has been received from an administrator.

Continuum of Consequences for Inappropriate Bus Behavior

These consequences are general guidelines and may be adjusted due to the duration, severity, and intensity of the situation.

1st Intervention: --Warning / Student conference with administration/ parent phone call / possible detention. Driver may assign student to different seat.

2nd Intervention: – Parent phone call / possible removal of bus privileges for the next day and/or up to seven school days. Possible detention/ ISS (1-3 days) / Bus letter sent home. Assigned seating on the bus for the rest of the quarter.

3rd Intervention: Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for seven school days up to 30 school days. Possible ISS (3-5 days). Written plan for improvement will be developed and implemented. Bus letter sent home. Assigned seating on the bus for the rest of the semester.

4th Intervention: Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for up to 60 school days. Possible OSS (1-3 days). Written plan for improvement will be developed and implemented.

5th Intervention: Parent meeting with administration. Possible OSS (3-5 days). Removal of bus privileges for the rest of the school year. ***These consequences are cumulative for the academic school year.***

Credit for Course Work during Suspension

Students serving In School or Out of School Suspensions will receive full credit for their work completed while in the suspension.

Detentions

Detentions will be assigned to students who engage in irresponsible behavior. Detentions must be served after school unless permission granted by a school administrator to do it before school. Students unable to serve a detention on the date assigned must notify the office. Failure to appear for a detention will result in the detention time being doubled.

Discipline at School Functions

Students are expected to behave in an orderly and appropriate manner as listed in the district's **Rights and Responsibilities** and the school's discipline code while attending school or any school function on school grounds (parking lots included) or elsewhere. Students are also expected to follow school rules at activities (parking lots and activities near or in vehicles at Memorial Field are also subject to the code of conduct) and at any out of town school events. If students choose to act in an inappropriate fashion, they will receive consequences consistent with the severity, intensity, and frequency of their actions. Students may conference with teachers, parents, and/or administration and/or may receive detentions, in-school suspensions, out-of-school suspension, expulsions, or additional consequences as determined by administration as a result of inappropriate behavior. Detentions occur at the end of the school day from 3: 30 pm to 3: 50 pm. There are no morning detentions in the office. In-school suspension begins at 8:00 am and ends at 3:30 pm. Parents are encouraged to call teachers and the administration concerning discipline in the classroom or at other school functions.

DRESS CODE STUDENT ATTIRE GUIDELINES

Norfolk Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness are a desirable facet of the educational process. Our public schools are sensitive to rapid changes in dress and grooming. However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty and decency. Administrators must weigh community standards, harassment or standards of others, along with the individual rights. In general, appearances that detract from the learning atmosphere cannot be permitted. It is hoped that students of Norfolk will take pride in their appearance and their school.

Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel, etc.) or that would encourage "horse-play" or that would damage property (cleats)
- Headwear including hats, caps, bandannas, scarves, sunglasses, and novelty headbands
- Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning or displays weapons or promotes hate or violence
- Clothing or jewelry that is gang related
- Costumes or clothing normally worn as pajamas or undergarments cannot be worn as outer garments, including novelty or bedroom slippers

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

The final decision regarding attire and ground will be made by the Principal and/or Administrative Team.

Personal appearance and clothing worn to school should not violate the rules of decency, offend the standards of others, promote unsafe conditions, or detract from the educational process. Violators will be required to change into appropriate clothing. Students missing time from class to correct violations will be considered tardy. If parents or students have any questions, they should call school administrators at 644-2516 before they purchase clothing. When possible, we ask that parents examine student dress carefully before students leave for school. School administrators will make the final determination as to whether an article of clothing or accessory is appropriate for school.

Criteria for Student Attire:

- Shirts that expose student midriffs are not permitted. All shirts worn must keep the top of the shoulder covered (tank top straps must be at least 2 inches in width), fit well in the armpit area, and not have a plunging neckline. **Shorts need to have a minimum 2.5 inch inseam.**
- Shoes must be worn at all times. Slippers are not permissible. Flip flops and sandals are acceptable as long as they are not a safety hazard. Proper footwear must be worn for physical education classes.
- Words or pictures on clothing, jewelry, or accessories stating or referring to gangs, drugs, alcohol, sex, firearms, or any other activity conflicting with the school's policy or curriculum are not allowed. Individuals or groups of students that have shirts or accessories printed up with slogans or sayings that may have questionable or "double" meanings or insinuations are encouraged to have the attire approved by administration before having them printed and wearing them to school. Consideration will be made by administration for students who wear special clothing as required by religious/cultural affiliation.
- Novelty headbands, Caps, hats, other headgear or sunglasses are not to be worn in the building. Once students are outside the building they may wear headgear in an appropriate fashion. Caps and hats must be stored in lockers.
- Wearing or carrying bandanas or colored handkerchiefs (by males and females) will also not be permitted. Bandanas or accessories that have been identified as possible gang paraphernalia will be confiscated immediately and will be returned only upon parent request and conference.
- Pictures and/or printed words on clothing (written or implied) that conflict with board policy or school curriculum will not be permitted. Any shirt that promotes tobacco brands, alcohol brands, bar t-shirts, cigarette brands, etc are also considered to be inappropriate. School administrators will have the final say on whether a shirt is considerate appropriate
- Clothing usually worn as undergarments or pajamas cannot be worn as outer garments; (specifically boxer shorts) and will not be permitted.
- Coats, jackets, windbreakers, etc. may be worn only with permission from school personnel. Dress appropriately for the weather of the day. Skirts and dresses need to be a modest length meeting the same requirement as shorts.
- Clothing with holes, slashes, or cuts will not be permitted unless it is appropriate and modest and must follow the 2.5 inch inseam rule.
- Spiked jewelry/accessories may not be worn at school or at school activities. Wallet chains are permitted as long as they are not over 12 inches in length. Any additional modifications to clothing, such as paper clips, etc. need to be approved by administration.
- Saggy pants or shorts are not permitted. Waistbands must be worn at the waist.
- No costumes

The administration reserves the right to make decisions and make rule revisions at any time to protect the integrity of the educational programs and to assure the well being of all students:

Code of Conduct

This is the guide used by Norfolk Junior High to conduct disciplinary action. The code of conduct allows for interpretation by the administrative team. Assaults/ Fighting

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
A1	Assault on student without injury	OSS 3-5 days Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
A2	Assault on student with injury.	OSS 5- ~~10~~ 19 days Notify parents and police. Possible recommendation for expulsion.	OSS 10-19 days Notify parents and police. Recommendation for expulsion.	
A3	Assault on school personnel, with or without result of injury	OSS 10-19 days Notify parents and police. Recommendation for expulsion.		
A4	Fighting	OSS 3-5 days Notify parents and police.	OSS 5 - 10 days Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents and police. Recommendation for expulsion.

Additional Information:

The level of violence may affect the length of the suspension.

If both students throw "punches," both are considered to have fought and using self-defense is not a defense.

Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight. Mediation (peer or adult assisted) may be a condition of a student's suspension.

Threats/ Intimidation

(The nature of the threats may affect the length of the suspension.)

A5	Threats, intimidating /menacing another student, including hazing.	ISS/OSS 1- ~~3~~ 5 days. ~~May-OSS~~ ~~4-3 days~~ Notify parents, may notify police.	OSS 3-5 days Notify parents, may notify police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents, notify police. Recommendation for expulsion.
A6	Threats, intimidating, or menacing school personnel	OSS ~~4-5~~ 5-10 days Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents and police. Recommendation for expulsion.	
A7	Swearing at school personnel.	OSS 3-5 days Notify parents and possibly remove from class.	OSS 5-19 days	Recommendation for expulsion.
A8	Initiating a real or perceived threat on the school. i.e. bomb threat, shooting threat, etc.	OSS 5-19 days. Notify parents, police, and/or fire marshal. Recommendation for expulsion.		

Weapons, Firearms, Nuisance Items

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
B1	Weapon	ISS/OSS 5-19 days Retain the object. Notify parents & police. Possible recommendation for expulsion.	Retain object. Notify parents & police. Recommendation for expulsion.	
B2	Firearm	Mandatory 1 calendar year expulsion.		
B3	Nuisance or dangerous items; stink bombs, squirt guns, snowballs, etc.	Detention. May ISS 1-3 days. Notify parents.	ISS 1-3 days Notify parents.	OSS 3-5 days Notify parents.

* Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility on page 37.

Drugs, Alcohol

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention

C 1	Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike/imitation "Under the influence" means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 10-19 days. Notify parents and police. Refer to counselor for substance abuse intervention. Possible recommendation for expulsion.	Recommendation for expulsion.	
C 2	Selling or offering a controlled substance, or placebo/look-alike/imitation prescription drug, alcohol, and intoxicant of any kind.	Recommendation for expulsion.		
C 3	Possession of drug paraphernalia or sale of.	OSS 5-19 days. Notify parents and police. SCIP referral. Possible recommendation for expulsion.	OSS 10 -19 days. Notify parents and police. SCIP referral. Recommendation for expulsion.	Recommendation for expulsion.
C4	Selling or offering a non-controlled substance or placebo/look-alike/imitation drug	ISS/OSS 1-3 days. Notify parents. SCIP referral. Confiscate item (s).	OSS 3-5 days. Notify parents. SCIP referral. Confiscate item (s).	OSS 5 days. Notify parents. SCIP referral. Confiscate item (s).
	Infraction	1st Intervention	2nd Intervention	3rd Intervention
D1	Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
D2	Extortion	ISS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Possibly notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.

Fire Setting, Arson, Graffiti

	Infraction	1st Intervention	2nd Intervention	3rd Intervention

E1	Fire setting, arson	OSS 5-19 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	Recommendation for expulsion.	
E2	Graffiti or causing damage to school property or private property.	ISS/OSS 1-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	ISS/OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Recommendation for expulsion.
E3	Signaling false fire alarm, tampering with/misuse of vape detectors, defibrillators, fire extinguishers or any dangerous / emergency equipment.	ISS/OSS 1-5 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for expulsion. Restitution as required.	OSS 5-19 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for expulsion. Restitution as required.	Recommendation for expulsion.

Theft

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
F 1	Theft or attempted theft of school or private property	ISS/OSS 1-3 days. Notify parents and may notify police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
F 2	Wrongful possession of school or private property.	May ISS 1-3 days. Notify parents. May notify police.	May OSS 3-5 days. Notify parents. May notify police.	OSS 5 days. Notify parents. May notify police.
F 3	Knowingly receiving stolen school or private property.	ISS 1-3 days. Notify parents & may notify police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.

Tobacco, Lighters/ Matches

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
G1	Use, or offering to others, tobacco/vapor products (dipping, smoking, e-cigarettes, vapor products & etc.)	ISS/OSS 1-3 days. Notify parents. SCIP referral. Confiscate item (s).	OSS 3-5 days. Notify parents. SCIP referral. Confiscate item (s).	OSS 5 days. Notify parents. SCIP referral. Confiscate item (s).

G2	Possession of matches or lighter e-cig /vapor pipe, vape products, chewing tobacco or cigarettes.	ISS/OSS 1-3 days. Notify parents. Confiscate item(s).	~~ISS~~ /OSS 3-5 days. Notify parents. Confiscate item(s).	OSS 5 days. Notify parents. Confiscate item(s).
G3	Continually present during vape detector activations	Meet with Administration/Formal Warning	ISS 1-3 days and/or Student placed on no pass/no public restroom list.	ISS/OSS 1-5 days

Harassment

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
H 1	Written or Oral Harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body of a sexual nature or racial background	Conference with administrator. Detention/ May ISS/OSS 1-5 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Conference with administrator. Written action plan developed. May contact police.	OSS 3-5 days. Notify parents. Conference with administrator. Written action plan developed. May contact police.
H 2	Visual harassment: offensive posters, pornography, internet misuse, social media postings, photos, videos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.	Conference with administrator. Detention/ ~~May~~ ISS / OSS 1-5 days. Notify parents or police	ISS/OSS 1-5 days. Notify parents. Possibly notify police. Conference with administrator.	OSS 3-5 days. Notify parents. Notify police. Conference with administrator
H3	Physical Harassment: Intentional or obvious unwelcome or offensive physical contact	ISS/OSS 1-5 days. Notify parents & ~~may~~ notify police. Possible recommendation for expulsion.	OSS ~~4-5~~ 5-10 days. Notify parents & police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents & police. Recommendation for expulsion.
H4	Sexting: Possession of images or sending sexually explicit photographs of minors via cell phone or other electronic devices.	OSS 10-19 days. Notify parents and police.	Recommendation for expulsion.	

***** Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility on page 37. The victim of any harassment incident may take action beyond the scope of building discipline.

Violations of School Rules

	Infraction	1st Intervention	2nd Intervention	3rd Intervention

I 1	Defiance of authority. Failure to obey a direct instruction or comply with a reasonable staff request. This includes lying and refusing to provide or falsifying information.	Detention/ISS 1-3 days. Notify parents. Conference with administrator.	Detention/ISS/OSS 1-3 days. Notify parents. Conference with administrator.	ISS/OSS 1-5 days. Notify parents. Conference with administrator.

