Norfolk Public Schools
Norfolk, Nebraska
August 2018

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

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

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

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

Sincerely,
Dr. Jami Jo Thompson
Superintendent of Schools

****

Please sign and return this form to the main office upon receipt of the handbook.
August 2018

The family of _____ (print student's name) understand that the student's handbook contain information regarding the Rules and Regulations for Student Conduct and Students' Rights and Responsibilities, Harassment Policy, Internet Policy, Student Technology Use agreement, Bus Conduct, Excursion trips, Student Fees Policy, and Student's Rights and Responsibilities in Extracurricular Activities for the students in the Norfolk Public Schools. We understand that each student is responsible for becoming familiar with the handbook and know the information contained in it.
We will read the handbook information:

_____ online at www.norfolkpublicschools.org

_____ on our student chromebook

_____ requested and received a hard copy from school personnel

Yes ____ No ____ I give permission for my child's school and the Norfolk Public Schools to include my child's name/picture in school publications, website or newspaper/radio announcements.
Parent/Guardian Signature: _____

Student Signature: _____
Date: _____

Norfolk Junior High School

Jennifer Robinson, Principal
Josh Weber, Assistant Principal , Beau Viergutz, Dean of Students/Activities Director

510 Pasewalk Ave.
Norfolk, Nebraska 68701-5296

V (402) 644-2516
F (402) 644-2519

August, 2018

Junior High Students and Parents /Guardians,

Welcome to Norfolk Junior High. We look forward to another year of learning and growing together. Our staff is very proud of everything that the junior high has to offer and we hope that you and your student become an active part of our learning community.

This handbook is designed to be a “guideline” of rules and regulations for students, parents, and staff. If you have any questions, please contact the school office.

Sincerely,

Jennifer Robinson
Principal

Norfolk Public Schools Vision Statement

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

Norfolk Public Schools District Mission Statement

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

Norfolk Junior High School
Main Office
402-644-2516

Principal
Jennifer Robinson — jenniferrobinson@npsne.org

Assistant Principal
Josh Weber — joshweber@npsne.org

Dean of Students/Activities Director
Beau Viergutz — beauviergutz@npsne.org

Juvenile Accountability Liaison — careyhopkins@npsne.org
Carey Hopkins

Principal's Secretary
Alicia Busch — aliciabusch@npsne.org

Assistant Principal's Secretary
Heidi Korth — heidikorth@npsne.org

Junior High Guidance Office
402-644-2523

8th Grade Counselor
Mary Baumert — marybaumert@npsne.org

7th Grade Counselor
Lisa Echtenkamp — lisaechtenkamp@npsne.org

Guidance Secretary
Cheryl Baumann — cherylbaumann@npsne.org

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TIME SCHEDULES

REGULAR DISMISSAL

1st bell	**7:50**
2nd bell	**7:55**
1st period	**8:00 - 8:50**
2nd period	**8:53 - 9:42**
3rd period	**9:45 - 10:34**
4th period	**10:37 - 11:26**
5th period	**11:29 - 12:19**
Lunch A	**11:29 - 11:53**
Lunch B	**11:55 - 12:19**
6th period	**12:22 - 1:12**
Lunch A	**12:22 - 12:46**
Lunch B	**12:48 - 1:12**
7th period	**1:15 - 2:04**
8th period	**2:07 - 2:57**
ELO	**3:00 - 3:25**

2:00 p.m. DISMISSAL

1st bell	**7:50**
2nd bell	**7:55**
1st period	**8:00 - 8:45**
2nd period	**8:48 - 9:29**
3rd period	**9:32 - 10:13**
4th period	**10:16 - 10:59**
5th period	**11:02 - 11:45**
Lunch A	**11:02 - 11:23**
Lunch B	**11:25 - 11:45**
6th period	**11:48 - 12:31**
Lunch A	**11:48 - 12:09**
Lunch B	**12:11 - 12:31**
7th period	**12:34 - 1:15**
8th period	**1:18 - 2:00**

