

**Students' Rights and Responsibilities**

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

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

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

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

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

\*\*\*\*\*

**Permission for Excursion Trips**

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

NAME	GRADE	NAME	GRADE
_____		_____	
NAME	GRADE	NAME	GRADE
_____		_____	

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

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

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

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

\*\*\*\*\*

**School Directory Publication**

Please check one.

**YES** or **NO**

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

\*\*\*\*\*

**Student Image Use**

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

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

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

**Non-Custodial Parent Notification**

Complete information if non-custodial parent wishes to receive copies of grades and newsletters.  
Please send information \_\_\_\_\_ in English or \_\_\_\_\_ in Spanish.

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

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

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

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

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

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

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

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

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

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

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

(Refer to Policy 6800 on pages 30-33)



# **ELEMENTARY HANDBOOK FOR PARENTS**

**2023-2024**

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



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[jamiiothompson@npsne.org](mailto:jamiiothompson@npsne.org)  
[www.norfolkpublicschools.org](http://www.norfolkpublicschools.org)  
Twitter: @npspanthers

Dear Students, Parents, and Guardians:

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

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

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

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

Sincerely,  
Dr. Jami Jo Thompson  
Superintendent of Schools

# NORFOLK PUBLIC SCHOOLS

## NORFOLK, NEBRASKA

### ELEMENTARY HANDBOOK FOR PARENTS

2023-2024

Dr. Jami Jo Thompson

Superintendent of Schools

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

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

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

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

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

# Parental Involvement

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

## Parents' Role

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

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

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

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

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

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

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

---

Norfolk Public Schools Student Handbook

Foreword

### **Intent of Handbook:**

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

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

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**PARENT CALENDAR**





**Norfolk Public Schools**  
**2023-2024 Parent Calendar**

**August 2023** 1

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16*	17	18	19
20	21	22	23*	24	25	26
27	28	29	30*	31		

**January 2024** 6

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10*	11	12	13
14	15	16	17*	18	19	20
21	22	23	24*	25	26	27
28	29	30	31*			

**September 2023** 2

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6*	7	8	9
10	11	12	13*	14	15	16
17	18	19	20*	21	22	23
24	25	26	27*	28	29	30

**February 2024** 7

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7*	8	9	10
11	12	13	14*	15	16	17
18	19	20	21*	22	23	24
25	26	27	28*	29		

**October 2023** 3

S	M	T	W	Th	F	Sa
1	2	3	4*	5	6	7
8	9	10	11*	12	13	14
15	16	17	18*	19	20	21
22	23	24	25*	26	27	28
29	30	31				

**March 2024** 8

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6*	7	8	9
10	11	12	13*	14	15	16
17	18	19	20*	21	22	23
24	25	26	27*	28*	29	30
31						

**November 2023** 4

S	M	T	W	Th	F	Sa
			1*	2	3	4
5	6	7	8*	9	10	11
12	13	14	15*	16	17	18
19	20	21	22	23	24	25
26	27	28	29*	30		

**April 2024** 9

S	M	T	W	Th	F	Sa
	1	2	3*	4	5	6
7	8	9	10*	11	12	13
14	15	16	17*	18	19	20
21	22	23	24*	25	26	27
28	29	30				

**December 2023** 5

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6*	7	8	9
10	11	12	13*	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**May 2024** 10

S	M	T	W	Th	F	Sa
			1*	2	3	4
5	6	7	8*	9	10	11
12	13	14	15*	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- August**
- 14 First Day - First Half Students K-12
  - 15 First Day - Second Half Students K-12
  - 16 All Day - K-12

- January**
- 1-3 Winter Break - No School
  - 4 K-12 School Resumes
  - 15 K-12 Students - No School

- September**
- 4 Labor Day - No School

- February**
- 9 K-12 Students - No School
  - 12-15 K-12 Parent-Teacher Conferences
  - 12-K-8 P-T Conferences, 4:00-7:00
  - 13-K-4, 9-12 P-T Conferences, 4:00-7:00
  - 14-5-12 P-T Conferences, 4:00-7:00
  - 15-K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)
  - 16 K-12 Students - No School
  - 19-20 K-12 No School - Spring Break

