

**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 2018-2019 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.

Students may periodically be photographed or videotaped by the 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 24, 2018**

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 27-29)



# **ELEMENTARY HANDBOOK FOR PARENTS**

**2018-2019**

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



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Fax: (402)644-2506  
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[www.norfolkpublicschools.org](http://www.norfolkpublicschools.org)  
Twitter: @npspathers

Dear Students, Parents, and Guardians:

The Norfolk Public Schools staff is excited to partner with you throughout the 2018-2019 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**

2018-2019

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 2018-2019 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.

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Norfolk Public Schools Student Handbook 2018-2019 School Year

## Foreword

### **Intent of Handbook:**

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Norfolk Public Schools. 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.

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 make rule revisions at any time to implement the educational program and to assure the well-being of all students. 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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Insert Norfolk Public Schools  
2018-2019 Parent Calendar (Excel format)

## **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 you 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), 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
Mr. Bill Robinson, Associate Superintendent	Ext. 1102
Mrs. Beth Nelson, Director of Teaching and Learning	Ext. 1110
Mrs. Mary Luhr, Director of Student Services/Special Education	Ext. 1119
Mr. Michael T. Hart, Human Resources/Public Relations & School Improvement	Ext. 1112

### **Elementary Administrators**

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

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

Grant (402-644-2544)  
1106 Philip Avenue  
Troy Berryman

Jefferson (402-644-2546)  
406 Cottonwood Street  
Angela Hausmann

Lincoln (Montessori) (402-644-2550)  
310 South 3rd Street  
Troy Berryman

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

Washington (644-2557)  
1205 South 2nd Street  
Michael Andreasen

Westside (644-2561)  
1703 Philip Avenue  
Angela Baumann

## **ASBESTOS—NOTIFICATION**

You are hereby notified that current federal regulations require all schools to inventory asbestos containing material and to develop a management plan to identify and control asbestos in their buildings. In addition, each parent, teacher and employee organization must be notified annually about inspections, re-inspections, response actions, and past response actions and activities, including periodic surveillance that is planned or in progress. This handbook insert shall serve as that official notice to each parent.

Each school building in the Norfolk Public Schools has had a six-month surveillance inspection and a three-year inspection, with the last three-year inspection currently being conducted by certified in-house personnel. All other types of asbestos activities are posted in the Public Notice ads of the Norfolk Daily News as the district needs to address those types of activities.

The plan for each building is available at the Central Administration Building and at each school for that particular school for inspection (without cost) to any interested person. The district may charge for copies of the plan. The plan for each building has also been submitted to the Nebraska Department of Health, Division of Environmental Health and Housing surveillance in accordance with federal regulations.

## **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 will 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. 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.

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**

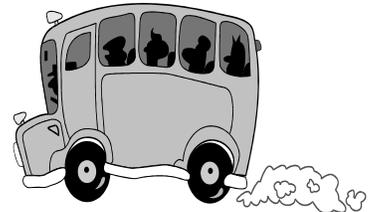
Bel Air, Grant, Jefferson, Lincoln, Washington, Westside and Woodland Park Elementary Schools will be offering a Breakfast Program.

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 2018.

## **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. If a specific problem persists, the child or children involved may lose the privilege of riding the bus. 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 are expensive and they represent a large taxpayer investment. Please take care of them. Students are financially responsible for damages or lost textbooks. 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 Student Services within three (3) school days following receipt of the complaint to begin responding to their concerns.

## 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.

## 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 – All 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.

Norfolk Public Schools will continue to use the DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Benchmarks three times per year in grades kindergarten through grade 4. DIBELS is a set of standardized, individually administered measures of early literacy development. The data from the assessment will be used to monitor the development of pre-reading and early reading skills.

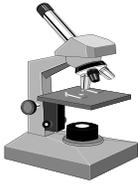
Writing – All students learn to write using the “Step Up to Writing” process. District assessments are given at each grade level. Student progress toward mastering the writing process in grade four (4) is evaluated when they take the State Writing Assessment.

Mathematics – Norfolk Public Schools uses the ENVISIONS Math program in grades 3<sup>rd</sup> and 4<sup>th</sup>. This program encourages the development of math concepts. There is an emphasis on hands-on activities in grade K-2. The lessons include math fact practice, review of math concepts, and the development of new math concepts—with guided lesson practice, independent practice and daily homework.



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.

Physical education classes meet two or three times a week.



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 should cultivate each child’s innate musical abilities and potential through sequential development of musical skills. It should also furnish challenging, enjoyable and creative musical experiences.



Programs which complement the basic curriculum areas include:

- Drug and Alcohol Awareness
- HAL Classes
- 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.

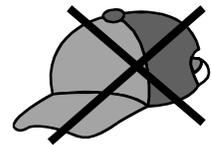
## DRESS CODE



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.