11:30 a.m. DISMISSAL

1st bell	**7:50**
2nd bell	**7:55**
1st period	**8:00 - 8:28**
2nd period	**8:31 - 8:54**
3rd period	**8:57 - 9:20**
4th period	**9:23 - 9:46**
5th period	**9:49 - 10:12**
6th period	**10:15 - 10:38**
7th period	**10:41 - 11:04**
8th period	**11:07 - 11:30**

10:00 a.m. LATE START

1st bell	**9:50**
2nd bell	**9:55**
1st period	**10:00 - 10:37**
2nd period	**10:40 - 11:17**
3rd period	**11:20 - 11:57**
4th period	**12:00 - 12:37**
5th period	**12:39 - 1:22**
Lunch A	**12:39 - 1:00**
Lunch B	**1:02 - 1:22**
6th period	**1:24 - 2:07**
Lunch A	**1:24 - 1:45**
Lunch B	**1:47 - 2:07**
7th period	**2:09 - 2:46**
8th period	**2:48 - 3:25**

2018-2019 Parent Calendar

NJHS Policies and Regulations

ACTIVITIES

ACTIVITY ELIGIBILITY FOR GRADES 7 AND 8

If a student is failing **one course at the end of a grading period,** the student will be allowed to continue to participate in practices and scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grade. The coach will encourage the student to work with his/her instructor to improve the grade.

If a student is failing **two courses at the end of a grading period,** the student will be allowed to continue to participate in practices, but will be held out of scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grades. The coach will encourage the student to work with his/her instructors to improve the grades. ***Students with two failing grades will not be dismissed early with the team for early dismissal events.*

If a student is failing **three courses at the end of a grading period,** the student will not be allowed to continue participation in practices or scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grades. The coach will encourage the student to work with his/her instructors to improve the grades. ***Students with three failing grades will not be dismissed early with the team for early dismissal events.*

If a student is failing **four courses at the end of a grading period,** the student will be removed from the activity.
** Eligibility will be determined at the end of each grading period and will reflect the student's overall **semester grade** at that point.
** Students who are ineligible at the end of a grading period and wish to become eligible before the end of next grading period may appeal to the Activities Director for reinstatement. Appeals may be granted on a **one time only basis annually**. For example: If a student applies for and is awarded an appeal for football in the fall, the student is not eligible for an appeal the rest of the year. Individual conditions of the appeal are determined on a case by case basis and the student is expected to meet all required criteria contained within the appeal plan.
**The following activities fall under the eligibility guidelines: All male and female athletics, Quiz Bowl, JOOI, Student Council, and Show Choir. Head coaches may enforce more rigorous academic requirements subject to administration approval. These will be communicated to the athletes and parents at the beginning of the season.

Eligibility Dates

Ineligible students will be determined by the Activities Director at the end of each grading period. Head coaches and sponsors will be notified by the Activities Director or Administration regarding ineligible students by the Wednesday following the distribution of grades during each grading period.
**Students eligibility will start over at the beginning of each school year, thus second semester's grades will not be used.

** Activity eligibility for any junior high student with an Individualized Education Plan (IEP) will be determined by that student's Case Manager and the IEP team.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION

Students must attend the ½ day (or ½ of their assigned courses) ***immediately prior*** to participating in any school activity (practice or performance). When in doubt, consult with the school Activities Director regarding eligibility. Extraordinary circumstances may be considered on a case by case basis.

ACTIVITY INVOLVEMENT/ DISCIPLINARY ACTION

Students who are serving in-school suspensions or out-of-school suspensions will not be eligible to participate in any school-sponsored games, activities, or performances during the term of their suspension. For example, a student who is serving a three-day suspension, Monday through Wednesday, would not be eligible to participate in a game or performance until Thursday. Similarly, a student serving a suspension in which a weekend falls would not be eligible until the day after the final day of the suspension. Example: a student serving a three- day in-school suspension, Friday through Tuesday, would not be eligible to participate in games or performances until Wednesday. Students may practice with their teams while serving in-school suspensions and may be subject to additional consequences determined by the activities sponsor or coach. Students who are serving out-of-school suspensions may not be on any Norfolk Public Schools property or attend any school-sponsored activities (home or away) during the term of their suspensions. Additionally, students may not travel with the team, get out early for out-of-town activities, or attend contests during the course of their suspensions.