- October**
- 12 K-12 End First Quarter
  - 13 K-12 Students - No School
  - 16-19 K-12 Parent-Teacher Conferences
  - 16-K-8 P-T Conferences, 4:00-7:00
  - 17-K-4, 9-12 P-T Conferences, 4:00-7:00
  - 18-5-12 P-T Conferences, 4:00-7:00
  - 19-K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)

- March**
- 14 K-12 End Third Quarter
  - 15 K-12 Students - No School
  - 27-29 K-12 No School - Spring Break
  - 27 Make - Up Snow Day (if needed due to 3 snow days)
  - 28 Make - Up Snow Day (if needed due to 4 snow days)

- November**
- 22-24 Thanksgiving Break - No School

- April**
- 1 K-12 No School - Spring Break
  - 2 K-12 School Resumes
  - 18 Grades 9-12 - 11:30 a.m. dismissal PM- SH Track Meet
  - 19 K-12 Students - No School
  - 22 K-12 Students - No School

- December**
- 20 K-12 End Second Quarter/First Semester
  - 21-29 Winter Break - No School

- May**
- 1 K-12 Students - 1:00 pm Dismissal
  - 2 Grades 7-8- 11:30 dismissal PM JH Track Meet
  - 19 Graduation
  - 22 Students Last Day/End Fourth Quarter
  - K-12 - 11:30 a.m. dismissal

**Key:**

- No school for students or teachers
- Teacher PD/Work Day - No School For Students
- ◁ Teacher PD/Work Da - 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)

Updated: 2/14/2023

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

## **WELCOME TO NORFOLK PUBLIC SCHOOLS**

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



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

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

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

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

## **ACCESS TO RECORDS**

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

### Notice Concerning Directory Information

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

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

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

## **ADMINISTRATIVE DIRECTORY**

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

Central Administration Building (512 Philip) 644-2500

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

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

Elementary Administrators

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

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

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

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

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

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

Westside (644-2561)  
1703 Philip Avenue  
Tracy Lichty

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

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

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

We further believe that:

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

PROCEDURES FOR REPORTING ABSENCES

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

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



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

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

## EXCESSIVE ABSENCES

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

## PLANNED ABSENCES

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

## BICYCLES, SKATEBOARDS, ROLLER BLADES AND SCOOTERS

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



## BOUNDARY EXCEPTIONS

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

Criteria for acceptance:

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

Criteria for denial:

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

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

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

The school retains the right to reassign/revoke or deny any Boundary Exception for students or families through the provisions set forth in the Student Rights and Responsibilities for Norfolk Public Schools should tardiness/absence problems persist. This action

may take place at the end of the first semester or at the end of the school year. These provisions may not apply to students who require English as a Second Language or Special Education programs.

### **BREAKFAST PROGRAM**

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

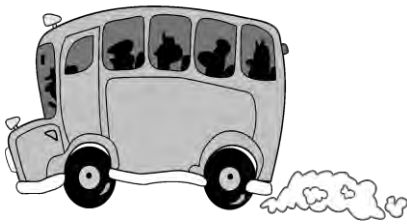
The cost of the program will be based on Free/Reduced and Paid lunch applications. Students who qualify for FREE lunch will also receive a free breakfast. Students who qualify for REDUCED price lunches pay a reduced rate.

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

### **BULLETINS AND ANNOUNCEMENTS**

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

### **BUSES**



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

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

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

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

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

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

1. Violence  
Use of weapon  
Threat to safety of students/staff

	Punches thrown by either party which constitute a substantial interference with school purposes
2. Property Damages	Value of \$25.00 or more 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 <sup>st</sup> or 2 <sup>nd</sup> 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 ENVISIONS Math program in grades K - 4th.

This program encourages the development of math concepts. The lessons include math fact practice, review of math concepts, and the development of new math concepts—with guided lesson practice, and independent practice.