I 2	Disruption of school activities, i.e. horseplay, play fighting, misuse of passes, etc.	Detention/ISS 1-3 days Notify Parents	Detention/ISS/OSS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents.
I 3	Disruption while in ISS	OSS for the remaining day (s) of suspension. Re-serve ISS the following day.	OSS for the remaining day (s) of the suspension. Re-serve ISS the following day.	OSS for the remaining days of the suspension. Re-serve ISS the following day.
I 4	MisUse of electronic devices i.e. Cell phones, cameras, smartwatch, radios, laser pens, etc. Prior approval for educational purposes is exempt.	~~Teacher conference with student about appropriate use of electronic device.~~ ~~Possible loss of device privileges for up to 2 weeks/office referral~~ Device confiscated and taken to office. Admin contacts parents.	~~Teacher conferences with student about appropriate use of electronic device.~~ ~~Teacher contact parent about inappropriate use of electronic device.~~ ~~Possible loss of device privileges for up to 2 weeks/office referral~~ Device confiscated and taken to office. Admin contacts parents. Parent/Guardian picks up device from school. Possible detention.	Confiscate device and bring to administration office. Loss of device privileges for 4 weeks and possible detention/ISS. Device confiscated and taken to office. Admin contacts parents. Parent/Guardian picks up device from school. Possible ISS/OSS.
I 5	"NO SHOW" to an after school detention assigned by an administrator or a tardy detention.	Detention doubled for first "NO SHOW".	ISS 1 day and serve two detentions. Notify parents.	ISS 1-3 days and serve two detentions. Notify parents. OSS for additional occurrences and serve 2 detentions.
I 6	Lunchroom misconduct.	Detention/ Supervisor may assign student alternative seating in the lunchroom.	Administrator may assign seating/ suspension from the lunchroom 1-5 days. Notify parents.	Administrator may assign seating/ suspension from the lunchroom 1-10 days. Notify parents.
I 7	Inappropriate/Fraudulent use of phone, computers or electronic devices.	May ISS/OSS 1-3 days. Notify parents. Loss of privilege. May notify police.	May ISS/OSS 1-3 days. Notify parents. Loss of privilege. May notify police.	May ISS/OSS 3-5 days. Notify parents. Loss of privilege. May notify police.

I 8	Buying or selling food, drinks or any other unauthorized Material, including inappropriate /unauthorized use of student ID number.	Office Detention Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I 9	Falsifying or altering signatures; misrepresenting or calling self in.	Conference with teacher or admin. May ISS 1-3 days Notify parents.	ISS 1-3 days. Notify parents & admin.	OSS 1-3 days. Notify parents & admin.
I 10	Gambling in any form; pitching coins, dice, wagering with cards, etc.	Detention/ISS 1-3 days. Conference with administrator. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I 11	Wrongful use of skateboard, roller blades, bicycles, etc. on school property.	Item confiscated. Notify parents. Parents may pick up item at the end of the day. May ISS 1-3 days.	Item confiscated. Notify parents. Parents may pick up item. May ISS 1-3 days.	Item confiscated. Notify parents. Parents may pick up May ISS 1-3 days.

Truancy / Loitering

I 12	Truancy (1 Period)	Detention. Notify parents.	Detention/ISS 1-3 days. Conference with administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.
I 13	Truancy (2 or more Periods)	ISS 1-3 days. Conference with Administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.
I 14	Unauthorized entry into any unsupervised school area.	Conference with administrator. ISS 1-3 days. May notify parents.	ISS 3-5 days. May OSS 1-3 days. Notify parents. May contact police.	OSS 1-5 days. Notify parents.
I 15	Loitering	Conference with administrator. May issue detention.	Detention. ISS 1 -3 days. Notify parents.	ISS 1-3 days. Notify parents.

I 16	Leaving school without following procedure	Conference with administrator. Notify parent. Student will be marked unverified. May ISS 1-3 days.	May ISS 1 –3 days. Notify parents. Student will be marked unverified	ISS / OSS 1-3 days. Notify Parents. Student will be marked unverified.

Miscellaneous Violations

I17	Unprepared for class	Conference Teacher notifies parent.	Conference/ Detention Teacher notifies parent	Student/Teacher contract. Teacher notifies parent. Student and /or parent conference with team. Develop written plan of action.
I18	Cheating on Tests and quizzes.	Student may make-up an alternate assignment/ assessment at a time convenient for the teacher. Teacher notifies parent and administration of the situation.	Teacher notifies parent. Parent and teacher conference with administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher.	Parent Conference at school w/ administration.
I19	Violation of other school rules and regulations.(i.e. Eating food outside the cafeteria, bringing gum and pop/energy drinks into building, etc.)	Warning issued to student. Confiscate and retain items. Notify parents.	Detention 1-3 days. Administration may confiscate and retain items. Notify parents.	ISS 1-3 days. Administration may confiscate and retain items. Notify parents.
I20	Returning to campus or school property while serving an out of school suspension.	1 additional day will be added to the length of the suspension. Police may be contacted.	1- 3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension. Police will be contacted.
I21	No show for a teacher detention.	Original detention to be served with teacher. Teacher will contact parent.	Office detentions. Teacher will contact parent	Detentions or may ISS 1 -3 days
I22	Misbehavior for a guest teacher	Detentions or consequences as assigned by the teacher. Teacher will contact parents.	Conference with administrator. Teacher notifies Parent. Office detention / May ISS 1-3 days Additional consequences may be administered by teacher.	May ISS (1-3 days). May OSS (1-3 days). Parent conference. Additional consequences may be administered by teacher.
I23	Bus Behavior: Additional consequences apply for repeated incidents after 3 rd intervention.	Warning/ Conference/ Parent Call Assigned seating. Possible detention.	Parent call. Possible removal from Bus 1-7 school days. Possible detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.	Parent call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.

I24	Dress Code	Warning. Clothing Changed or corrected.	1-3 detentions. Clothing changed or corrected.	ISS 1-3 days. Clothing changed or corrected.
I25	Continual Violation of School Rules	Parent Conference with an administrator. May OSS 1-5 days.	Parent Conference with an administrator. May OSS 3-5 days.	Parent Conference with an administrator. May OSS 5-10 days

SOCIAL MORATORIUM

Students committing violations in Student Code of Conduct may also be issued a social suspension effective until the satisfactory completion of a behavior contract. Students receiving a social suspension would be barred from attending school sponsored activities occurring outside of the regularly scheduled school day. Examples of activities students would be excluded from include school dances, sporting events, concerts, drama productions and musical productions. Administrators may also assign a social moratorium in the case of multiple violations of NHS Code of Conduct categories. (ie truancy / refusal to comply), chronic absenteeism, and not passing 4 or more classes.

Norfolk Public Schools
Norfolk, Nebraska
August, 2024 2025

~~Dear Students, Parents, and Guardians:~~

~~The Norfolk Public Schools' staff is excited to partner with you throughout the 2024-2025 school year to maintain a positive educational environment that is focused on student learning. Our vision is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.~~

~~This handbook contains information that is important for us to meet that vision. It is intended to serve as a guide to our schools. Although it contains detailed information on many topics, it is not intended to be all-encompassing. It does not cover every situation and circumstance that may arise during the school year, and it does not create a "contract." The administration reserves the right to make decisions and rule revisions when necessary to implement the educational program and to assure the well-being of our students.~~

~~Thank you, in advance, for partnering with us, as we strive to be a top-performing school that provides outstanding educational opportunities for every student. We look forward to a very successful year, focused on student learning.~~

~~Please return the attached Acknowledgement Sheet for our files. If you have any questions regarding the attached material, please feel free to contact a building administrator or the Director of Student Services.~~

~~Sincerely,~~
~~Dr. Jami Jo Thompson~~
~~Superintendent of Schools~~

Norfolk High School
801 Riverside Boulevard
Norfolk, NE 68701
402-644-2529 Office
402-644-2534 Guidance

Senior High Administration

Jason Settles	Principal	
Blake Wockenfuss	Assistant Principal	
Lisa Langenberg	Assistant Principal	
David Nelson	Dean of Students	
John Erwin	Activities Director	Room 302

Guidance Counselors Begin with Students Last Name

Jose Hernandez	A – D	Room 300
Alissa Hoffmann	E – K	Room 300
Heather Marotz	L – Ri	Room 300
Kendra Marshall	Ro – Z	Room 300
Tia Onderstal	AFS	AFS

Administrative Assistants

Melissa Hansen	Secretary/Finances	MainOffice
Kelly Hansen	Attendance	Main Office
~~Deanna Dolezal~~ Leah Petty	AP Secretary/Registrar	Main Office
Stephanie Hutchison	Receptionist	Main Office
~~Peggy Dolliver~~	Principal's Assistant	Main Office
Tanner Frahm		
Dave Lichtenberg	SRO	Main Office

NORFOLK HIGH SCHOOL
From the desk of the Principal

Dear Parents, Guardians and Students of Norfolk High School,

Welcome to the ~~2024-2025~~ 2025-2026 school year. I am excited and honored to serve as the principal of Norfolk High School. Along with this dedicated team of teachers and staff, I am ready to continue the process of creating exceptional and effective learning opportunities. Together, with your support, input, and cooperation, we can offer our students the best possible programs and opportunities.

This handbook contains the rights and responsibilities of parents, students, teachers, and administrators, as well as the legal basis and rationale on which policies are founded. As part of our team, it is important for parents to read, discuss, and help enforce the rules and regulations enclosed in this student handbook. Our goal is not to continually punish students for inappropriate behaviors, but to support them in their efforts to learn and exhibit those which are appropriate.

Together, we (parents, guardians, business leaders, community members, administrators, teachers, and staff) are responsible for the welfare of our students. We must work together to model and support appropriate behavior, suitable dress, and punctual attendance. Together, we can provide and maintain a positive and safe learning environment for all students. This handbook serves as a guide for all of us to follow.

Success is dependent on us working together as a team. If we work together, nothing can prevent us from being a top-performing school that provides outstanding educational opportunities for every student and being a source of pride for and an asset to our community. If we work together, nothing can prevent us from preparing all students to pursue their goals for the future. If we work together, nothing can prevent our success.

Sincerely,
Jason Settles
Principal, Norfolk High School

Norfolk Public Schools Vision Statement

It is the vision of Norfolk Public Schools to be a top performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

Norfolk Public Schools District Mission Statement

The mission of Norfolk Public Schools is to prepare all students to pursue their goals for the future.

Norfolk High Fight Song

On For Norfolk High School

On To Victory

Panthers of Norfolk

Always Fight For Thee RAH, RAH, RAH

On To Win The Battle

With All Our Might

Panthers Of Norfolk

Maroon And White

REGULAR SCHEDULE

<u>PERIOD</u>	<u>TIME</u>
1	8:00-8:48 a.m.
2	8:52-9:40 a.m.
3	9:44-10:32 a.m.
4	10:36-11:24 a.m.
5	11:28-12:16 p.m. 5A 11:28-11:52 5B 11:52-12:16
6	12:20-1:08 p.m. 6A 12:20-12:44 6B 12:44-1:08 p.m.
7	1:12-2:00 p.m.
8	2:04-2:52 p.m.
SH/Adv/ELO	2:56-3:25 p.m.

WEDNESDAY SCHEDULE

2:00 DISMISSAL

PERIOD

TIME

1	8:00-8:41 a.m.
2	8:45-9:26 a.m.
3	9:30-10:11 a.m.
4	10:15-10:56 a.m.
5	11:00-11:43 a.m. 5A 11:00-11:21 5B 11:22-11:43
6	11:47-12:30 p.m. 6A 11:47-12:08 6B 12:09-12:30
7	12:34-1:15 p.m.

8

1:19-2:00 p.m.

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ACADEMIC INFORMATION

Academic Awards

Graduating with Honors

Students who graduate with honors will wear white cords at graduation. Students who earn this recognition in grades 9 - 12 must: Have a cumulative grade point average of at least 3.89.

Graduating with Distinction

Students who “graduate with distinction” will wear gold cords at graduation. Students who earn this recognition in grades 9 - 12 must:

- Have a cumulative grade point average of at least 3.89.
- Successfully complete four years of Math. Algebra 1 in eighth grade will satisfy one year.
- Successfully complete four years of literature and composition courses excluding Basic English I & II in addition to the Speech requirement.
- Successfully complete four years of Science, which may include only the following: Physical Science, Biology, AP Biology, Chemistry, AP Chemistry, Physics, AP Physics, Anatomy & Physiology, Environmental Science.
- Successfully complete two years of the same Foreign Language.
- Successfully complete at least 50 credits each school year regardless of summer school attendance.
- Successfully complete at least one weighted grade course with a minimum non-weighted grade of 70% or a dual credit course.
- Not be an early graduate.

Graduating with Highest Distinction

Students who “graduate with highest distinction” will be limited to the top 5% of the graduating class. This number will be determined as a percentage of the candidates for graduation as of May 1. These students will wear white gowns at graduation. Students who earn this recognition in grades 9 - 12 must:

- Complete all items in sections A & B.
- Been in attendance as a full time student for two continuous semesters at Norfolk Senior High, including the commencement semester. Transfer students must have earned credits from an accredited high school.
- Not be an early graduate.

Honor Roll

~~Each semester an Honor Roll of students meeting minimum course requirements listed above and receiving all A's and B's is published. Any student receiving an "NC", no credit, grade will not be included in either the Principal's List or Honor Roll. "NC", no credit, is a grade recorded for students who have exceeded the attendance policy. Students receiving "INC", incomplete, grades must remove the incomplete grades within five school days after the conclusion of each semester to be considered for these two honors.~~

Each semester an Honor Roll will be published recognizing students who earn all A's and B's and meet the minimum course requirements: 9th, 10th, and 11th grade students must have 30 credits each semester. 12th grade students must have twenty-five credits each semester. Of the minimum course load, students must have at least four numeric grades. Any student receiving an “NC”, no credit, grade will not be included in the Honor Roll. “NC”, no credit, is a grade recorded for students who have exceeded the attendance policy. Students receiving “INC”, incomplete, grades must remove the incomplete grades within five school days after the conclusion of each semester to be considered for the Honor Roll.

Norfolk Senior High All A's Award

Students receiving all “A” grades and carrying a minimum of 10 academic semester courses for the year.

- All courses including nine-week courses count toward this award.
- First time award winners receive a Bronze Medal.
- Second time award winners receive a Silver Medal.
- Third time award winners receive a Plaque.