DANCES (SCHOOL- SPONSORED)

Listed below are the guidelines and expectations for dances held at the Junior High and sponsored by the school:

-Students attending the dance must have their school identification card with them in order to enter the dance. Students without an ID card will not be admitted to the dance.
-Prior to entering the dance, all students must submit to an alcohol breath test. Students who test positive will not be allowed to enter

and parents and the police will be contacted.
-Re-entry to the dance will not be allowed. Once a student or a guest leaves the dance, the student or guest will not be allowed to return.
-After the first hour of the dance, students will not be allowed to enter the dance unless prior permission has been granted by administration.
-NJHS administration reserves the right to remove anyone from the dance who behaves or dances in an inappropriate manner.
-Students are reminded to wear school appropriate clothes to dances.
-Students wearing inappropriate attire will be asked to change. Failure to comply will result in the student being asked to leave the dance.
-Students asked to leave the dance by administration or staff will not have their money refunded.
-Students are not allowed to bring guests, unless it has been specifically stated prior to the event.

PHYSICALS

Any student participating in a school-sponsored sport must have a physical prior to practice or participation in a practice session. These forms are available in the school office. Sports physicals may be done no earlier than May 1st of the previous spring.

TRANSPORTATION GUIDELINES

Norfolk Public Schools will provide transportation for all students involved in activities which require transportation. Students are required to travel together as a team (or group) both to and from the activity. This provides a safe and secure process for all students. **In rare situations, a parent/guardian may request, in writing, to take their child either to or from the scheduled activity. This will only be allowed by giving the head coach/sponsor 24 hours notice.** The head coach/sponsor will seek administrative approval before granting this request.

ATTENDANCE

PROCEDURE FOR REPORTING ABSENCES

Parents should call the school office **644-2516** before 10:00 a.m. **on the day of the absence**. Students will be considered truant if their absence is not reported to the office within 24 hours. Please refer to Norfolk Junior High School **Code of Conduct**, Sections I13 & I14 for information on disciplinary actions for truancy. When contacting school, please give the following information:

- name of student
- grade level of the student
- reason for the absence
- name, phone number, and relationship (to the student) of person making the call.

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

EXCESSIVE ABSENCES

Parents will be notified by mail when their student has five, 10, 15 and 20 absences from any class during the school year. On the 10th and 15th absence a meeting will be requested to go over an attendance improvement plan. On the 20th absence a letter will be sent to the Madison County Attorney's office.

It shall be the procedure of the building administrator to report to the Director of Student Services and to parent/guardians, any student enrolled in the district for excessive absenteeism on the part of such student. For purposes of this procedure, such reporting shall not be required of any student who is at least 18 years of age at the time excessive absenteeism occurs. The term "excessive absenteeism," as used herein, shall mean verified and unexcused absences exceeding five days per quarter or the hourly equivalent, or when the number of verified and unexcused absences exceeds 20 days cumulatively per year or the hourly equivalent.

Administrative personnel will investigate factors involved in any case of excessive absenteeism. In the event that the administrative team determines that such absences are not justified, they may determine such student to be truant. All required procedures of the Norfolk Public School Truancy Policy should then be followed. This may be true even if some or all of the student's absences have been excused by the student's parents/guardians, and the building Principal determines such excessive absences are detrimental to the child's educational performance. Specific procedures and consequences for students reported for either excessive absences or truancies are listed in the student handbook for each building.

ENTERING THE BUILDING

The school building will be open for scheduled and sponsored activities at 7:30 a.m. Students arriving at this time must be under the direction and supervision of the sponsor for the activity. *Students who are not in scheduled activities may enter the building at 7:40 a.m.* Students may enter the building through the main entrance on 5th Street or the 6th street door by the Industrial Technology room. Once students are in the building, they are not to leave unless they have permission from an NJHS staff member.