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



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

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



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

Programs which complement the basic curriculum areas include:



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

## DEMOGRAPHIC CHANGES

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

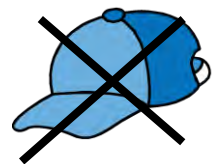
## DRESS CODE



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

Student attire guidelines:

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



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

## EMERGENCY EXCLUSION

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

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

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

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



## **ENTRANCE REQUIREMENTS AND REGISTRATION**

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

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

For children born in Nebraska, a state-certified birth certificate may be obtained by contacting:  
**Bureau of Vital Statistics - Nebraska Department of Health and Human Services, Box 95065, Lincoln, Nebraska 68509-5065 or Nebraska Department of Health and Human Services, 209 North 5th, Norfolk, NE 68701 (402-370-3124).**

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

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

## **EQUAL TREATMENT OF STUDENTS**

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

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

### **Procedures**

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

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

## **FIELD TRIPS**

Throughout the school year classes may take field trips to locations of interest that the children have studied in the classroom. Examples of field trips that are taken would be: zoo, State Capitol, fire station and police station. Parents are asked to sign a permission slip in the fall of the year giving their permission for students to go on field trips. This permission slip is found on the cover page of this handbook. In most instances transportation for the field trips will be by school bus.



## **FINES**

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

## **GRADING SYSTEM**

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

### Academic Performance Levels for Proficiency Grading

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

### Academic Performance Level for Alpha Grading

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

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

## **GUIDANCE AND COUNSELING SERVICES**

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

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



Following are the names of the counselors at each building.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

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

i. Level 1 (Investigation and Findings):

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

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

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

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at

a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal within thirty (30) days after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

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

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

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

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

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

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

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

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

District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

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

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Revision: July 12, 2021

Date of Reaffirmation: February 14, 2022

## **HEALTH SERVICES**

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

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

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

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

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

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

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

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



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

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

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

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

What is the HAL Program?

The HAL Program consists of a number of different opportunities that allow intellectually gifted and creatively talented students to experience a differentiated curriculum.

Who is eligible for HAL Program activities?

**Step 1** - All students are screened through the Measures of Academics Progress 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 MAP Assessments will be able to take the CogAt test to gather further Information. This would be during the Fall and Winter testing sessions.

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

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

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

What opportunities are provided through the HAL Program?

At the elementary level, 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.

How does HAL affect my child's placement?

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

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

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

## **HOMELESS STUDENTS POLICY**

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

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

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

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

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

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

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

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

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

## **HOMEWORK POLICY (6240)**

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



## **INDIAN EDUCATION**

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

## **INSTRUCTION**

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

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

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

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

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

Family Educational Rights and Privacy Act, 20 U.S.C. 1232g

Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

### Title I Parental Involvement Policy--6410

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

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

#### Expectations for Parental Involvement

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

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

identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.

- F. Involving parents in the activities of the schools served under Title I.

#### Policy Involvement

Each school served under the Title I program shall:

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

#### Shared Responsibilities for High Student Academic Achievement

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

#### Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their

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

#### Accessibility

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

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

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

Every Student Succeeds Act of 2015 will be followed for the 2023-2024 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.

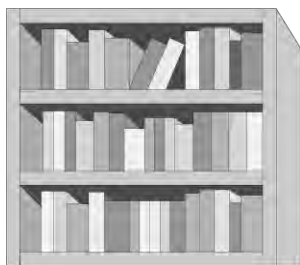
Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting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

## LUNCHESES



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

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

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

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

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

### Nondiscrimination Statement

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf,

hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

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

## **MONTESSORI**

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

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

Norfolk Public Montessori kindergarten has the following enrollment guidelines:

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

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

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

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

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

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

## **MULTICULTURAL POLICY**

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

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

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

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

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

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

## **PARENT-TEACHER CONFERENCES**

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



## **PARENT-TEACHER ORGANIZATIONS**

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

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

## **POLICE INTERVIEWS**

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

## **PROFESSIONAL BOUNDARIES RULE**

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

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

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

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

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

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

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

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

## **PROMOTION AND RETENTION**

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

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

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

## SAFETY

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

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

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

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

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



## SCHOOL CLOSING/CANCELLATION

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

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

## SCHOOL HOURS

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

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

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



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

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

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

### LEAVING THE BUILDING

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

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

### TARDIES



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

### TRUANCY

Students will be considered truant if they:

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

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

### SPECIAL EDUCATION



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

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

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

How does a child qualify for a special education program?