## **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 sending \$17.00 to: **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 with the \$17.00 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. In all cases, if registration is completed by 12 noon on one day, the student may begin school with the start of the next school day. If registration occurs after 12 noon, then the student can begin classes on the morning of the second day following enrollment completion. This process 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 contact one of the school counselors.
- (2) The counselor will provide the student help in obtaining 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.

## **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: post office, airport, 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:

### Grades K-2

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

Grades 3-4 will be evaluated in achievement, level of work performed, effort/assignments

<u>Achievement</u>	<u>Level</u>	<u>Effort/Assignments</u>
A = 94-100%	1 = working above grade level	O = Outstanding
B = 86-93%	2 = working at grade level	S = Satisfactory
C = 78-85%	3 = working below grade level	N = Needs Improvement
D = 70-77%		U = Unsatisfactory
F = Below 70%		

Grade reports to parents will be issued at the end of each quarter or nine-week session. Progress reports will be issued for 3<sup>rd</sup> and 4<sup>th</sup> graders.

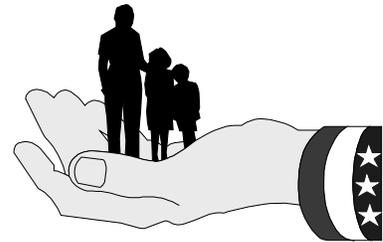
## GUIDANCE AND COUNSELING SERVICES

All elementary school buildings have a part-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	402-644-2545
Jefferson	Josi Johnson	402-644-2546
Lincoln	Josi Johnson	402-644-2550
Washington	Kathy Naranjo	402-644-2557
Westside	Jill Holcomb	402-644-2561
Woodland Park	Suzanne Ames	402-644-2565



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

## **I. Policy Statement**

It is the policy of the Norfolk Public Schools, Madison County District No. 2 that the learning and working environments within the District shall be free from harassment based upon an individual's race, color, religion, sex, national origin or disability. Violations of the policy may occur when:

- any employee of the District engages in harassment of students or other employees of the District because of that individual's race, color, religion, sex, national origin or disability while the employee or student is on or in District property or while engaged in a school sponsored activity;
- any student of the District engages in harassment of students or employees of the District because of that individual's race, color, religion, sex, national origin or disability while the employee or student is on or in District property or while engaged in a school sponsored activity;
- any employee or student of the District engages in harassment of other persons because of the person's race, color, religion, sex, national origin or disability while the employee or student is on or in District property or while engaged in a school sponsored activity.

## **II. Definitions**

- "Harassment"--Whenever the term "harassment" is used in the policy or these guidelines it shall mean any unwelcomed or inappropriate verbal, written, or physical conduct toward another because of that individual's race, color, religion, sex, national origin or disability which has the direct or indirect purpose or effect of unreasonably interfering with an individual's work, academic performance, extracurricular performance or use of school district facilities, or conduct which has the effect of creating an intimidating, hostile, or offensive work or learning environment.
- "Hostile Environment"--Whenever the term "hostile environment" is used in the policy or these guidelines it shall mean an environment: (a) where harassment conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an employee or student of the District or other persons, to participate in or benefit from the services, activities or privileges provided by the District; or, (b) where there is a pattern or practice of harassment.
- "On or in School District Property"--Whenever the term "on or in school district property" is used in the policy or these guidelines, it shall mean: (a) any real property owned, leased, rented or controlled by the School District; or (b) any motor vehicles owned, leased, rented or controlled by the School District.
- "School Sponsored Activity"--Whenever the term "school sponsored activity" is used in the policy or these guidelines, it shall mean any curricular or extracurricular activity sponsored in whole or in part by the school district wherever located.
- "Severe, Pervasive or Persistent"--Whenever the term "severe, pervasive or persistent" is used in the policy or these guidelines, it shall mean conduct which generally consists of sustained and non-trivial conduct which constitutes more than casual or isolated incidents which are severe or harmful to the employee, student or individual. Generally, the severity of the incidents which are needed to establish a hostile environment vary inversely with the pervasiveness or persistence.

## **III. Reporting Procedure**

An employee, supervisor, student, parent or other person who is aware of any harassment shall immediately report such conduct as follows:

- Student Complaints--Complaints concerning alleged harassment toward a student should be made to the student's building principal or assistant principal. If the individual does not feel comfortable discussing the complaint with the building's administrator, the complaint should be made to the Superintendent or his/her designee.
- Employee Complaints--Complaints concerning alleged harassment toward an employee of the school district by a student of the school district should be made to the employee's building principal or supervisor. Complaints concerning alleged harassment toward an employee of the school district by a fellow employee should be made to the building administrator or the Title IX coordinator, at the Central Office.
- Other Complaints--Complaints concerning alleged harassment toward parents, visitors to school district buildings or events or other persons should be made to a principal, assistant principal or supervisor in the building where the alleged harassment occurred or to the Superintendent or his/her designee.