Student Breakfast:

The junior high will serve breakfast in the morning. Students who want to eat our school breakfast will be able to enter the building **beginning at 7:30 a.m.** Breakfast will be served from **7:30 – 7:50 a.m.** each school day. Students should enter the building from the

sixth street side of the facility near the industrial technology rooms (Door # 8). Students riding the bus will be able to eat breakfast when they arrive.

Before school and students entering the building in the morning:

- If students need to makeup work, attend special events, or see a teacher before school, they should have a pass stating the location and time of the activity and the name of the activity sponsor. This pass should be presented to the cafeteria supervisor standing at the entrance to the ramp.
- Students should enter the cafeteria and be quietly seated at one of the tables.
- Students should be seated at the tables with their legs under the table at which they are sitting. Students are not to block aisles with their feet or legs.
- Students should not get into lockers before the first bell.
- Students are not allowed to bring energy drinks (i.e. Monster, Red Bull & etc.) to school.
- Pop and items from vending machines need to be eaten before students are dismissed from the cafeteria.
- Students need to clean up their areas as they are dismissed.
- Students wanting to stand up while waiting may do so in designated areas only after commons area seats have been filled.
- Students will comply with all directions from the cafeteria supervisors.
- Failure to comply with morning expectations may result in loss of commons area privileges.

After school and students exiting the building:

- Students need to leave the building promptly after school unless they have an activity or they are under the direct supervision of a teacher, coach, or administrator.
- Students may be picked up outside on either the 5th or 6th street side after school. Rides should be arranged for pick up immediately after dismissal. ALL students are to be out of the building and off school grounds by 3:40 pm on a regular dismissal schedule or 11:45 am and 2:15 pm on an early dismissal schedule unless they are with a teacher, in a sponsored activity, or have made special arrangement with the office to remain in the building.

- Students with special arrangements may sit in the cafeteria. Anyone in the cafeteria after dismissal, must be seated at tables near the windows and either study or visit in a quiet manner. *Please do not sit on top of the tables and use the seats that are provided. Anyone out of their seats wandering around in the cafeteria or down hallways will be asked to leave the building immediately.*

VISITORS: Doors around the building will be locked at 8:30 a.m., except for the main entrance on 5th Street. This door remains open until approximately 4:15 p.m. **For safety reasons, all visitors need to check in at the main office.**

STUDENT VISITORS: It is not the policy of the Norfolk Junior High School to allow non-students to attend classes with a student. We feel it is important not to interrupt the educational process.

SCHOOL ACTIVITIES

Students who will be absent from school for school-sponsored activities will not have those absences count against their ten absences. It is each student's responsibility to inform their instructor about the forthcoming absence and to make arrangements for completing assigned work. Students absent for school activities are not to fill out a "planned absence sheet".

PLANNED ABSENCES

Students who know in advance of an absence must pick up a "planned absence sheet" from the office. The student should complete the information required; name, date(s) of absence, and the reason. This sheet should then be presented to each instructor. The teacher will sign the sheet after arrangements have been agreed upon for completion of work. **The teacher's signature is not an acceptance of the absences,** only an acknowledgment that the teacher has been informed and arrangements for work determined. It is imperative for students and parents to inform the school and teachers of planned absences. **Failure to complete a "planned absence sheet" may result in no credit for work missed.**

TARDIES TO CLASS

Students must be in their assigned classroom before the tardy bell rings as dictated by classroom rules. Failure to do so will result in an unexcused tardy, and the student will be assigned a detention. Teachers will inform the student he/she has been counted tardy and then give the student a detention slip, which designates the student's detention date. Students will have the opportunity to use the student phone located in the office to contact parents. The student will schedule the detention within three school days. Students that skip detentions will have the detention doubled. Failure to serve these detentions may result in an In School Suspension (ISS) assignment. Students will not be counted tardy if they come to class with a pass from the office, guidance office, or from another teacher. Teachers should not detain students unless absolutely necessary. Any teacher detaining a student between classes must write a pass to excuse the tardy.