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

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

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

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

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

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

## **STUDENT FEES POLICY**

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations. The Policy includes Appendix "I," which provides further specifics of student fees and materials

required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

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

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

#### Instructional / Extracurricular and Miscellaneous Fee Guidelines

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

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

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

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

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

other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

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

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

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

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

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

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

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

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

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

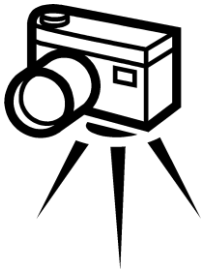
Neb. Constitution, Article VII, section 1.

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

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

*Neb. Rev. Stat. §79-715 (eye-protective devices)*  
*Neb. Rev. Stat. §79-737 (liability of students for damages to school books)*  
*Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)*  
*Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)*  
*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 Revision: May 10, 2021*  
*Date of Reaffirmation: February 14, 2022:*  
*Date of Reaffirmation: April 17, 2023*

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



**STUDENT PHOTOS/VIDEOS**

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

**STUDENT PRIVACY AND PROTECTION**

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

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

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed “Definition of Surveys of Matters Deemed to

be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Students should therefore:

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

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

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

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

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

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

## **III. ATTENDANCE POLICY**

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

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

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

- A. Counseling of the student. In alcohol/drug related incidents students shall have an alcohol evaluation performed by a qualified drug/alcohol counselor. Payment will be at the student's expense.
- B. Parent conferences.
- C. Rearrangement of schedule/assignment to another school.
- D. Requirement that the student remain in school after regular hours, summers and Saturdays to complete additional work.
- E. Restriction of participation in extracurricular activity.
- F. Involving law enforcement and/or social service agencies.
- G. **Short-term suspension:** Any student may be excluded from the Norfolk Public Schools for a period of time not to exceed five school days provided that the suspension is assigned under the guidelines provided by Nebraska State Law and as set forth below.

1. Circumstances warranting short-term suspension:

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

2. Procedure for short-term suspension:

- a. When a student is accused of conduct which might result in suspension under this section, the building administrator is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
- c. Should the building administrator believe that a short-term suspension is justified; the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon as is reasonably possible.



- e. Such suspension may be either “in-school,” where in a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or “out-of-school,” where in a student is not permitted to be present on school property. In either case, students may not participate in or attend any activities sponsored by the Norfolk Public Schools.
- f. Opportunity will be given students so suspended to make up work missed.
- g. If the building administrator (Principal) makes a decision to discipline a student and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Director of Student Services. The appeal must be filed with the Director of Student Services within 5 school days of the receipt of the written notice by the student or the students’ parent or guardian. The Director of Student Services shall review the incident and the disciplinary action imposed by the building administrator. The Director of Student Services shall inform the parent or guardian of his/her decision within three calendar days from the date the appeal is received.
- h. Nothing in this policy shall preclude the student or the student’s parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Director of Student Services.

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

1. Length of expulsions for regular and special circumstances

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

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

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

Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO<sub>2</sub> propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they

are capable of expelling a projectile, see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles.

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

The term “destructive device” means

1. any explosive, incendiary, or poison gas such as a (a) bomb, (b) grenade, (c) rocket having a propellant charge of more than four ounces, (d) missile having an explosive or incendiary charge of more than one-quarter ounce, (e) mine, or (f) device similar to any of the devices described in the preceding clauses;
  2. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as define above); and
  3. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph 1. or 2. and from which a destructive device may be readily assembled.
- g. Engaging in the unlawful possession, be under the influence of, selling or use of an illegal substance or alcoholic beverage or that which is represented to be an illegal substance or alcoholic beverage.
- h. Public indecency.
- i. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
- j. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
- k. Continuation of disruptive activities which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school purposes.