Norfolk Senior High Science Award

Students must have a cumulative grade point average of at least 3.89. Students must obtain a 3.0 or higher in at least four science classes in grades 10-12 with at least one class from each of the following categories:

- Biology, AP Biology, Physiology

- Chemistry, AP Chemistry
- Physics, AP Physics

President's Award for Educational Excellence and Outstanding Academic Achievement:

- Cumulative grade point average of at least 3.75.
- Composite ACT of 25 or higher or a comparable SAT score.

Academic Achievement Award:

- Cumulative grade point average of at least 3.89.
- Completed during the current school year a minimum of fifty credits of which thirty credits were from English, math, science, and/or foreign language.

Principal's List

~~Each semester a Principal's List will be published recognizing students who earn all A's and meet the minimum course requirements: 9th, 10th, and 11th grade students must have 30 credits each semester. 12th grade students must have twenty-five credits each semester. Of the minimum course load, students must have at least four numeric grades. Students appearing on the Principal's List will not appear on the Honor Roll list.~~

Each semester a Principal's List will be published recognizing students who earn all A's and meet the minimum course requirements: 9th, 10th, and 11th grade students must have 30 credits each semester. 12th grade students must have twenty-five credits each semester. Of the minimum course load, students must have at least four numeric grades. Any student receiving an "NC", no credit, grade will not be included in the Principal's List. "NC", no credit, is a grade recorded for students who have exceeded the attendance policy. Students receiving "INC", incomplete, grades must remove the incomplete grades within five school days after the conclusion of each semester to be considered for these two honors. Students appearing on the Principal's List will not appear on the Honor Roll list.

College Visits

Students choosing to visit a college during their junior or senior year must pre-arrange the absence with their teachers by using the pre-arranged absence form. Students are given two absences to visit a post-secondary institution during their junior ~~or~~ and senior year. Students must have pre-arranged the absence with the attendance secretary and provide documentation from the institution of the visit upon their return.

Finals Policy

In the event that a student is considering being absent during final exams the students must:

1. The student's parent/guardian must communicate with Administration.
2. Administration will inform teachers of the absence
3. The student will be scheduled to take the test on the first teacher day after the winter break or in the spring semester on the last teacher workday or as arranged with individual teachers.

Grade Classification

Students are classified annually according to the following

credits: Seniors	170-230
Juniors	110-169
Sophomores	50- 109
Freshman	0- 49

A student may be reclassified at midterm if this reclassification helps him/her rejoin his original class.

Grading Scale

The grading system for Norfolk Public Schools is as follows:

Target Score	Percent Score	GPA Score	10% Advanced Placement Bump
4	100	4	4.4
3.5	99	4	4.4
3	98	4	4.4
2.5	89	3.375	3.7125
2	80	2.25	2.475
1.5	70	1	1.1
1	61	0	0

A = Outstanding, 94-100%	P= Pass
B = Above Average, 86-93%	INC= Incomplete
C = Average, 78-85%	WD= Withdrawal
D = Below Average, 70-77%	NC= No Credit
F = Failing, below 70%	

Only semester grades are considered permanent and appear on Transcripts. Board Policy 5202, Article 5 - Amendment of Student Records.

Minimum Required Course Load Per Semester

- Freshman, sophomores, and juniors are required to be enrolled in academic subjects that total 30 credits (6 academic courses).
- Seniors are required to be enrolled in academic subjects that total 25 credits each semester (5 academic courses).
- Requests for exceptions to the above requirements shall be submitted in writing to the Senior High Principal.

Academic credits are those given to most courses. Teacher and Office Aide positions do not count as academic credits.

Physical Education Grades

Physical Education will be using letter and percentage grades. These grades will not count in the student's grade point average. Final grades will be Pass or Fail.

Registration

Pre-registration of students in attendance is held during the spring term proceeding the fall term. Registration of students new to the District is held during the two weeks prior to the fall term. Students who have dropped during their senior high career must first conference with the Principal before being allowed to register.

Schedule Changes

Spring registration is considered final. Schedule changes will occur only if a mistake has been made in scheduling or if a student has failed required classes needed for graduation. The NHS Master Schedule of classes is composed, teachers are hired and assigned, rooms are assigned, facilities are built or adjusted, and supplies/materials are purchased based upon the number of students registered for specific classes. Therefore, wholesale schedule changing would not only affect the carefully planned outline of the student's high school career, but it would also nullify the efforts made in constructing a well-developed Master Building Schedule for all students and teachers. If you have a problem or discover a mistake in your schedule, continue to follow the assigned schedule until you visit with your counselor (an appointment will probably be required). Do not miss the class in question while waiting for your counselor. Make an appointment before or after school or during a free period. If you do not present your teacher with a guidance appointment slip before you have a conference with your counselor, you will receive a grade of zero for the time(s) missed.

Required Courses for Graduating

Language Arts, must include: 40 credits

- 10 credits of English 9
- 10 credits of English 10
- 10 credits of composition/literature
- 5 credits of speech
- 5 credits of elective courses in the area of language arts

Social Studies, must include: 30 credits

- 10 credits of American History
- 10 credits of World History
- 5 credits of world studies
- 5 credits of government

Science, must include: 30 credits

- 10 credits of physical science
- 10 credits of biology
- 10 credits of elective courses in the area of science

Mathematics, must include: 30 credits

- 10 credits of algebra
- 10 credits of geometry
- 10 credits of elective courses in the area of mathematics

Physical Education: must include: 10 credits

Computer Technology: must include: 5 credits

Personal Finance: 5 credits – starting with class of 2024

Electives, must include: 85 credits

- Eighty-five credit hours of elective courses in the content area(s) of student's choice
- Class of 2024 will only need 80 elective credits with the addition of Personal Finance

Any request for exception to the graduation requirements shall be submitted, in writing, to the Senior High Principal at least 60 calendar days prior to the graduation date.

Requirements for Graduation

- A student must complete 230 credits, grades 9 through 12, to qualify for graduation.
- At least the last two terms shall have been completed in residence at Norfolk Senior High. This two-term resident requirement may include a summer term. If a student cannot meet this graduation requirement and wishes to be considered for graduation, they must make an application to the Superintendent of Schools, through the Senior High Principal, stating in writing his/her reason for being unable to fulfill the residency requirement.
- A student may ask to be considered for graduation at the end of the first semester when the student shall have satisfied the graduation requirements for Norfolk Senior High. This request shall be submitted in writing to the Senior High Principal by October 15th and March 15th.

Schedule Changes

Before you will be permitted to drop any class or change a teacher consultation with your counselor, the teacher, Assistant Principal, and parent are necessary.

- If a student drops a class after 10 school days, a WD (Withdrawal) will be recorded on his/her transcript.
- All students dropping a class after the 10-day drop period will be placed in a study hall.
- Students dropping a course after the first nine weeks of each semester will receive a 60% on their transcript.

Transfer Credit/Correspondence Courses

Transfer credits must be from an accredited institution. Correspondence credits must also be from an accredited institution and meet the following criteria: written approval of the Principal, must not take less than 5 weeks to complete, have an approved supervisor, be completed by the time annually designated for completion of Senior grades and credits, (typically the Monday prior to graduation.)

Weighted Grades

At the present time all Advanced Placement courses are "weighted" courses. Weighting shall be 10% to the students earned GPA.

SCHOOL POLICIES AND REGULATIONS

Access to Records

It shall further be the policy of the District to provide full access to the records of the students to a parent/guardian all as set forth in 79-4,157, the Federal Education Right to Privacy Act (FERPA), Military Recruiters (Board Policy 5012) and other applicable law during regular business hours of the school.

Notice Concerning Directory Information

The District may, ~~may in its discretion~~, disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, ~~address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of~~ and the names of the student's parent/guardian ~~or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;~~
2. ~~Current school attending School and dates of attendance;~~
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
- ~~5. Student's date of birth and place of birth;~~
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team ~~and solely for the purpose of an athletic event;~~
9. Student's photograph; ~~and~~
- ~~10. School or school district the student attended before he or she enrolled in Norfolk Public Schools.~~

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student. ~~The Superintendent shall have authority to decide when directory information will be shared.~~

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

Activity Cards

Any student may purchase an activity card for \$40. The Activity Card allows students to attend all NHS home games, the opening night of plays and the musical. It is not valid at NSAA sponsored activities (districts and state tournaments) or the Northeast Nebraska Track Classic.

After School Events

Norfolk Senior High School offers a number of events students may attend after the school day has ended. It is our expectation that a student attending one of these events either home or away will follow the Norfolk Public Schools Rights and Responsibilities along with the Norfolk Senior High Code of Conduct.

Attendance

Punctual and regular attendance is an extremely important part of your daily school record. All students are required to attend school daily. State law allows a maximum of twenty days per school year. Absences are excused only when the parents have contacted the school within 24 hours of the absence. All absences (excused or unexcused) shall count towards the twenty-day limit, except for school activity absences and suspensions. Parents will be notified by mail when their student has five, 10, 15 and 20 absences from any class during the school year. On the 10th and 15th absence a meeting will be requested to go over an attendance improvement plan. On the 20th absence a letter will be sent to the Madison County Attorney's office.

Attendance - Prearranged Absences

Request for pre-arranged absences must be completed and turned into the Attendance Office 24 hours prior to the date(s) of the absence. The pre-arranged absences sheets are available from the receptionist. Students are required to meet with each of their teachers to arrange for schoolwork. Parents need to contact the Attendance Office to verify the absence. These absences will be counted toward the mandatory 10-day absence policy. Students who are involved in non-school sponsored activities are required to complete the pre-arranged absence for 24 hours in advance of the absence.

Attendance - Tardiness:

Students are allowed three tardies to 1st period ONLY before consequences are given. Consequences will be assigned to students tardy to any classes following 1st period on the first tardy. A student will receive a 20 minute detention for the first tardy for all periods except for 1st period which will begin on the 4th tardy. Each additional tardy on the same school day will result in an additional 10 minutes per tardy. First period tardies will be reset to zero at the start of each semester. Tardiness beyond 10 minutes is considered an absence from class. Students can only be excused by a parent when tardy entering the building for the students first period of the day or when returning from open periods. Tardy to the 1st period of the students day for 5 consecutive school days in which the student has not served detention time will result in 1 day of ISS.

Attendance - Truancies/Unexcused Absences

Students will be considered truant if they (See Truancy Policy)

- Fail to report to school and do not have an excuse from parents or guardians within 24 hours.
- Leave the building without checking out with the main office or school nurse and/or fail to have a parent call before leaving school.
- Are not in their assigned class but remain in the school building without permission. Students that remain unexcused will face disciplinary action as per school policy.
- If a student is unverified for the same period for 3 consecutive days will result in ISS over detention time.

Book Bags/Backpacks/Duffel Bags /Purses or bags larger than a pencil bag

Book bags, backpacks, duffel bags, and other large bags are viewed as equipment to transport books and supplies between home and school. They must be stored in hall lockers or, in the case of duffel bags, in the student's gym locker. For safety reasons, these items are not to be used during the school day to carry books and supplies from class to class. Books and supplies must be carried by hand. This will require that students organize their lockers and plan their day around class schedules so that books and supplies may be located quickly, and students are not tardy to class.

Bicycles

A bicycle rack is available for bicycle riders and is located at the west entrance. All bicycles should be chained.

Birth Certificate

By state law, any student enrolling and transferring to Norfolk High School must provide a certified copy of his/her birth certificate or acceptable affidavit. Students will not be allowed to enroll until these documents have been submitted to the school.

Breakfast Program

The high school will be serving breakfast in the morning. Students who want to eat our school breakfast will be able to enter the building at 7:20 a.m. Breakfast will be served from **7:20-7:50 a. m.** each school day. Students should enter the building from the main entrance (door #1). Students riding the bus will be able to eat breakfast when they arrive.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Director of Student Services and the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Cafeteria

A well-balanced Class "A" hot lunch is provided during the school year for all students. The School Board determines the cost of a lunch. All meals are served in the cafeteria. In addition to the regular lunch the Cafeteria provides several items a la Carte each day. Sack lunches must be eaten in the cafeteria or the student center. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (voice and TDD). USDA is an equal opportunity provider and employer." The forum area is not to be used for eating purposes. **Food, drink, or snack items may only be consumed in the cafeteria, the student lounge, or other designated area.** After eating you may visit the cafeteria, student lounge or forum. Because classes are being held, students may not loiter in the hallways or locker areas.

Bringing food in from outside vendors (McDonalds, Burger King, Subway, etc) is not permitted. Students should eat at those establishments.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Cell Phone/ Electronic devices Policy (6113)

For the purpose of this policy, electronic communication devices includes any non-school issued or non-approved electronic device capable of communication with another entity, including, but not limited to cell phones, smart watches/glasses, tablets, earbuds/headphones, and gaming devices.

Per state law, all students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
2. When authorized by the District for educational purposes during instructional time;

3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When determined appropriate by the Superintendent or Superintendent's designee.

Exceptions and Practices approved by the Board of Education include:

Usage allowed before and after school, during passing periods, and during lunch.

Senior High Practices:

All devices must be silenced, out of sight, and stored in a school issued holder during the entire class period. Smartwatches may be worn but cannot be used for communication purposes.

Any student who violates this Policy may be subject to discipline under the District's Student Discipline Policy.

~~All personal electronic devices (including earbuds and headphones) must be silenced and out of sight during the entire class period. Smartwatches may be worn but cannot be used for communication purposes.~~

~~As with any tool, there are appropriate places and times for the use of these devices. Permissible situations for use of cell phone/electronic devices are able to be used during passing periods and during lunch. Administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentation, theatrical performance, or guest speaker) that occur during the school day. By allowing students to carry cell phones/electronic devices into the school building, students and their families are consenting to a search of that phone/electronic device by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone/electronic device search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other actions deemed inappropriate by administration. Students who~~

~~fail to follow the cell phone policy will be subject to the code of conduct. MP3 players, cellular phones, CD players, beepers/pagers, and laser pointers have limited usage in an educational setting. There exists a great potential for theft, a lack of control over the material being listened to, and the possible interference of the educational process. Students using these items without permission, in areas not approved, or without teacher permission will have the item(s) confiscated and returned according to the code of conduct. Students refusing to turn over their device to a staff member will be sent to the office to meet with an administrator.~~

Norfolk Senior High is not responsible for the loss of any of these items.