#### **IV. Investigation Procedure**

When a complaint alleging harassment is received by an administrator in the school district, the following procedure should be followed:

- The administrator who receives the complaint shall immediately contact the Title IX coordinator at Central Office.
- An appropriate investigation will be initiated by the school district during which every effort shall be made to preserve the confidentiality of the person making the complaint.
- In determining whether the alleged conduct constitutes harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incident occurred.
- The complaint files containing allegations of harassment shall be separately maintained and shall be confidential to the extent possible under law.

When it appears from the investigation that harassment has occurred, the school district shall make an immediate and appropriate response which is reasonably calculated to prevent recurrence and ensure that individuals are not restricted in their participation or benefits as a result of conduct which violates Board of Education Policy 401.5, Federal or State law.

#### **V. Grievance Procedure**

Any employee or student of the school district may, at any time, file a grievance alleging that harassment in violation of Board of Education Policy 4003, Federal or State law has occurred.

No employee or student shall be subjected to reprisals or retaliation as a result of the good-faith filing or processing of an allegation or grievance alleging harassment in violation of Board of Education Policy 4003, Federal or State law. Likewise, no employee or student who participates in good-faith in any investigation of alleged harassment by the school district shall be subjected to reprisals or retaliation by any person because of such participation. Allegations of reprisals or retaliation by employees or students of the school district should be immediately reported pursuant to the above-described procedure.

#### **VI. Disciplinary Sanctions**

Any employee or student of the school district who is found to have engaged in harassment in violation of Board of Education Policy 4003 shall be subject to disciplinary sanctions as follows:

- Student Conduct--Students who engage in conduct which constitutes a violation of Board of Education Policy 4003 shall be subject to a disciplinary sanction as defined in the School District's Student's Rights and Responsibilities regarding Student Discipline.
- Employee Conduct--Employees who engage in conduct which constitutes a violation of Board of Education Policy 4003 shall be subject to discipline up to and including discharge from employment-

### **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.

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

What is the HAL (High Ability Learner) 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? The criteria for the HAL program is: scores of 120 (90%) or higher on the Screening Assessment for Gifted Elementary Students (SAGES), scores of 90% or higher in the reading and math areas of standardized and state achievement tests, consistent grades of 90% or higher on progress reports and teacher recommendation.

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 emphasis 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.

## **HOMEWORK**

Homework may include memorization, practice exercises, outside reading, projects or family activities

Special situations at any grade level may warrant deviations from these purposes. Remember, homework is a joint activity between home and school.



## **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 the parent and 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 hereinabove 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 2018-2019 school year.

## **INSURANCE**

The Norfolk Public Schools will send home information about a group insurance program early in the school year. 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.

### 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.

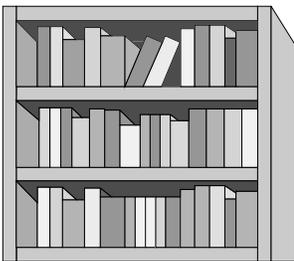
The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of 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**

The majority of library books cost between ten and twelve dollars and we expect children to give the best care to books.

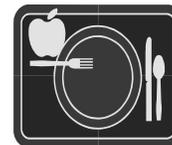


A child may check out a book from the library for a week. If he does not have it read at the end of a week, he may renew it for another week. He may have a second renewal at the end of the second week, but he should return it to the library at the end of three weeks. If he keeps it longer, there is a fine of five cents per day.

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. If fines are unpaid, report cards will be withheld until payment is complete.

## LUNCHES

The Norfolk Public Schools operates a hot lunch program in all schools. Please refer to the cover letter on the Free and Reduced Lunch packet for the 2018-2019 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 students 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 students contact information informing the guardian(s) that their students 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 students to receive a lunch each school day and not be forced to go without. Alternative meal charges will not be assessed against the students 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. The 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 2018-2019 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.

## **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 spring 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**

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.

## **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)

## **SAFETY**

For each student's safety, generally all but one door to each school will be locked. Typically, the front door will be unlocked. A sign will be posted noting which door is open.

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.

## 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 at noon. In those schools which have split classes at lunch time, the playground is supervised during the 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 playground 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 office 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. On the fifth tardy, and each ensuing tardy, the student will make up the time at the discretion of school officials. Parents will also 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: behavioral disorder, deafness, blindness, hearing impairment, mental handicap (mild, moderate, severe/profound), orthopedic impairment, other health impairment, specific learning disability, speech-language impairment, visual impairment, autism, or traumatic brain injury. Every effort will be made to educate students with a disability with their non-disabled peers.