- 3 Procedure for long-term suspension/expulsion: The procedure shall be the same as that of short-term suspension except as follows:

- a. The principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student’s parent or guardian, and by regular mail to the student.
- c. Such written notice shall include the following:
  - (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.

- (2) The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
  - (3) A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
  - (4) A statement that the building administrator, legal counsel for the school, the student, the student’s parent or guardian, and/or the student’s representative (or legal counsel) shall have the right to examine the student’s academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (5) A form on which the student, student’s parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
- d. Nothing in this policy shall preclude the student or the student’s parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
  - e. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student’s parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
  - f. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
  - g. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

4. Alternative Education Program During Expulsion

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

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

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

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

**Assaults/Fighting**

	Infraction	1 <sup>st</sup> Intervention	2 <sup>nd</sup> Intervention	3 <sup>rd</sup> Intervention
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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 <sup>st</sup> Intervention	2 <sup>nd</sup> Intervention	3 <sup>rd</sup> 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 <sup>st</sup> Intervention	2 <sup>nd</sup> Intervention	3 <sup>rd</sup> 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, CO<sub>2</sub> propelled rifles and pistols, copy-cat or look-a-like rifles or pistols (whether or not they are capable of expelling a projectile) see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles.
  
- Knowingly possess, handle or transmit any object or material that is ordinarily or generally considered a **firearm**.  
 The term “**firearm**” as described in 18 U.S.C. 921 means
  1. any weapon (including a starter gun), which will, or is designed to, or may readily be converted to expel a projectile by the action of any explosive. [This would include rifles, pistols and shotguns.]
  2. the frame or receiver of any such weapon;
  3. any firearm muffler or firearm silencer;
  4. any destructive device. Such term does not include an antique firearm.

The term “**destructive device**” means

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

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

## Drugs, Alcohol

	Infraction	1 <sup>st</sup> Intervention	2 <sup>nd</sup> Intervention	3 <sup>rd</sup> Intervention
C1	Possession, under the influence of and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike imitation  “Under the influence” means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 1-19 days Notify parents & police. Refer to 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 <sup>st</sup> Intervention	2 <sup>nd</sup> Intervention	3 <sup>rd</sup> Intervention
D1	Robbery (use of force or fear)	OSS 1-5 days. 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 Notify parents, may notify police.	OSS 3-5 days Notify parents & police. Possible recommendation for expulsion.

### **Fire Setting, Arson, Graffiti**

	Infraction	1 <sup>st</sup> Intervention	2 <sup>nd</sup> Intervention	3 <sup>rd</sup> Intervention
E1	Fire setting, arson	OSS 5-19 days 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 <sup>st</sup> Intervention	2 <sup>nd</sup> Intervention	3 <sup>rd</sup> Intervention
F1	Theft or attempted theft of school or private property	Teacher/Intervention/ Detention/ISS 1-3 days	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

		Notify parents, may notify police. Reimburse for loss.		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 <sup>st</sup> Intervention	2 <sup>nd</sup> Intervention	3 <sup>rd</sup> Intervention
G1	Use of lighters, matches or tobacco products (dipping, smoking, e-cigarettes, vapor products, etc.)	ISS/OSS 1-3 days 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).
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 <sup>st</sup> Intervention	2 <sup>nd</sup> Intervention	3 <sup>rd</sup> Intervention
H1	<b>Written or oral harassment:</b> Including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body 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	<b>Visual harassment:</b> Inappropriate photographs/videos on personal device (including taking pictures/video of staff or students without their explicit consent), offensive posters, photos, cards, cartoons, graffiti, drawings, objects or gestures (public display of affection) & locker décor	Conference with administrator. 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	<b>Physical harassment:</b> Intentional or obvious unwelcome or offensive physical contact	Conference with administrator. Detention/ISS/OSS 1-3days Notify parents.	ISS/OSS 1- 5 days Notify parents, may notify police	OSS 1-19 days Notify parents & police. Possible recommendation for expulsion.
H4	<b>Sexting:</b>	ISS/OSS 1-19 days	OSS 1-19 days	

Possession of, sharing, or sending sexually explicit photographs via cell phone or other electronic devices.	Notify parents & police.	Notify parents & police.	
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\*\*\*\*Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility. The victim of any harassment incident may take action beyond the scope of building discipline.