Class Officer Nominations

- All members of the class, in good academic standing, who are interested in a particular class office may register as a candidate by submitting his or her name.
- ~~Candidates shall not have been in violation of the Students Rights and Responsibilities in Extracurricular Activities~~
- The principal shall set a deadline when all filing shall be completed.
- ~~Please refer to guidelines regulating the participation in extracurricular activities and holding office positions.~~
- Class officers will be selected from the elected student council membership.

Copyright and Fair Use

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Counseling Center

There are four Guidance Counselors at Norfolk Senior High School. Each one is assigned to a part of the alphabet. If you have a problem of any kind, feel free to go to the guidance office and visit with one of the counselors. Guidance services are for your benefit. The counselors can help make the most of your high school years and plan wisely for the future. Some of the more important matters, which the counselors can help you with, include the following:

- A counselor might help you in understanding yourself and finding your place in school. The counselors have available to them a complete record of your scores on scholastic aptitude, achievement, vocational interest tests, grades achieved in classes, and other pertinent information. Knowing and understanding this information will help you to understand yourself better, direct yourself better, and find your place in life.
- Students may also sign up to take part in Job Shadowing and Mentoring
- The behavioral awareness and health point of contact is the school building counselor.

Credit for Course Work during Suspension

Students serving In School or Out School Suspensions will receive full credit for their work completed while in the suspension.

Dating Violence Policy 5420

Norfolk Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an

intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority. Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2139 to 79-2142

Date of Adoption: May 12, 2014

Date of Reaffirmation: April 9, 2018

Date of Reaffirmation: April 11, 2022

Demographic Changes

Students who change their address and/or phone numbers should report such changes immediately to the Main Office. The school also needs an emergency phone number where a responsible adult can be contacted immediately in the event of any emergency

Detentions

Detentions will be assigned to students who engage in irresponsible behavior. Detentions must be served after school unless permission is granted by a school administrator to do it before school. Students unable to serve a detention on the date assigned must notify the office. Failure to serve a detention within three days of the assigned detention may result in the detention being doubled or being assigned to ISS.

Discrimination

It is the policy of the Norfolk Public Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by the Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Educational Opportunity Act.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Opportunity in Education Act may be directed to: Director of Student Services Office, 512 Philip Avenue, Norfolk, NE 68702-0139, (402) 644-2504.

Emergency Exclusion:

A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

Equal Treatment of Students

Sensitive to Student Needs: It is the position of the Board of Education that all employees of the Norfolk Public Schools be sensitive to the needs of all students. The Norfolk Public School staff must continually strive to treat all students equally including those who have concerns or questions regarding controversial issues such as abortion, alternative lifestyles, or same sex marriages. Likewise, all students have the right 1) to attend school free from verbal and physical harassment, 2) to attend school where respect and dignity for all is enforced by staff, and 3) to be included in support programs or resources that exist to help teenagers deal with the challenges of adolescence.

Procedures

If a student who has specific questions or concerns about a staff member of the Norfolk Public Schools regarding any of the issues listed above (or others) and requests assistance of help the following steps should be followed:

- Have the student contact one of the school counselors.
- The counselor will provide the student help in obtaining professional assistance outside the school district including experts: ministers, priests, family counselors, health experts, psychologists, etc.
- If a student believes their rights have been violated the matter will be sent to the building principal for further review and action is needed.

Extra-Curricular Activity Participation

In order for a student to be eligible to participate in an extra-curricular activity, the student must not be marked absent from any of the last four periods of the day. If a student is being dismissed early for an activity, they must not be marked absent from any of the four periods prior to the dismissal. Exceptions to this would include school activities, funerals, college visits, and pre-arranged doctor appointments (made with 24 hour notice).

In the case of pre-arranged doctor appointments, the student must return to school and provide the attendance secretary with a note from the doctor verifying the appointment. If they do not return to school by the end of the school day or dismissal time, they must provide the head coach/sponsor with the note from the doctor. If they do not, they will not be allowed to practice or participate in the activity that day.

~~Students must attend the 4 periods before their activity dismissal or the end of the day. If a student misses any of the 4 periods before their dismissal or the end of the day for an appointment, the absence must be pre-arranged and the student must bring a note from the doctor verifying the appointment.~~ When in doubt consult with the school athletic director regarding eligibility *immediately prior* to participating in any school activity (practice or competition.)

Fines

At times, students may incur fines for overdue library books, damage to books or property, loss of school equipment, class fines, etc. Students are expected to be responsible for their property and take care of the items the school has loaned them for periods of time. Students are expected to take care of these fines as they occur. Appeals for fines should be made to a building administrator. Failure to pay fines may result in administrative consequences. Students may not be able to attend designated school activities (like school dances) until all school fines are paid.

Grievance Procedure

Whenever students and/or parents have a problem with another person, the first step is to discuss the problem with the person directly involved.

If that conference is not successful, then the person should see the person who has the next step of responsibility.

- For classroom problems the student/parent should discuss the problem with the classroom teacher privately.
- If that conference is not successful, then one of the administrators should be contacted.
- If the student/parent is still not satisfied, they may file a complaint with the Director of Student Services using the proper Complaint forms.

Harassment

The Norfolk Public Schools prohibit any form of harassment against employees, applicants for employment, and students. Everyone has the legal right to come to school without being harassed. Harassment takes many forms, but in simple terms, threats, name calling, verbal and/or physical intimidation, unwanted teasing, telling falsehoods, etc. are considered harassment. Students engaging in harassing behavior can expect to face disciplinary and possibly legal action. Anyone who feels he/she has been harassed should immediately contact: Superintendent's Office, 512 Philip Avenue, Norfolk, NE 68702-0139, (402) 644-2504. See the Norfolk Public Schools

Harassment Policy in this handbook.

Hazing

“Hazing” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Norfolk Senior High School will not tolerate hazing in any form.

Health Services

The school nurse's office is located on the first floor of the north addition in room 161. The school nurse provides services to the school and the student in the areas of visual testing, immunization, and control of communicable disease, encouragement of physical and dental examinations and promoting sound mental health. Any student who has to leave the school because of illness must check out with the school nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. It is necessary that the school nurse or office staff speak with a parent in order for a student to be excused from school due to illness or accident. The student is not to call the parent without permission from school personnel. Medications that need to be taken in school are to be given to the school nurse. The medication needs to be in its original container, labeled with the student's name, dosage, name of the medication and how often it is to be given. Non-prescription Medication- If a student must take a non-prescription medication during school, the following procedures are to be followed: Parent/Guardian signed and dated authorization or permission to administer the medication during school. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification on medication administration. Students are not to carry medication with them during the school day. ***If your child has a fever or vomits at home, please keep them at home at least twenty-four (24) hours after symptoms subside. If your child is sent home from school with these same symptoms, the 24-hour wait time is preferred before they return to school. Please check with the school before bringing your child back to school.***

Note: Immunizations and shot records need to be current and complete or students will not be allowed to enroll in school.

Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;

2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend Norfolk Public Schools based on it being the school of origin, the new school and Norfolk Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally. Office of the Director of Student Programs is the coordinator of homeless student services.

Identification Cards

Each student will receive an identification card, which is the property of Norfolk Senior High School. The ID card is required to use the cafeteria, library, and to have open campus. Students must carry their ID card at all times and be prepared to show it upon request. A replacement identification card will cost \$5. If students choose to leave Norfolk Senior High School the identification must be returned as part of the withdrawal process. Students entering the building without an ID card will be asked to sign in to verify their identity. If a student enters the building more than 5 times without their ID they will be referred to an administrator and required to purchase a new identification card for \$5. Repeat offenders may be subject to social suspension.

Immunization / Physical Examination Information

The Nebraska Department of Health requires the following immunizations in order for your child to enter the school.

A student is defined as any child entering Kindergarten through 12th and all students transferring from outside the State of Nebraska regardless of grade:

- 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday
- 3 doses of Polio vaccine
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age
- 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

Additionally for 7th grade students- 1 dose of Tdap given any time after 10-11 years of age.

Nebraska Law also requires evidence of a vision exam and physical examination by a qualified physician, physician's assistant or nurse practitioner for students transferring in from out of the state.

Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school website.

Lockers

Your locker belongs to the school district. For convenience, the School Board gives each student permission to use a locker during the school year. Therefore, students cannot expect their locker to be free from inspection by the school if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

- Students should not leave valuables in any locker (regular or PE). Money, jewelry, and other valuable items are enticements for untrustworthy people and impossible to trace.
- Material, which by its nature might offend another student, may not be hung in lockers. Also, writing on lockers, inside or out, is prohibited.
- Lockers are to be locked at all times! Never give your lock combination to anyone.
- At the end of the school year Senior High expects the students to clean out their lockers and leave them as they found them. Failure to do so will result in a \$5 fine.

The school is not responsible for losses from lockers, whether locked or not. Lockers have been assigned. No changes may be made without notifying the office. Students are responsible for their assigned locker.

Lost and Found

Any article that you may find on the school grounds should be turned in to the lost and found in the office. Be sure to check the lost and found if you have lost something. Items unclaimed at the end of each semester will be donated to a local charity. The school is not responsible for lost, stolen, or damaged items.

Make Up Work

Students with excused absences will be permitted to make up their work, and they are expected to make the effort to see that this work is done. Students who will be gone for an extended period are asked to request their homework with the school receptionist to facilitate the work being completed when the student returns. Generally, the student will have the same number of school days to complete makeup work, as he or she was absent, however each teacher has their own policy and it will be made available on the first day of class.

Married Students

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

Media Center

The purpose of the Senior High Library is to provide students and teachers with materials for enrichment of classroom work and recreational reading. The library is open daily from 7:30 a.m. to 4:00 p.m., except when otherwise announced. The following items about the Media Center should be helpful:

- You are expected to enter and exit the main entrance through the security gate only.
- To come to the Media Center during any assigned class period or study hall you must have a green pass.
- You are responsible for signing in and out of the Media Center and returning the pass to the teacher or study hall monitor before the end of the class period. You will need your ID card to check out materials.
- In order to use the computers available in the Media Center during a study hall, open period, or free time students must have a signed pass from a teacher with the computer assignment listed on the pass.
- Most library materials may be borrowed for two weeks and then renewed if they are still needed. Reference books, reserve books, periodicals, and vertical file materials are overnight materials and are due before first period the next school day. Any overdue book must be returned or declared lost; if lost, you must pay for the book. If the book is later found and returned to the Media Center, all money will be refunded.
- You will be expected to allow a media specialist to check all materials carried from the Media Center. If you have food or drink in the Media Center, if you act in a disrespectful or disruptive manner, if you are destructive to the Media Center materials, facility, or furniture you will be subject to disciplinary action ranging from detention to being restricted from use of the Media Center.

You are expected to be self-disciplined and use your time in the library to read and/or do research. The Media Center is for you; therefore, think of it as a privilege (not as a right) to use and enjoy.

Multicultural Policy

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Native Americans and Latino;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives;
- and providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within the Norfolk Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

National Honor Society

- Norfolk Senior High is a member of the National Honor Society. To be eligible for membership, the candidate must be a member of the junior class.
- Candidates must have been in attendance at Norfolk Senior High the equivalent of one full semester prior to election.
- Candidates must have a cumulative grade point average of at least 90 percent. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of members to the National Honor Society shall be by a majority vote of the faculty selection committee. This faculty selections committee shall be composed of teachers from Mathematics, Science, English, Foreign Language and Social Science departments.
- Eligible students may not apply for membership to the National Honor Society. They must, however, complete a student profile that will be used by the faculty selection committee in selecting honor society members.
- The above criteria have been adopted in accordance with the National Honor Society Guidelines.

Open Campus

Norfolk Senior High offers a modified open campus to responsible juniors and seniors.

- Freshman and Sophomores do not have any open campus privileges.
- Any Junior or Senior failing one or more classes may lose open campus privilege.
- Any Junior or Senior not on track to meet graduation requirements may not be given open campus privilege.

Students may lose open campus and be assigned to study hall for: loitering in the parking lot, littering, being tardy after open campus, cutting classes and/or being unexcused/truant and other school rule violations.

Parental Involvement In Education (LB 1161):

Madison County School District No. 2 after having conducted a public hearing concerning parental involvement and participation in the school district declares that it will be the policy of the Norfolk Public Schools to provide access to parents to all textbooks, tests, curriculum materials and any other instructional materials used by the school.

Parking

School and student safety is the top priority for NHS and NPS, therefore, all vehicles parked in the parking lots surrounding Norfolk High School must display a parking permit issued by the High School. **Parking permits and replacement permits may be purchased for \$5 at the High School.** Parking at Norfolk High is limited. We suggest getting to school early (7:40 am) and the following guidelines:

- Parking on the grass, visitors area, assigned areas, bus loading zones, islands, are prohibited and will result in being ticketed.
- Parking spaces in front of the apartment buildings are for residents only.
- Do not park in front of mailboxes or driveways.
- Respect the other vehicles parked in the parking lots.
- Report all accidents to the SRO and Security.
- Lock your vehicle and keep all valuables out of sight.
- Mace/pepper spray – students may carry a small travel size bottle of mace on their keychain if it is kept in their lockers throughout the day. Any use of mace/pepper spray other than self-defense purposes will result in disciplinary action.

Violations will be ticketed:

- 1st Violation = \$5 fine and student conference with security/SRO
- 2nd Violation = \$15 fine, student conference, and parent contact
- 3rd Violation = \$30 fine, referral to administration, possible loss of parking privileges

****Every parking violation after the 3rd ticket will result in a \$30 fine for each one thereafter.****

Vehicles parked on school lots are subject to searches if deemed necessary by High School Administration.