TARDIES (MORNING) - REPORTING TO SCHOOL

Students who are tardy to school must report to the office before going to their first scheduled class. Students tardy more than 25 minutes will be considered absent and will require a parent phone call to excuse them. Students will be allowed **three 1st period tardies per semester** regardless of the reason. After the third tardy, parents will be contacted by the office and notified of the situation. After the fourth unexcused tardy to school and each ensuing tardy, students will be given office detentions. Failure to serve these detentions will result in further consequences per the Student Code of Conduct. After six tardies, parent contact will be made. Tardies should be used only for emergencies or circumstances beyond the student's control.

TRUANCY POLICY

Additional information regarding student attendance and excessive absenteeism is available on-line under Board of Education Policy 5008.

WITHDRAWALS

A student who is withdrawing from Norfolk Junior High School should notify the office at least one week before leaving in order that teachers may be informed and special arrangements can be made in regard to previous assignments and tests. A day or two before the student actually leaves; he/she will be given a withdrawal slip, which is to be initialed by all the student's teachers and the media specialist. This form is to be turned in to the office **before** leaving school the last day. Everything on this form must be cleared properly and fines paid before transcripts will be released.

GENERAL POLICIES

AGENDAS

Organization is an essential skill for student success; therefore, all students will be using their school issued Chromebook for many of their organizational needs including recording of assignments, etc. Students will also be utilizing a digital calendar to help with time management. Students are required to carry their school issued Chromebook with them at all times during the school day (unless privileges for the device have been temporarily taken away for disciplinary reasons). All students will also be given a generic agenda to use and students may purchase an additional generic agenda for $2.00 while supplies last.

ASBESTOS

You are hereby notified that current federal regulations require 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.

Each school building in the Norfolk Public Schools has 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. For more information on the Asbestos Management Plan, contact Bill Robinson, 512 Phillip Avenue, Norfolk, Nebraska 68701, at (402) 644-2505.

ATTEND/MONITOR COURSES (PARENTS)

It shall also be the policy of the district to permit a parent to attend or monitor courses, assemblies, counseling sessions and other instructional activities when a reasonable advance request is made. The request could be denied if a parent's attendance would substantially interfere with a legitimate school interest.

BICYCLES, SKATEBOARDS and ROLLERBLADES

Bicycles must be parked in the racks provided. To prevent theft, bicycles should be padlocked. Skateboards and roller blades should be kept in lockers and left there during school hours. Norfolk Public Schools is not responsible for lost or stolen bicycles, skateboards or in line skates. Skateboards and roller blades are not to be used on school property (i.e. benches, ramps, rails, etc.), even after school hours. Students not complying with this directive may be ticketed by the Norfolk Police Department. Skateboards and roller blades that are used on school property may be confiscated.

BOOK BAGS/BACKPACKS/DUFFEL BAGS

Book bags, backpacks, duffel bags, and other large bags are viewed as equipment to transport books and supplies between home and school. They must be stored in hall lockers or, in the case of duffel bags, in the student's gym locker. For safety reasons, these items are not to be used during the school day to carry books and supplies from class to class. Books and supplies must be carried by hand. This will require that students organize their lockers and plan their day around class schedules so that books and supplies may be located quickly and students are not tardy to class.

BREAKFAST PROGRAM

Breakfast Prices for 2018-2019

- **Student: $1.55**
- **Reduced: $.30**

CAMPUS SECURITY / SCHOOL RESOURCE OFFICER

One of the members of the Norfolk Junior High School administrative team is the School Resource Officer (SRO). This person is a certified law enforcement officer who is working in our school. The SRO has a daily reporting relationship with Norfolk Junior High School administrators and receives direction from them on all non-law enforcement matters. The SRO works a flexible schedule around our school day and attends various evening or weekend school activities at the direction of the school administration.

There are four general areas of responsibility for our SRO:

* The SRO is a proactive law enforcement officer dealing with law-related issues.
* The SRO is an educational resource for students, teachers, administrators and parents.
* The SRO presents students with a positive role model and a balanced view of law enforcement.
* The SRO is a vital member of the junior high's administrative team, helping to solve problems within our school community.

If you would like more information on our School Resource Officer, please contact the Junior High main office at 644-2516.