### Violations of School Rules

	Infraction	1 <sup>st</sup> Intervention	2 <sup>nd</sup> Intervention	3 <sup>rd</sup> Intervention
I 1	Defiance of authority. Failure to obey a direct instruction or comply with a reasonable staff request. This includes lying and refusing to provide or falsifying information.	Teacher intervention. Detention/ISS 1-3 days. May OSS 1-3 days. Notify parents. Conference with administrator.	Detention/ISS/OSS 1-3 days. Notify parents. Conference with administrator. May develop a plan.	ISS/OSS 1-5 days. Follow the plan developed. Notify parents. Conference with administrator.
I 2	Disruption of school activities, (i.e. horseplay, play fighting, misuse of passes, etc.)	Possible detention.	Detention/ISS 1-3 days. Possible OSS 1-3 days. May develop plan. Notify parents.	ISS/OSS 1-5 days. Notify parents. Follow the plan.
I 3	Disruption while in ISS	Possible OSS for the remaining days of suspension. MAY re-serve ISS the following day.	Possible OSS for the remaining days of the suspension.	OSS for the remaining days of the suspension plus additional days of suspension added.
I 4	Use of electronic devices (i.e. cell phones /communication devices, cameras, CD/tape players, radios, laser pens, etc.) Prior approval for educational purposes is exempt.	Teacher conference with student about appropriate use of electronic device. Confiscation of device., student picks up at end of the day.	Confiscate device and the parent picks up in the office.	Confiscate device and get to administration office OR send student to the office with device. Possible detention/ISS
I 5	“NO SHOW” to a before or after school detention assigned by an administrator.	Warning/Detention time doubled for “NO SHOW”. Notify parents.	May ISS 1 day and/or serve two detentions. Notify parents.	ISS 1-3 days and serve two detentions. Notify parents. OSS for additional occurrences and serve 2 detentions.
I 6	Lunchroom misconduct	Detention/ISS lunch. Supervisor may assign student alternative seating in the lunchroom.	Assigned seating/suspension from the lunchroom 1-5 days. Notify parents.	Administrator may assign seating/suspension from the lunchroom 1-10 days. Notify parents. Additional infractions will result in student’s loss of lunchroom privileges.
I 7	Inappropriate/Fraudulent use of school phone, computers, or electronic devices	Detention. Possible ISS/OSS 1-3 days. Notify parent, may notify police. Loss of privileges for 1-4 weeks.	Possible ISS/OSS 1-3 days. Notify parents, may notify police. Loss of privileges for the remainder of the quarter.	Possible ISS/OSS 1-5 days. Notify parents, may notify police. Loss of privileges for remainder of the semester.
I 8	Buying or selling food, drinks or any other unauthorized material, including	Conference/Detention. Notify parents.	Detention/ISS 1-3 days. Notify parents.	ISS/OSS 1-3 days. Notify parents.



	inappropriate/unauthorized use of student ID number			
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.