Safety is a priority. Please enter and exit the parking lots safely. Violation of parking rules may result in assigned parking. Failure to do so may result in the loss of a parking permit.

Participation Fee

The Norfolk School Board initiated a Participation Fee of \$60. All students participating in an activity in which the sponsor is paid as an extra-duty must pay this fee. The fee is \$60 whether the student is involved in 1 activity or 10. This fee includes an Activity Card required by the Senior High. In the student fees policy the participation fee is referred to as an "activity fee."

Passes

- Students may request to leave a classroom no more than two times per day. These passes when granted are to be recorded in the student's planner.
- Students who are returning to an assigned area at a teacher or administrator's request should have a "green pass" which is not recorded in the student planner.
- Students wishing to use the Media Center during an assigned class or study hall must have a "green pass" from the teacher they are completing work for and sign in at the Media Center desk.
- Students accessing the Achievement Center during Study Hall are to request a ~~"pink pass"~~ pass from their classroom teacher or Study Hall teacher and check in upon their arrival.

Passing Time

The passing time between class periods is to allow students to use the restrooms, go to their locker when appropriate, and to move from room to room. NHS expects students to use this time efficiently, appropriately, and to arrive at their next class period on time.

Permit to Leave the Building

Any student who has to leave the school because of illness or other reasons must check out with the office or the School Nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. Students who receive permits to leave the building for Doctor's, Dentist's, or other appointments must have a parent contact the school or bring a written notice from the doctor or dentist prior to leaving. Norfolk Senior High reserves the right to verify all appointments.

Photographs/Press Releases

Unless parents specifically request in writing to the building principal that their student(s) should not be included student photographs and names may be released for print in school social media accounts, the school websites, and local media publications.

Physical Examinations

State guidelines require a physical examination signed by a doctor or a signed waiver prior to the seventh grade. This needs to be completed prior to the start of school.

Parents/ Guardians- please note that if your child is planning on playing sports at the 8th grade level, that the sports physical must be completed AFTER the date of May 1 of that year. The NSAA athletic bylaws require the physical to be completed after May 1. If a student has a physical that is dated earlier than May 1st, they will be asked to obtain a new physical in order to participate in sports.

Police Interviews - Policy 5413

With the exclusion of the Norfolk Public School Resource Officer; law enforcement or juvenile officers will not be allowed to interview students at school during the school day without the school official making a reasonable effort to contact parents. *The building principal may grant exceptions to probation and parole officers who desire to meet with students who are already on probation and/or representatives of Social Services who are accompanied by law enforcement officers.* If physical violence or a criminal act occurs at school, the school principal or designee may call the police without first receiving authorization from parents.

Pregnant and Parenting Students

Norfolk Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative programs for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such lists will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a stepthree rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination

Pursuant to law, this policy will be available at the beginning of each school year on the district's website and is hereby incorporated into the student handbook.

Professional Boundaries Rule

The following professional boundary rules are in place to protect both staff and students. Every student or parent who observes or suspects a staff member or student violating any of these rules should inform their Building Principal or Superintendent as soon as possible:

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Norfolk Police Department as the District's “law enforcement unit” for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Notification Of Concern

It shall be the policy of the district that whenever a parental objection is raised concerning textbooks, tests, or other curriculum materials, the subject matter and concern should be brought to the building principal in writing. Only those requests made in good faith for reasons of conscience or on religious beliefs will be honored. Requests will be made to the building principal on a standard exemption form that will be available in all school buildings and the administrative offices of the District. The administrator of the building will direct the appropriate personnel to make a reasonable effort to provide (when reasonable or practical to do so) alternate instructional and/or school experiences for those activities from which the student has been excused.

Rehabilitation Act of 1973 - Notice to Parents of Rights Afforded by Section 504

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Royalty Selection

Homecoming King and Queen:

- Five (5) candidates for Homecoming King and five (5) candidates for Homecoming King and Queen will be selected from a list of senior boys and a list of senior girls who are full-time students and have attended NHS for two consecutive semesters prior to the election. Seniors who graduated early are not eligible to become candidates for Homecoming King or Queen. They must be academically eligible and **must** not have violated the activity policy **during their senior year or the summer preceding it. prior to the vote for candidates.**
- The senior boys will select the Queen candidates and the senior girls will select the King candidates.
- The entire student body will vote to select the King and Queen from the list of candidates.

Winter Royalty King and Queen:

- Candidates for the Winter Royalty King and Queen will be selected from a list of senior boys and a list of senior girls who are full-time students and have attended NHS for two consecutive semesters prior to the election.
- Students who were candidates for Homecoming King and Queen and students who have graduated early will have their names removed from the lists. They must be academically eligible and **must** not have violated the activity policy **during their senior year or the summer preceding it. prior to the vote for candidates.**
- The senior boys will select the Queen candidates, and the senior girls will select the King candidates. The five (5) girls and the five (5) boys who receive the most votes will be the candidates.
- The entire student body will vote to select the King and Queen from the list of candidates.

Prom King and Queen:

- Candidates for Prom King and Queen will be selected from a list of senior boys and girls who are full-time students and have attended NHS for two consecutive semesters prior to the election. Students who were candidates for Homecoming King and Queen, Winter Royalty King and Queen, and early graduates will have their names removed from the list. They must be academically eligible and **must** not have violated the activity policy **during their senior year or the summer preceding it. prior to the vote for candidates.**
- Junior boys will select the Queen candidates and junior girls will select the King candidates. The five (5) girls and the five (5) boys who receive the most votes will be the candidates.
- The entire Junior and Senior classes will vote to select the King and Queen from the list of candidates.
- No girl shall be a candidate for more than one queen. No boy shall be a candidate for more than one king.

School Dances

- Students attending the dances must have their school identification card with them to enter the dance. All students without a card will not be admitted.
- Prior to entering the dance students and their guests must submit to an alcohol breath test. Students who test positive will not be allowed to enter and the police and parents will be contacted.
- Dancing must be appropriate. No front to back dancing; students must face each other.
- Re-entry will not be allowed – once a student or guest leaves the dance, the student or guest will not be allowed to return.
- After the first hour of the dance students will not be permitted to enter the dance.
- NHS administration reserves the right to remove anyone from the dance who behaves or dances in an inappropriate manner.
- Students are requested to choose apparel that is both modest and decent.
- Students are allowed to bring one guest. Guests must be in High School and no older than 20.
- If you plan to bring a guest from outside of Norfolk Senior High School you need to do the following things:
 - o Sign your guest up in the office. Guests who are not signed up in advance will not be admitted.
 - o Guests from other schools need to bring their identification cards with them to be admitted to the dance.
 - o Guests who are no longer in school must bring a drivers' license or appropriate photo identification with them to prove that they are no older than 20 years old.

School Hours

Norfolk High School is open for general student usage from 7:45 am until 3:40 pm daily (7:45 am to 2:15 pm on Wednesdays). Students meeting with teachers or involved in activities are expected to remain in those areas. Doors 1 and 16 will be opened for students on school days beginning at 7:00 am and will be locked at 8:10 am. Students arriving before 7:00 am may sit in the vestibule at door 1 or 16. Students arriving at 7:00 am will sit in the school cafeteria, forum, or student lounge. After school all students not meeting with teachers, in school activities, or in detention are to leave the building promptly.

School Nurse

The school nurse's office is immediately west of the administrative offices. If you are ill, secure a pass from your teacher and report to

the nurse's office. It is necessary that the school nurse or office official speak with a parent in order for a student to be excused from

school due to illness or accident. Failure to check out through the Nurse's Office or the Main Office shall be considered truancy. The student is not to call the parent. A permit to leave the building includes signing out at the office. Students returning to school following three consecutive days of illness/injury must check in with the school nurse.

Search and Seizure-Policy 5406

The administrative team is authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when a member of the administrative team determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. The administrative team is also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school. When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search. Policy permits school administrators to search vehicles parked on Norfolk Public Schools property. Law enforcement, including drug sniff dogs, will be contacted when circumstances dictate.

Smoking and Profanity

Smoking and profanity are not permitted on any school grounds, in any school building, at any school function, during any part of the day, which includes evening activities. Any of the above may result in the student being suspended. Please refer to the Students Rights and Responsibilities and/or Board policies, which specify suspension and from school. Also see the Senior High Code of Conduct.

Social Moratorium

Students committing violations in Student Code of Conduct may also be assigned a social moratorium effective until the satisfactory completion of a behavior contract. During the moratorium students would be barred from attending school sponsored activities occurring outside of the regularly scheduled school day. Examples of activities students would be excluded from attending include school dances, sporting events, concerts, drama productions, and musical productions. Administrators may also assign a social moratorium in the case of multiple violations of NHS Code of Conduct categories. (ie truancy / refusal to comply), chronic absenteeism, and not passing 4 or more classes.

Special Education

What is "special education?" Special education refers to "specially designed instruction or support for students with verified disabilities." Which persons are entitled to a special education? School districts in Nebraska provide an education for individuals with disabilities from birth through 21, or program completion.

What disabilities are served through special education programs? Children who benefit from the program offered may have one or more of the following disabilities: behavioral disorder, deafness, blindness, hearing impairment, mental handicap (mild, moderate, severe/profound), orthopedic impairment, other health impairment, specific learning disability, speech-language impairment, visual impairment, autism, or traumatic brain injury. Every effort will be made to educate students with a disability with their non-disabled peers.

How does a child qualify for a special education program?

- a) Any parent or teacher who believes a child may have a disability, can request a Student Assistance Team (SAT) meeting to discuss the possibility of a referral for a special education evaluation.
- b) If the SAT members believe a special education evaluation is necessary, a recommendation will be made to the parents to grant permission for this evaluation.
- c) After written parental permission has been obtained, appropriate qualified professionals complete an evaluation of the child and make recommendations to a Multi-Disciplinary Team (MDT) to determine if there is a disability.
- d) If it is determined that a child has a verified disability, parents and staff members agree on an Individual Education Plan (IEP) to serve the child's special needs.
- e) The child is placed in an appropriate level of special education service that may include a continuum of services ranging from continued regular classroom placement with assistance provided to separate specialized programs. This placement is determined by the IEP team of which parents are an integral part, and is based upon a student's learning needs. Written parental permission is needed for initial placement into special education programming.

Staff Qualifications

On December 10, 2015, President Barack Obama signed the Every Student Succeeds Act (ESSA) into law as Public Law Number 114-95. ESSA reauthorizes the Elementary and Secondary Education Act of 1965 “to ensure that every child achieves.”(1)

ESSA is the nation’s general education law and, as such, has been revised by Congress many times over the years. The last reauthorization took place in 2001 and was called the No Child Left Behind Act (NCLB).

In accordance with the Every Student Succeeds Act/ PARENTS’ RIGHT-TO-KNOW, this is a notification from Norfolk Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner: a) information regarding the professional qualifications of your student’s classroom teachers.

Please note that Norfolk High school is not Title 1 school, however, Norfolk Public Schools does receive Title monies.

The information regarding the professional qualifications of your student’s classroom teachers shall include the following:

- I. If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - a. If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
 - b. The teachers baccalaureate degree major, graduate certification, and field of discipline; and
 - c. Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]

Student Behavior

Every effort is made to work with students and special and/or disciplinary problems. Assistance from teachers is solicited in an attempt to accomplish this end. Every effort will be made to make the consequences fit the inappropriate behavior. Special efforts are being made to coordinate behavior expectations and to make consequences consistent among the Middle School, Junior and Senior High. Detentions, work details, loss of privileges, suspension, and even expulsion may result from a single inappropriate behavior or a pattern of inappropriate behaviors based upon the nature of the action(s). Complete standards of behavior, actions which may result in short or long term suspensions, and the procedures for both are contained in the "Students Rights and Responsibilities" which is included in this handbook. Each student receives their handbook on their first day of school and which requires acknowledgment by parent and student signature.

Student Discipline

Student discipline is handled in a structured manner and is designed to serve as a deterrent. Consequences for violating school rules and policies include Conferencing with Administration, Conferencing with Guidance Counselors, Detention, Saturday School, In-School Suspension, Out-of-School Suspension, and Expulsion. Please review the Student Rights and Responsibility Section of this handbook for complete information on suspension and expulsion. The Norfolk Senior High Code of Conduct is also contained in this handbook.

Student Dress Code

Norfolk Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness are a desirable facet of the educational process. Our public schools are sensitive to rapid changes in dress and grooming. However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty and decency. Administrators must weigh community standards, harassment or standards of others, along with the individual rights. In general, appearances that detract from the learning atmosphere cannot be permitted. It is hoped that students of Norfolk will take pride in their appearance and their school.

Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel, etc.) or that would encourage “horse-play” or that would damage property (cleats)

- Headwear including hats, caps, bandannas, scarves, sunglasses, and novelty headbands
- Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning or displays weapons or promotes hate or violence
- Clothing or jewelry that is gang related
- Costumes or clothing normally worn as pajamas or undergarments cannot be worn as outer garments, including novelty or bedroom slippers

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

The final decision regarding attire and ground will be made by the Principal and/or Administrative Team.