How does a child qualify for a special education program?

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

## **STAFF QUALIFICATIONS (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.

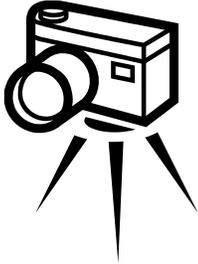
We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

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**

See Board Policy 5416-Student Fees Policy

<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 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 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:**

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

Students should therefore:

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

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

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

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

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

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

### **III. ATTENDANCE POLICY**

- A. 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. Building administrators will establish attendance guidelines for their respective buildings and they are published in the school's parent/student handbook.

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

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

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

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 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 Associate Superintendent 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.

## 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.

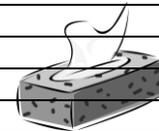
## STUDENT VALUABLES

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 <b>count</b> )
	1 4 oz. bottle of Elmer's glue
	2 large boxes of facial tissues
	12 #2 wooden pencils (orange or yellow)
	1 pair of Fiskar scissors
	1 large book bag
	1 wide-ruled spiral notebook
	10 glue sticks
	1 pencil box
	2 soft pink erasers
	1 package of Expo markers
	Disinfecting wipes
	Hand Sanitizer
First	2 boxes of crayons (24 count)
	24 #2 wooden pencils (Ticonderoga preferred, plain colored, not fancy, sharpened)
	2 Expo markers
	2 large pink eraser
	5 Elmer's glue sticks
	1 pair of Fiskar scissors
	2 large boxes of facial tissues
	1 school box (standard size 5" x 8")
	4 folders with 2 pockets, red, blue, green and purple
	1 plain, colored spiral notebook (70 count wide-ruled)
	2 containers disinfectant wipes
1 hand sanitizer	

Second	2 box of Crayons (24 count)
	24 #2 wooden pencils (Ticonderoga preferred, plain colored, not fancy, sharpened)
	2 large pink or green erasers
	Disinfectant wipes
	1 hand sanitizer bottle
	1 pair of Fiskar scissors
	1 4 oz. bottle of Elmer's glue (for Art projects)
	2 large boxes of facial tissues
	1 pencil box
	4 folders with 2 pockets
	4 glue sticks
	2 red pens
	2 blue pens
	4 wide-ruled spiral notebooks
Third	1 box of Crayons (24 or 36 count)
	36 #2 wooden pencils (Ticonderoga preferred)
	2 large pink erasers or pencil top erasers
	1 1" standard/metric ruler
	1 pair of Fiskar scissors
	1 4 oz. bottle of Elmer's glue (for Art projects)
	2 large boxes of facial tissues
	1 small school box
	5 folders with 2 pockets red, yellow, blue, purple, green
	150 count loose leaf wide-lined notebook paper
	1 box of 12 colored pencils
	4 Glue Sticks
	5 spiral wide-ruled notebooks red, blue, green, yellow, purple
	3 red correction pens
	4-6 dry erase markers
	1 large book bag
	2 yellow highlighter
	Disinfecting wipes or hand sanitizer (bottle)
	Four
36 #2 wood pencils (Ticonderoga preferred)	
5 folders with 2 pockets – red, blue, purple, green, yellow – to organize by subject	
2 large erasers	
3 large boxes of facial tissues	
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)	
1 composition notebook (non-tear out)	
3 red pens	
4 black, FINE TIP dry erase markers (skinny)	
4 black, chisel tip dry erase markers (fat)	
2 disinfecting wipe containers	
2 yellow highlighters	
1 set of headphones	
1 large bottle of hand sanitizer	
Montessori	Shoobox size plastic tote
	Little pencil box
	6 spiral notebooks (wide-ruled)
	4 folders with 2 pockets (no metal prongs in the middle or plastic folders)
	24 pack crayons
	Sharpened pencils
Pencil top erasers	



	3 24 packs of Crayola colored pencils
	4 glue sticks
	Elmer's glue
	Fiskar scissors
	Clipboard
	Ruler
	2 large pink erasers
	2 large boxes of tissues
	1 composition notebook



### **TELEPHONE USAGE BY STUDENTS**

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

### **CELL PHONE POLICY**

Cell phones may **NOT** be used or heard during class time. By allowing students to carry cell phones into the school building, students and their families are consenting to a search of that phone by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other intimidating/inappropriate actions. 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 will be confiscated and returned to the student at the end of the day.

Second violation:

Cell phone will be confiscated and returned upon completion of one after school detention.

Third violation:

Cell phone will be confiscated and returned to the student's parent/guardian. Student will serve two after school detentions.

### **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 contact your school or your child's teacher. Volunteers are asked to sign in at the office.

## **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 wish more information on this program.