### **Truancy/Loitering**

	Infraction	1 <sup>st</sup> Intervention	2 <sup>nd</sup> Intervention	3 <sup>rd</sup> 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 <sup>st</sup> Intervention	2 <sup>nd</sup> Intervention	3 <sup>rd</sup> 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 1-3 days Additional consequences may be administered by teacher.	Possible ISS Parent conference. Additional consequences may be administered by teacher and administrative team.
I 23	Bus behavior  Additional consequences apply for repeated incidents after 3 <sup>rd</sup> intervention.	Warning/Conference/Parent phone call. Assigned seating. Possible detention.	Parent phone call. Possible removal from bus 1-7 school days. Possible Detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.	Parent phone call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.
I 24	Dress Code	Warning. Clothing changed or corrected.	1-3 detentions possible. Clothing changed or corrected.	ISS 1-3 days Clothing changed or corrected.
I 25	Continual violation of school rules	Parent conference with administrator. Possible 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 need 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 crayons (24 count)	
	1 4 oz. bottle of Elmer’s glue	
	12 #2 wooden pencils (orange or yellow)	
	1 pair of Fiskar scissors	
	1 large book bag	
	1 wide-ruled spiral notebook	
	10 glue sticks	
	Headphones	
	1 pencil box	
	2 soft pink erasers	
	1 package of fine tip Expo markers	
	First Grade	3 boxes of crayons (24 count)
		24 #2 wooden pencils (Ticonderoga preferred, plain colored, not fancy, sharpened)
1 set of Headphones (over the ear)		
4 Expo markers		
2 large pink eraser		
8 Elmer’s glue sticks		
1 pair of Fiskar scissors		
1 school box (standard size 5” x 8”)		
4 folders with 2 pockets, red, blue, green and yellow		
1 plain, colored spiral notebook (70 count wide-ruled)		
Second Grade	2 box of Crayons (24 count)	
	24 #2 wooden pencils (Ticonderoga preferred, plain colored, not fancy, sharpened)	
	2 large pink or green erasers	
	Headphones	
	1 pair of Fiskar scissors	
	1 4 oz. bottle of Elmer’s glue (for Art projects)	
	1 pencil box	
	4 folders with 2 pockets (without clasps)	
	6 glue sticks	
	2 red pens	
	4-6 dry erase markers	
	3 wide-ruled spiral notebooks	
	Third Grade	2 box of Crayons (24 or 36 count)
36 #2 wooden pencils (Ticonderoga preferred)		
1 set of headphones		
2 large pink erasers		
1 pair of Fiskar scissors		
1 4 oz. bottle of Elmer’s glue (for Art projects)		
1 small pencil case		
4 folders with 2 pockets		
150 count loose leaf wide-lined notebook paper		
2 box of 12 colored pencils		
4 Glue Sticks		

	3 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
	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	Shoebox size plastic tote
Kindergarten	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 Elmer’s glue
	Fiskar scissors
	2 large pink erasers
	1 clipboard
	1 set of headphones (earbuds are NOT recommended)
Montessori	Shoebox size plastic tote 6 qt. or 13 ½ x 8 1/8
1 <sup>st</sup> /2 <sup>nd</sup> Grade	Small plastic pencil box – NO LOCKS PLEASE
	6 spiral notebooks – WIDE RULED ONLY
	4 folders with 2 pockets – NO METAL PRONGS OR PLASTIC FOLDERS
	24 #2 sharpened pencils
	1 pkg pencil top erasers
	24 pack crayons
	24 pack of Crayola colored pencils – 2 PACKS
	8 glue sticks
	4 oz bottle of glue
	Fiskar scissors
	2 large pink erasers
	Ruler
	Basic Clipboard
	Headphones (earbuds are NOT recommended)
Montessori	Shoebox size plastic tote 6 qt. or 13 ½ x 8 1/8
3 <sup>rd</sup> /4 <sup>th</sup> Grade	Small plastic pencil box – NO LOCKS PLEASE
	8 spiral notebooks – WIDE RULED ONLY
	3 PLASTIC folders with metal prongs
	24 #2 sharpened pencils – NO MECHANICAL PENCILS
	1 pkg pencil top erasers
	24 pack crayons
	24 pack of Crayola colored pencils – 2 PACKS
	4 glue sticks

	4 oz bottle of glue
	Fiskar scissors
	2 large pink erasers
	Composition notebook
	1 pkg of loose leaf paper
	1 pkg of thin black felt-tip pens
	3 regular black sharpies
	Basic Clipboard
	Headphones (earbuds are NOT recommended)



### **TELEPHONE USAGE BY STUDENTS**

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

### **CELL PHONE/COMMUNICATION DEVICES**

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

Students who fail to follow the cell phone policy will be subject to the following consequences:

First violation:

Cell phone/device will be confiscated and returned to the student at the end of the day.

Second violation:

Cell phone/device will be confiscated and returned to the parent/guardian.

Third violation:

Cell phone/device will be confiscated and returned to the student's parent/guardian. 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.