Guidelines

- ~~Advertising or promotion of violence/firearms, alcoholic beverages, tobacco, and illegal drugs/intoxicants is not permitted. This includes jewelry.~~
- ~~Attire that contains vulgar or offensive language, or is sexually explicit, indecent, or lewd.~~
- ~~All shirts worn must, fit well in the armpit area, and not have a plunging neckline~~
- ~~Two-piece outfits must touch at the waist. Bare midriffs are not permitted. Skirts and dresses are to be appropriate and modest.~~
- ~~Shoes must be worn at all times. Slippers are not acceptable.~~

- ~~Clothing usually worn as undergarments cannot be worn as outer garments. All undergarments (ie: bra, underwear, boxer shorts etc.) should be covered at all times.~~
- ~~The wearing of novelty headbands, caps, hats, hoods, or sunglasses will not be permitted. Caps, hats, hoods, or sunglasses must be removed upon entering the building. Wearing or carrying bandannas or colored handkerchiefs will not be permitted. (Violations will result in hats and bandanas being confiscated until the end of the school year.)~~
- ~~The wearing of jeans with holes, slashes, or cuts will not be permitted if they occur above mid thigh.~~
- ~~In order for any clothing item(s) to be considered school appropriate they must cover a person's chest/cleavage, midriff, and buttocks at all times.~~
- ~~Chains that are connected at both ends to clothing or wallets/billfolds and are not longer than 12 inches will be permitted if the chain is appropriate for school.~~
- ~~No costumes~~

Dress Code Violation Consequences

Violators will be required to change! In some cases the shirt, hat, necklace, etc. will be confiscated and held for parents to pick up students who refuse to correct dress code violations and will be referred to the office. Refusal will be considered a violation of student code of conduct category II and students will be subject to the included consequences.

Student Privacy Protection

It is the policy of Norfolk Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings: The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that

information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information). Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Student Rosters/Student Photos

Norfolk Senior High provides a listing of students to U. S. Military Recruiters, Colleges, and occasionally to Senior High approved vendors, i.e. Class Rings, Graduation Supplies. Students may also have their photo used in Norfolk High and local media publications. Families not wanting to be included on the mailing list or not wanting their students photo used must contact the Guidance Office prior to September 1st of each school year.

Student Searches and Handheld Wands (5423)

To ensure that school buildings remain safe and free from drugs or unauthorized substances (including vapes) and dangerous objects, the Board of Education hereby authorizes school staff and any School Resources Officers to use handheld wands to conduct lawful searches of students on school grounds, in a school vehicle, or at a school activity. The following procedures will be implemented for handheld wands at Norfolk Public Schools:

1. District staff may conduct handheld wand screenings based on reasonable suspicion.
2. Any individual subject to a handheld wand screening must allow their personal belongings (coat, backpack, purse, gym bag, and the like) to be screened at the location where the screening will be performed. Said items may be subject to a handheld wand screening but will not be opened or searched without a lawful basis.
3. All persons subject to a handheld wand screening are required to remove any metal (such as a vape) or dangerous objects from their person and/or personal belongings prior to the screening. After removing any such metal or dangerous objects, the person will be subjected to the screening.
4. If the handheld screening activates, then such person will be subject to additional screening and/or further search.
5. Any person found to be in possession of a vape, illegal substance, drugs, firearm or other dangerous weapon may be immediately removed from school grounds and may be subject to arrest and/or disciplinary action pursuant to applicable law and Student Code of Conduct.
6. Any student who refuses to submit to a search consistent with these procedures may be subject to a search of his/her personal and belongings, and any other appropriate disciplinary action by school administration. Other persons (such as visitors) who refuse to submit to a search consistent with these procedures may be refused entry and escorted off school grounds immediately. Parents will be contacted if a student refuses a search or is found in violation of the Code of Conduct.
7. No student will be subjected to a screening based on any discriminatory or unlawful reason.
8. Nothing in this Policy shall preclude or preempt any Individualized Education Plan, 504 Plan, or other legal requirements under the applicable special education laws.
9. Nothing in this Policy precludes the District from conducting other lawful searches or activities in an effort to keep school safe and free from dangerous weapons.

Student Visitors

It is not the policy of Norfolk Senior High School to allow non-students to attend classes with a student. We feel it is important not to interrupt the educational process.

Student Withdrawal

If a student plans to drop or transfer to another school, he or she must report to the Registrar in the front office for a withdrawal slip. The student then asks each teacher to sign the slip and indicate that the student has checked in all books and met all other obligations. The

withdrawal slip is then returned to the Principal's Office.

Study Hall Expectations

Students not taking a full load of courses will be placed in a mandatory study hall. This study hall is considered an important part of the complete curriculum and offers students an excellent opportunity to complete schoolwork. Unexcused absences, or truanancies, will not be tolerated and students will be dealt with according to policy.

Students may not:

- Talk without the instructor's permission.
- Change seats without the instructor's permission.
- Leave without a pass from the teacher.
- Sleep during study hall.
- Play games.

Students must:

- Be in the room before the bell rings.
- Bring materials to study hall.
- Follow the instructor's directions.
- Report back from a pass before the bell.

Technology

Students at Norfolk Senior High are required to follow the Norfolk Public Schools Internet Policy. Students and faculty must abide by the policies contained in that agreement. Students and faculty that fail to follow those policies will have their access to technology terminated.

Specifically, Norfolk Senior High School reserves the right to inspect all network files without specific permission with reasonable cause in the interest of system security and integrity. Norfolk Senior High School disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain privacy, security and integrity of the Norfolk Senior High School's computing facilities. Norfolk Senior High does not allow any copying of school-owned or licensed software or data to another computer system for personal or external use without prior approval. In order to use the computers available in the Media Center during a study hall, open period, or free time students must have a signed pass from a teacher with the computer assignment listed on the pass.

A complete copy of the "Technology & Internet Agreement" is available at the office. The Norfolk Public School's Internet Policy may be found in this handbook.

Telephones

Use of the office phone will only be allowed in an emergency or when a student is ill. After school usage will begin at 3:30 pm.

Title VI Indian Education

The Title VII Indian Education Program, serving K-12 students, offers tutoring, mentoring, home-school communication/coordination and distributes school supplies each semester. If your student, the parent or grandparent is an enrolled member of a Native American Tribe, please fill out the Student Eligibility form available from your School Principal or Central Office (512 Philip). For additional information or assistance for Native American students, please contact Central Office at 644-2500

Transportation Guidelines

Norfolk Public Schools may provide transportation for all students involved in activities which require transportation. Students may be required to travel together as a team (or group) both to and from the activity. This provides a safe and secure process for all students.

(Board Policy 5506). **In rare situations, a parent/guardian may request, in writing, to take their child either to or from the scheduled activity. This will only be allowed by giving the head coach/sponsor 24 hours notice.** The head coach/sponsor will seek administrative approval before granting this request. Off campus classes transportation will not be provided.

Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recordings may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

STUDENTS' RIGHTS AND RESPONSIBILITIES IN NORFOLK PUBLIC SCHOOLS

The mission of Norfolk Public Schools is to prepare all students to pursue their goals for the future

This mission is based on beliefs and principles about how students learn and what they must know to behave as responsible citizens and productive workers in a highly competitive, increasingly global society.

This policy statement provides the general guidelines of conduct, which are expected of our students. It also describes the responsibilities of the students in relation to this conduct standard.

These rules and standards apply to all school buildings and grounds, during and immediately before or after school hours. They also apply to school-sponsored functions both on and off school property.

The Board of Education has adopted the following policies of general application governing student conduct in all schools. Principals will establish other rules and regulations applicable to conduct at their respective sites that are consistent with those established by the Board of Education.

I. GENERAL STANDARDS OF BEHAVIOR:

It is expected that students will conduct themselves in a manner which is considerate of others, respectful of property and mindful of the good of all.

Students should therefore:

- Attend school regularly and punctually.
- Act in a manner that will enhance the learning environment for all students.
- Use school facilities in a way that will conserve their continued usefulness.
- Apply themselves to the best of their ability to the learning tasks assigned.
- Abide by school regulations and assist in their enforcement and modification.
- Participate constructively in school government and assist in modification or regulations for general school improvement.

II. STUDENT USE/ABUSE OF ALCOHOL AND OTHER SUBSTANCES:

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal, contagious, and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

No student may use, possess, be under the influence of, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia (except drugs as prescribed by a physician) on school grounds or at school-sponsored events. The same restrictions apply to students participating in extracurricular activities. The terms "alcohol or other substances" shall refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, illicit drugs, and look-alikes. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

The school district will provide a health curriculum that will include strategies of prevention and intervention designed to educate students on the use/abuse of alcohol and other substances.

Violations of this policy will be handled in accordance with the rules and regulations set forth in this document.

III. ATTENDANCE POLICY

A. Nebraska State Statute (79-201) requires that all students between the ages of 6 - 18 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness.

B. Notification of an absence must be made to the school office or the absence will be considered unexcused. The school district is required by law to notify juvenile justice officials when excessive absences occur. Building administrators will establish attendance guidelines for their respective buildings and they are published in the school's parent/student handbook.

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR: SUSPENSION OR EXPULSION

Conduct which violates the rules and regulations and policies adopted by the Board of Education and as set forth below will subject the student to disciplinary action. Disciplinary action may be, but is not limited to:

- A. Counseling of the student. In alcohol/drug related incidents students shall have an alcohol evaluation performed by a qualified drug/alcohol counselor. Payment will be at the student's expense.
- B. Parent conferences.
- C. Rearrangement of schedule/assignment to another school.
- D. Requirement that the student remain in school after regular hours, summers and Saturdays to complete additional work.
- E. Restriction of participation in extracurricular activity.
- F. Involving law enforcement and/or social service agencies.
- G. **Short-term suspension:** Any student may be excluded from the Norfolk Public Schools for a period of time not to exceed five school days provided that the suspension is assigned under the guidelines provided by Nebraska State Law and as set forth below. Also reference Board Policy 5101

1. Circumstances warranting short-term suspension:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts.
- b. If the student is infected with or can be proven to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well-being of the school community.
- c. If the student is involved in behavior or activities which interfere with any educational function or which infringe upon the rights of other students to pursue an education. Some **objectionable activities or behavior** which could result in short-term suspensions are as follows:
 - 1. Refusal to comply with reasonable standards of behavior established by teachers or building administrator.
 - 2. Use of abusive or profane language.
 - 3. Fighting.
 - 4. Willful truancy or willful and repeated tardiness.
 - 5. Vandalism, theft or pilferage of property belonging to the school district staff members or students.
 - 6. Engaging in the unlawful possession, being under the influence of, selling, dispensing, or use of an illegal substance, tobacco or alcoholic beverage.
 - 7. Committing any other act or becoming involved in any other activity, which causes a disruption in the normal educational opportunity for other students.
- d. If the student's conduct presents a clear threat to the physical safety of himself/herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- e. Conduct constituting grounds for expulsion or long-term suspension as set out in Nebraska law.

2. Procedure for short-term suspension:

- a. When a student is accused of conduct which might result in suspension under this section, the building administrator (Assistant Principal/ Dean of Students) is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
- c. Should the building administrator believe that a short-term suspension is justified, the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon, as is reasonably possible.
- e. Such suspension may be either "in-school," where a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-of-school," where a student is not permitted to be present on school property. **In either case, students may not participate in or attend any activities sponsored by the Norfolk Public Schools.**
- f. Opportunity will be given to students who are suspended to make up missed work.
- g. If the building administrator makes a decision to discipline a student and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian must appeal with the Building Head Principal within 5 school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the building administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within three calendar days from the date that the appeal is received.
- h. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Building Head Principal.

Long-term suspension/expulsion:

Long-term suspension shall mean the exclusion of a student from attendance in all schools within the Norfolk Public School System for a period of time exceeding five but less than twenty school days. **Expulsion** shall mean exclusion from attendance in all schools within the system.

1. Length of expulsions for regular and special circumstances

- **Regular Circumstances.** The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) *First Semester* - within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester or (2) *Second Semester* - within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year (subject to automatic review).
- **Special Circumstances involving use of force and personal injury.** (1) *First Semester* - period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester or (2) *Second Semester* - if the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.
- **Special circumstances involving firearms.** Expulsion period not less than one calendar year.

2. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:

- a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes.
- b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
- c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
- e. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.
- f. Students are forbidden, knowingly or voluntarily, to bring to school, possess. Handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds.

Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-alike rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles.

- g. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term "firearm" as described in 18 U.S.C. 921 means (1) any weapon (including a starter gun), which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer, or (4) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means

- any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile have an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
 - any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.
- h. Engaging in the unlawful possession being under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage.
 - i. Public indecency.
 - j. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
 - k. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
 - l. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school, purposes.

3. Procedure for long-term suspension/expulsion:

The procedure shall be the same as that of short-term suspension except as follows:

- a. The principal (Head Building Principal, Assistant Principal) may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal makes such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as described above.
- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student.
- c. Such written notice shall include the following:
 1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
 2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
- d. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
- e. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
- f. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
- g. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
- h. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
- i. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

4. Alternative Education Program During Expulsion

a. An Alternative Education Program will be available to all students during the period their expulsion is in force, except for circumstances outlined in Section G.1.c. above (firearms). These Alternative Education services are made available to students in accordance with revised Nebraska State Statutes 79-266 and Nebraska State Rule 92NAC17. Student participation in an Alternative Education Program is optional. Specific components of this program are developed with the building principal and may vary, depending upon the age of the student.

NORFOLK, NEBRASKA

STUDENTS' RIGHTS AND RESPONSIBILITIES IN EXTRACURRICULAR ACTIVITIES

The following rights and responsibilities are designed to strengthen self-discipline, to enhance physical and mental conditioning, to improve the health of the participant, and to provide due process to protect all students participating in extracurricular activities while attending the Norfolk Public Schools. It is the belief of the Norfolk Public Schools that students participating in activities should be held to a higher standard.

All students in grades 9 - 12 may be excluded from participation in extracurricular activities for the following infractions:

- Conduct constituting grounds for suspension or expulsion from the academic program as established in board policy.
- Any other violation of rules or standards of behavior under this policy.

Such exclusion shall be made only after the building administrator has made an investigation of the alleged conduct or violation and has determined that the student is guilty of the rules or standards of behavior contained in this policy. Before the exclusion(s) shall take effect, the student shall be given oral or written notice of the charges, an explanation of the evidence the authorities have, and an opportunity to present his/her version of the incident.

Activities Covered

All students engaged in activities, such as:

- Interscholastic activities, including but not limited to, speech, debate, band, choir, orchestra, ~~DECA~~, FFA, FBLA, and athletics;
- Elected to a position of responsibility, including but not limited to, class officer, student council, or position of responsibility in any school activity;
- Representing the school in all school sponsored activities, including but not limited to, drama, Pink Panthers, band, and cheerleaders; or
- Honor Positions, including but not limited to Homecoming, Winter Royalty, and Prom will be governed by the following rules.

These rules apply to student conduct during the **entire school year and preceding summer**. Any violations of the activities code of conduct during the summer shall carry over to the next school year. ~~entire calendar year~~. If a student violates one or more of these rules, he/she shall be subject to discipline as described in this policy.

Eligibility

In order to compete in Nebraska School Activities Association sanctioned activities, and all school sponsored activities, students must:

- Successfully complete 20 academic credits the prior semester and,
- Be enrolled in 20 academic credits during the current semester.

Rules/Standards

The following rules and standards concerning student conduct for extracurricular activities are established to assist the Norfolk Public Schools in carrying out the function of the activity. The infractions are:

1. Possess, use, be under the influence of, sell or distribute alcohol or illegal drugs or possess drug paraphernalia.
 - a. In alcohol/drug related incidents, school administration shall recommend to families that students have an alcohol/drug evaluation performed by a qualified drug/alcohol counselor. The purpose of the evaluation is to help the individual student and the family. A list of local agencies is available from the principal, school nurse, or guidance counselor.
2. Possession or use of tobacco.
3. Engaging in any activity which is classified as a Class III Misdemeanor or more serious offense, as provided by the laws of the state of Nebraska. Offenses include but are not limited to: assault, threats and intimidation of students and/or faculty, shoplifting, theft, etc.

4. Classified as a Class IV or V Misdemeanor under the following categories:
 - a. Tobacco use by minors
 - b. Minor misrepresenting age to obtain tobacco
5. Knowingly and voluntarily bringing to school, possessing, handling, or transmitting or using any gun, knife, or other dangerous weapon in school, on school grounds, or at a school function off of school grounds.
6. Violation of the Norfolk Public Schools' Harassment Policy.
7. Offenses which are not specifically identified above, but which constitutes a danger to other students, interferes substantially with any extracurricular activity, or is deemed by the administration to be unacceptable.

Committing any act, which is classified as a felony by the State of Nebraska, may be considered a third offense under the exclusion section of this policy.

The above listing is not inclusive and the administration and school reserves the right to deal with all infractions and violations on an individual basis. All violations will be dealt with in an equitable manner.

~~A committee will be formed to deal with and interpret violations not listed or in question. The committee membership will be representative of the entire School Staff.~~

Exclusions

Exclusion(s) is (are) to take place in the activity or activities that the student is currently engaged in or in the next activity in which the student participates.

Students will not be allowed to serve exclusion in an activity if they were not involved in that activity the prior season or school year. They will not be allowed to participate in any other activity until the suspension is completed.

First Offense

When a student violates one of the previously listed infractions the building administrator (Assistant Principal/**Activities Director**) will exclude that student from their current activity or activities or their next activity for a term equal to one-fourth of the season.

Self Reporting

On a student's first violation of a rule listed in this policy, the student may reduce the exclusion from the activity or activities by one-half by:

- Self-reporting to the school administrator or current activity coach/sponsor within the first school day after the violation occurs, including Summer School days.

Self-reporting is an admission that the student violated a rule.

And

- In drug/alcohol violations completing an evaluation performed by a qualified drug/alcohol counselor/ (at the parent's/student's expense) and following the recommendations.
- In other violations an intervention with the student, parent, coach, Activities Director, and Counselor will be held. Students that violate a rule at school, at a school activity, or being witnessed by a school staff member may not Self-Report.

The Self-Report option is only available for first-time offenders once during their high school (grades 9-12) career.

Second Offense

The second time a student violates one of the previously listed individual rule or a combination of rules the building administrator will exclude the student from their current activity (activities) and/or their next activity for the equivalent of an entire season.

Third Offense

When a student accumulates a third violation of an individual rule or combination of rules listed previously the building administrator will exclude that student from extracurricular activities for a period of 12 months.

Fourth Offense

Any student accumulating four violations of an individual rule or combination of rules in paragraph I.A. of this policy will be excluded from extracurricular activities for the remainder of their high school career.

Procedures Of Disciplinary Consequences

Disciplinary consequences are to be administered with as much uniformity as possible. Students who are excluded from participation in extracurricular activities will be provided due process.

- A. The administration shall, as soon as is reasonably possible:
 - Summarize in a written statement to the student and the student's parent or guardian, the student's alleged conduct or violation of the rules or standards.
 - Make a reasonable effort to establish a conference between the parent or guardian and the student with the appropriate personnel before the student rejoins the activity.
 - File a copy of the written summary with the Building Head Principal.
- B. If the administrator makes a decision to discipline a student who is participating in an extracurricular activity and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian shall file the appeal within five school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within seven calendar days from the date that the appeal is received.
- C. If the parent or guardian does not accept the decision made by the Building Head Principal, he/she may appeal, within five school days, to the Director of Student Services. The Director of Student Services shall review the incident and the disciplinary action imposed by the Building Head Principal. The Director of Student Services shall inform the parent or guardian of his/her decision within seven calendar days from the date the Director of Student Services decision is appealed.
- D. If the parent or guardian does not accept the decision made by the Director of Student Services, he/she may appeal, within five school days, to the Superintendent of Schools. The Superintendent shall review the incident and the disciplinary action imposed by the building administrator and/or the Director of Student Services. The Superintendent shall inform the parent or guardian of his/her decision within seven calendar days from the date the Director of Student Services decision is appealed.
- E. If the parent or guardian does not accept the decision made by the Superintendent of Schools, he/she may appeal to the Norfolk Public Schools' Board of Education, within five school days. The Board of Education shall review the incident and the decision made by the Superintendent of Schools. They shall inform the parent or guardian of their decision within thirty calendar days from the date that the appeal is received. Nothing in this policy shall preclude the student or the student's parent/guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Director of Student Services, the Superintendent of Schools or the Board of Education.

NORFOLK PUBLIC SCHOOLS/SENIOR HIGH STUDENT FEE POLICY #5416

STUDENT FEES POLICY

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

The District's policy is to provide for the free instruction in accordance with the Nebraska Constitution, state and federal law. This means that the District's policy is to provide free instruction for all courses, activities and programs which are offered in the district by providing staff, facility, equipment, and materials that are necessary without charge or fee to the students. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided the opportunity for a fee waiver or be provided the necessary materials or equipment without charge. A student who qualifies for the free or reduced price lunch and breakfast program is not required to participate in the free or reduced price lunch and breakfast program for purposes of this section.

Students or their parents must request a fee waiver prior to participating in or attending the activity and prior to purchase of the materials. Some examples are: (1) Items necessary for all state required and elective courses offered by the district. (2) Participation in extracurricular activities and use of a musical instrument in optional music courses that are not extracurricular activities. Waivers will be updated annually by specific grade level and can be found on the school website or by contacting the specific building the student attends. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

The School Board will have a Student Fee Fund established which is for the purpose of tracking all student fee receipts and expenditures. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students.

Instructional / Extracurricular and Miscellaneous Fee Guidelines

- (1) General Course Materials: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers/binders, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
- (2) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Charges of this nature are not waivable. (3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
- (4) Musical Instruments: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- (5) Non-specialized attire required for specified courses and activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is

specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(6) Specialized equipment or attire: The District will furnish students with specialized equipment and attire for participation in extracurricular activities that is required by the district. The District is not required to provide for the use of any particular type of equipment or attire that is considered optional.

(7) Participation in summer school or night school: Students who do not qualify for a student fee waiver are responsible for fees to participate in summer school or night school.

(8) Breakfast and lunch programs: Any student who qualifies for free or reduced breakfast and lunch will receive one full breakfast and lunch each day at a reduced or free rate. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs that fall outside of the qualifying breakfast or lunch.

(9) Personal Consumable Items: Students are also responsible for the cost of food, beverages, personal or consumable items which students purchase from the District or at school, whether from a "school store," a vending machine, booster club, parent group sale, book order club, or the like. Students who do not qualify for free or reduced price meals may be required to bring money or food for field trip meals or similar activities.

(10) Copies of student files or records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's policy is to continue to encourage and to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Guidelines on Activities, programs and services where student fees are not waived

- (1) Participation in before-and-after-school or pre-kindergarten services: Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.
- (2) Parking: Students may be required to pay for parking on school grounds or at school sponsored activities, and may be subject to payment of fines for failure to comply with school parking rules or damages caused by vehicles.
- (3) Transportation costs: Students are responsible for fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.
- (4) Postsecondary education costs: Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge to receive high school credit only.
- (5) National Trips: Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota). Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip. Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a "non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611 (transportation)

Neb. Rev. Stat. §79-2104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

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Student Fee List

Activity Cards

The activity card is a photo ID and allows students to attend all Norfolk Junior High and Norfolk Senior High School home games, the opening night of plays and musicals. It is NOT valid at NSAA sponsored activities (district and state tournaments) or the Northeast Nebraska Track Classic. Elementary students will be notified of dates, times and locations when photo ID's will be taken for activity cards at a cost of \$40.

Activity Fees

Activities that are governed by the Nebraska School Activities Association, Nebraska State Band Masters, or have public performances as part of the activity pay a fee of \$60, which includes an activity card. Students pay this fee once per year regardless of the number of activities in which they are involved. This fee must be paid in advance. *Students/families that qualify for free or reduced lunches may have the fees waived by completing a waiver request form, prior to the start of their first activity.*

Activity Fees' Requirements – Grades 9-12 (as follows)

Activity	Senior High (Gr. 9-12)
Participation Fee w/ Activity Card	\$60.00/year (All NSAA Activities)
Band Instrument Rental (School Owned)	\$75.00 /year
Band shoes and gloves	\$45.00/year
Band Uniform Cleaning	\$15.00/year
Baseball Hats and socks	\$60.00 year
Cheerleading uniform (Shell, Skirt)	\$80.00/year
Choir Robe Cleaning	\$15.00/year

Show Choir	\$100 to \$250.00/year
Flags/Color Guard	Up to \$300.00/year
Golf shirt and Pullover	\$140.00 year
Graduation Cap & Gown	\$50.00/year
Orchestra Instrument Rental (school owned)	\$25.00/semester
Participation Fee	\$20.00/year (Non-NSAA Activities)
Pink Panthers (Shell, Skirt)	Up to \$80.00 year Uniform
Soccer Shin Guards/socks	\$55.00 year
Softball Visor and stirrups	\$55.00/year
Summer School	\$20.00 per session
Swimming	\$10 cap \$20 goggles + \$100.00 Swimsuit
Technology Fee	\$35.00/year
Tennis Boys	\$100.00 top and bottom
Tennis Girls	\$115.00 top and bottom
Volleyball	\$55.00 (Knee Pads & shorts)/year

* Summer School fees will be collected for courses taken for credit accrual. Courses taken for credit recovery will not be subject to fees.

**Courses that include projects that students may keep upon completion will be required to have project cost projection sheets completed AND signed by the student, parent and instructor, prior to beginning work on the project.

Athletic Physicals

The Nebraska School Activities Association (NSAA) requires that students involved in athletics be required to have a physical annually.

Recommended for Specific Courses

Graph Paper-Math

Compass-Geometry

Protractor-Geometry

Scientific Calculator-Algebra 2 and above

Graphing Calculator-Algebra 2 and above

Mechanical Pencils/Erasers-Drafting

Safety Glasses-All Shop & Ag Courses

Charges for yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges, and other school rules, regulations and policies developed for the safe and efficient operation of the school are not student fees.

Parking Permits

Students driving to school and parking on school grounds must register with the school office to obtain a parking permit. Vehicles parked on school grounds without a parking permit are subject to fines and may be towed at the expense of the owner of the vehicle. There is a \$5 cost to obtain the permit. There will be a \$5 charge to replace lost or damaged permits.

Graduation Caps and Gowns

In order to participate in commencement exercises students are required to purchase a cap and gown.

Commencement Ceremony - During the commencement ceremony participating students are allowed to wear only items that are distributed by school officials. Items not distributed by school officials cannot be worn on the outside of caps or gowns.

Fund Raising

Students may be required to partake in fundraising activities in order to participate in extracurricular activities. If fundraising is required for a particular extracurricular activity, any student participating in such activity shall be expected and required to participate equally and share equally in whatever funds are raised.

Penalties

Students who fail to pay overdue student fees may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, a transcript, or credit for coursework completed for failure to pay student fees.

HARASSMENT POLICY (5401) for STUDENTS AND STAFF

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

The Norfolk Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, (including skin color, hair texture, and protective hairstyles) color, religion, **military** or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Director of Student Services—512 Philip Avenue, Norfolk, NE 68701 (402) 644- 2500

Employees and Others: Resources Director—512 Philip Avenue, Norfolk, NE 68701 (402) 644-2500

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The Norfolk Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and

retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, (including skin color, hair texture, and protective hairstyles), color, religion, **military or** 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, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

a. Unwelcome sexual advances or propositions,

b. Requests or pressure for sexual favors,

c. Comments about an individual's body, sexual activity, or sexual attractiveness,

d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,

e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,

f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist **as determined by the investigator**. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation

will be determined by the investigator and in compliance with any legal requirements ~~not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.~~ Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

a. Providing the parties with the opportunity to present witnesses and provide evidence.

b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships,

3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

a. A summary of the facts,

b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and

c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings. The District ~~may, when appropriate or when legally required, will~~ send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) ~~working day~~ week after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board ~~or a Committee of the Board of Education at a Board meeting~~ to present his or her appeal. ~~The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party.~~ The Board or a Committee of the

Board of Education may, in its discretion ~~will~~ issue a written determination about the appeal ~~within thirty (30) days after the party addresses the Board.~~ The Board or a Committee of the Board may, in the alternative, vote on the appeal and send the party the outcome of the vote. The party who filed the appeal will be sent the Board's determination ~~at the time it is issued, and a copy will be sent to the designated compliance coordinator.~~ The Board's determination, and any actions taken, will be final on behalf of the District.

Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

4. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

5. Designated Compliance Coordinators: Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.

k. Performing other duties as assigned. The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

6. **Preventive Measures:** The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti discrimination laws (see Designated Compliance Coordinator section, above, for

further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Revision: July 12, 2021

Date of Reaffirmation: February 14, 2022

NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

Internet Policy

The Board of Education will provide Internet services to teachers and students to promote educational excellence in the Norfolk Public School District by facilitating resource sharing, innovation, and communication.

To teach appropriate strategies for accessing information for research and education, this school district offers access to Internet and other computer networks, subject to the rules and procedures to be set by the Board of Education, or its designee, as to such access and use.

Internet Safety and Acceptable Use--Policy 6800 will be distributed as a separate handout. Parent and student sign-offs will be required.

NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

District Truancy Policy

Additional information regarding student attendance and excessive absenteeism is available on-line under Board of Education Policy 5008.

Norfolk Senior High School Code of Conduct

Students are encouraged to help make their time at Norfolk Senior High School both pleasant and beneficial. Students are expected to:

Act in a responsible manner following all rules and regulations of Norfolk Senior High and the Norfolk Public Schools

- Respect each person's individuality and his/her right to an education.
- Act appropriately and work cooperatively with everyone in the building.
- Attend all classes, coming to each class with required materials, to include completing assignments.
- Never verbally or physically abuse or harass anyone.
- Respect authority and comply with directions appropriately.
- Use appropriate language and good manners in all personal dealings.
- Communicate with teachers, staff, and other students.
- Respect the property of others.
- Constantly work to improve.

Those offenses that on their own may not lead to long term suspension or expulsion, if repeated, may lead to long term suspension or expulsion.

Infraction	1 st Intervention/ Consequence	2 nd Intervention/ Consequence	3 rd Intervention/ Consequence
A1 Assault on student without injury	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
A2 Assault on student with injury	OSS 5- ~~10~~ 19 days Notify parents and police. Possible recommendation for expulsion.	OSS 10-19 days. Notify parents and police. Recommendation for expulsion.	
A3 Assault on school personnel, with or without result of injury	OSS 10-19 days Notify parents and police. Recommendation for expulsion.		
A4 Fighting	OSS 3-5 days. Notify parents and police.	OSS 5-10 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.

This is the guide used by Norfolk Senior High School to conduct disciplinary action. The code of conduct allows for interpretation by the administration due to circumstances and the severity of the incident.

- The level of violence may affect the length of suspension.
- *If both students “swing”, both are considered to have fought and using self-defense is not a defense.*
- Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight.

A5 Threats, intimidating, or menacing another student including hazing.	ISS/OSS ~~1-3~~ 5 days. ~~May~~ ~~OSS 1-3 days.~~ Notify parents, may notify police.	OSS 3-5 days. Notify parents, may notify police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.
A6 Threats, intimidating, or menacing school personnel.	OSS ~~1-5~~ 5-10 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents. Recommendation for expulsion.	
A7 Swearing at school personnel	OSS 3-5 days. Notify parents and removal from class.	OSS 5-19 days. Notify parents. Possible recommendation for expulsion.	Recommendation for expulsion.
A8 Initiating a real or perceived threat on the school i.e. bomb threat, shooting threat etc.	OSS 5-19 days. Notify parents, police, and/or fire marshal. Recommendation for expulsion.		

Students are forbidden, knowingly or voluntarily, to bring to school, possess, handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds. Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO2 propelled rifles and pistols, copy-cat or look-alike rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles; 5) Tasers.

From the Norfolk Public Schools Rights and Responsibilities:

Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term "firearm" as described in 18 U.S.C. 921 means (1) any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer, or (4) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means

- A. any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile have an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
- B. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
- C. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.

Infraction	1st Intervention/ Consequence	2nd Intervention/ consequence	3rd Intervention/ Consequence
B1 Weapon	OSS 10-19 days. Retain the object. Notify parents and police. Possible Recommendation for expulsion	Retain the object. Notify parents and police. Recommendation for expulsion.	
B2 Firearm	Mandatory 1 calendar year expulsion.		
B3 Nuisance or dangerous items: stink bombs, squirt guns, snowballs, etc.	Detention. May ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
C1 Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/lookalike/ imitation “Under the influence” means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 10-19 days. Notify police. Recommend drug/alcohol evaluation. Possible recommendation for expulsion.	Recommendation for expulsion.	
C2 Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind or placebo/lookalike/ imitation	Recommendation for expulsion.		
C3 Possession of drug paraphernalia and or sale of.	OSS 5-19 days. Notify parents and police. Possible recommendation for expulsion. SCIP referral.	OSS 10-19 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
C4 Selling or offering a non-controlled substance or placebo/look-alike/imitation drug	ISS/OSS 1-3 days. Notify parents. SCIP Referral. Confiscate item(s).	OSS 3-5 days. Notify parents. SCIP Referral. Confiscate item(s).	OSS 5 Days. Notify parents. SCIP Referral. Confiscate item(s).
D1 Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	

D2 Extortion	ISS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Possibly notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.

E1 Fire setting, arson.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for loss. Recommendation for expulsion.		
E2 Graffiti or causing damage to school property, private property	ISS/OSS 1-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	ISS/OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Recommendation for expulsion.
E3 Signaling false fire alarm, tampering with equipment, vape detectors, or extinguishers.	ISS/OSS 1-5 days. Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	Recommendation for expulsion.
F1 Theft or attempted theft of school or private property.	ISS/OSS 1-3 days. Notify parents and police. Reimburse for loss. Possible recommendation for OSS/expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
F2 Wrongful possession of school or private material	ISS 1-3 days. Notify parents. May notify police.	OSS 3-5 days. Notify parents. May notify police.	OSS 5 days. Notify parents. May notify police.
F3 Knowingly receiving stolen school property.	ISS 1-3 days. Notify parents. Possible notification of police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
G1 Smoking, offering to others, or use of tobacco / vapor products. (dipping, smoking, e-cigarettes, vapor products & etc.)	ISS/OSS 1-3 days. Notify parents. SCIP referral.	OSS 3-5 days. Notify parents.	OSS 5 days. Notify parents.
G2 Possession of matches, lighter, e-cig /vapor pipe, vape products, chewing tobacco or cigarettes.	ISS/OSS 1-3 days Confiscation of items. Notify parents.	~~ISS~~ /OSS 3-5 days. Confiscation of items. Notify parents.	OSS 5 days. Confiscation of items. Notify parents.

G3 Continually present during vape detector activations.	Meet with Administration/Formal Warning	ISS 1-3 days and/or Student placed on no pass/no public restroom list.	ISS/OSS 1-5 days

H1 Written or oral harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic, or verbal comments about an individual's body of a sexual nature or racial background.	Conference with administrator. ~~May~~ ISS/OSS 1- ~~3~~ 5 days. Notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 3-5 days. Notify parents.
H2 Visual harassment: offensive posters, pornography, internet misuse, social media postings, photos, videos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.	Conference with administrator. ~~May~~ ISS/OSS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 3-5 days. Notify parents.
H3 Physical harassment: Intentional or obvious unwelcome or offensive physical contact.	ISS/OSS 1-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents and police. Possible recommendation for expulsion.	OSS 10-19 days. Notify parents and police. Recommendation for expulsion.
H4 Sexting: Sharing or sending sexually explicit photographs of minors via cell phone or other electronic devices	OSS 10-19 days. Notify parents and police.	Recommendation for expulsion.	
I1 Defiance of authority. Failure to obey a direct instruction including lying and refusing to provide or falsifying information.	Detention/ ISS 1-3 days. Notify parents.	Detention/ISS 1-3 days. May OSS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents.
I2 Disruption of school activities, i.e. excessive talking, horseplay, play fighting, misuse of passes, etc.	Detention/ ISS 1-3 days. Notify parents.	Detention/ISS 1-3 days. ~~May~~ OSS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents.

13 Disruption while in ISS	OSS for the remaining day (s) of suspension. Re-serve ISS the following day.	OSS for the remaining days of suspension	OSS for the remaining days of suspension

14 MisUse of electronic devices i.e. Cell phones, cameras, smartwatch, radios, laser pens, etc. Prior approval for educational purposes is exempt	Student will be asked to put the phone away where it cannot be accessed	Staff member will confiscate the phone and return it at the end of the period	Confiscate device. Bring to administration-office Parent/Guardian required to pick up device from school.
15 NO SHOW to after school detention assigned by an administrator within the given time.	Detention will double or may be assigned to ISS.	Detention will double or may be assigned to ISS..	
16 Any lunchroom misconduct	Detention.	Suspension from lunch 1-5 days. Notify parents.	Suspension from lunch 1-10 days. Notify parents.
17 Inappropriate or Fraudulent use of phone/computer/or electronic devices	May ISS/OSS 1-3 days. Notify parents. Loss of privilege. May notify police.	May ISS/OSS 1-3 days. Notify parents. Loss of privilege. May notify police.	May ISS/OSS 3-5 days. Notify parents. Loss of privilege. May notify police.
18 Buying or selling food, drinks, or any unauthorized use of a student id number.	Detention. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
19 Falsifying or altering signatures, misrepresenting or calling self in	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
110 Gambling in any form: pitching coins, dice, wagering with cards, etc.	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
111 Wrongful use of skateboard, roller blades, bicycles, etc. on school property	Confiscate. Notify parents. May ISS 1-3 days. Parents must pick up.	Confiscate. Notify parents. May ISS 1-3 days. Parents may pick up at the end of the year.	
112 Truancy (1 period)	Detention.	Detention Notify parents.	Notify parents. Detention/may assign ISS.

I13 Truancy (More than 3 periods)	Assign to ISS. Notify parents.	Assign to ISS. Notify parents.	Assign to ISS. Administration may remove from course. Notify parents.

I14 Unauthorized entry into any unattended school area	ISS 1-3 days. Notify parents.	ISS 3-5 days. May OSS 1-3 days. Notify parents.	OSS 1-5 days. Notify parents.
I15 Loitering	Conference with administrator. May issue detention. May contact parents.	Detention. Notify parents. Loss of open campus. May notify police.	ISS 1-3 days. Notify parents. Notify police.
I16 Leaving or entering school without following procedure	Detention.	Detention.	Student will be assigned a detention and assigned to ISS.
I17 Unprepared for class	Warning issued to student by teacher.	Student/teacher contract. Copies to counselor and assistant principal. Teacher notifies parent.	A parent conference must be held with the teacher and an administrator.
I18 Cheating on Tests and quizzes / Plagiarism.	Student may make-up an alternate assignment/assessment at a time convenient for the teacher. Teacher notifies parent and administration of the situation.	Teacher notifies parent. Parent and teacher conference with administration. Student may make-up an alternate assignment /assessment at a time convenient for the teacher.	Parent Conference at school w/ administration.
I19 Willful violation of other school rules and regulations (i.e. Eating in forum, bringing pop into the building, dress code violation, etc)	Warning issued to student. Staff may confiscate and retain items for parent. Clothing changed or corrected.	Detention. Parent conference. May confiscate and retain items for parents. Clothing changed or corrected.	
I20 Returning to campus or school property while serving an out of school suspension.	1 additional day will be added to the length of the suspension. Police may be contacted.	1- 3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension. Police will be contacted.
I21 No show for Teacher detention	Remind student about detention. Parent contacted by teacher.	Teacher refers student to Administration for detention.	Student will be assigned to ISS.
I22 Misconduct for a Guest Teacher	Detention or consequences as assigned by teacher. Parent Contacted by Teacher	Teacher refers student to Administration for detention	Student will be assigned to ISS

I23 Bus Behavior: Additional consequences apply for repeated incidents after 3 rd intervention	Warning/ Conference/ Parent Call Assigned seating. Possible detention.	Parent call. Possible removal from Bus 1-7 school days. Possible detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.	Parent call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.

I24 Dress Code	Warning. Clothing changed or corrected.	1-3 detentions. Clothing changed or corrected.	ISS 1-3 days. Clothing changed or corrected.
I25 Continual violation of school rules	Parent Conference with an administrator. May OSS 1-5 days.	Parent Conference with an administrator. May OSS 3-5 days.	Parent Conference with an administrator. May OSS 5-10 days.
I26 Freshmen, Sophomore and Junior students violating the closed campus policy	Detention.	2 Detentions.	3 Detentions. Consequences will increase to ISS and then to OSS.
I27 Willful violation of automobile/motorcycle procedures parking and/or driving	\$5 parking fine. Student Conference with Security/SRO	\$15 parking fine, student conference and parent contact.	\$30 fine, referral to administration, possible loss of parking privileges EVERY Parking violation after the 3 rd ticket will be \$30 fine for each one thereafter.
I28 Violation of Tardy Policy	Detention.	Detention May contact parent.	Excessive Tardies will require further disciplinary actions.

Social Moratorium

Students committing violations in Student Code of Conduct may also be assigned a social moratorium effective until the satisfactory completion of a behavior contract. During the moratorium students would be barred from attending school sponsored activities occurring outside of the regularly scheduled school day. Examples of activities students would be excluded from attending include school dances, sporting events, concerts, drama productions, and musical productions. Administrators may also assign a social moratorium in the case of multiple violations of NHS Code of Conduct categories. (ie truancy / refusal to comply), chronic absenteeism, and not passing 4 or more classes.

~~Students committing violations in Student Code of Conduct areas may also be issued a social suspension effective until the satisfactory completion of a behavior contract. Students receiving a social suspension would be barred from attending school sponsored activities occurring outside of the regularly schedule school day. Examples of activities students would be excluded from include school dances, sporting events, concerts, drama productions and musical productions.~~