CANCELLATION OF SCHOOL

In cases of extreme weather, the Superintendent is authorized by the Norfolk Board of Education to close schools. School closing information is broadcast on local radio or via phone message. In case of inclement weather, any parent or guardian may personally determine not to let his or her child come to school. Children who are absent in inclement weather, when school is being held, will be marked absent and treated the same as any other excused absence, when proper parental notice has been received by the school's attendance office.

Cell Phone/ Electronic Devices Policy

As with any tool, there are appropriate places and times for the use of these devices. Permissible situations for use of cell phone/electronic devices at the junior high are when designated for learning by the teacher, before and after school, and during lunch. Administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.

By allowing students to carry cell phones/electronic devices into the school building, students and their families are consenting to a search of that phone/electronic device by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone/electronic device search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other intimidating actions or inappropriate content.

First violation

- Teacher conferences with student about the appropriate use of electronic device.

Second violation

- Teacher conferences with student about the appropriate use of electronic device. Teacher contact parent about inappropriate use of electronic device.

Third violation

- Confiscate device and bring to administration office.

Because bringing electronic devices to school is voluntary, NJHS and NPS are not responsible for stolen, lost, or damaged personal electronic devices.

Additional Electronic Devices Guidelines:

Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

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

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

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

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

FINES

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

GRIEVANCE PROCEDURE

Whenever students and/or parents have a problem with another person, the first step is to discuss the problem directly with the person who is involved. If that conference is not successful, then the person should see the person who has the next step of responsibility. For example, if a student has a classroom problem, then the student and parent(s) should first discuss the problem with the classroom teacher privately. If that conference is not successful, then the student and parent(s) should make an appointment to see the Principal. If the problem still has not been resolved, the student and parent(s) may file a complaint with the Director of Student Services, using the *Complaint Against School Personnel* Form.

HAZING

"Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Norfolk Junior High School will not tolerate hazing in any form.

HEALTH RECORDS

Immunization Information

The Nebraska Department of Health requires the following immunizations in order for your child to enter school in August, 2018:
A student is defined as any child entering Kindergarten through 12th and all students transferring from outside the State of Nebraska regardless of grade:

- 3 doses of DTaP, DTP, DT or Td vaccine, one given on or after age 4
- 3 doses of Polio vaccine
- 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month
- 3 doses of Hepatitis B vaccine
- 2 doses of varicella (chicken pox) given on or after 12 months of age and separated by at least 1 month OR written documentation of varicella disease.
- **Additionally for 7th grade students- 1 dose of Tdap (must contain Pertussis booster) given any time after 10-11 years of age.**

Nebraska Law also requires evidence of a vision exam and physical examination by a qualified physician, physician's assistant or nurse practitioner for students transferring in from out of the state.

Physical Examinations

State guidelines require a physical examination signed by a doctor or a signed waiver prior to the seventh grade. This needs to be completed prior to the start of school.

Parents/ Guardians- please note that if your child is planning on playing sports at the 8th grade level, that the sports physical must be completed AFTER the date of May 1 of that year. The NSAA athletic bylaws require the physical to be completed after May 1. If a student has a physical that is dated earlier than May 1st, they will be asked to obtain a new physical in order to participate in sports.

HEALTH SERVICES

The school nurse's office is located on the first floor of the north addition in room 161. The school nurse provides services to the school and the student in the areas of visual testing, immunization, and control of communicable disease, encouragement of physical and dental examinations and promoting sound mental health. Any student who has to leave the school because of illness must check out with the school nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. It is necessary that the school nurse or office staff speak with a parent in order for a student to be excused from school due to illness or accident. The student is not to call the parent without permission from school personnel. Medications that need to be taken in school are to be given to the school nurse. The medication needs to be in its original container, labeled with the student's name, dosage, name of the medication and how often it is to be given. Non-prescription Medication- If a student must take a non-prescription medication during school, the following procedures are to be followed. **Parent/Guardian signed and dated authorization or permission to administer the medication during school. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification on medication administration. Students are not to carry a medication with them during the school day.**

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

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

HOMELESS STUDENTS POLICY

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

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

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

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

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

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

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

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

INDIAN EDUCATION

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

Chromebooks:

- There is an additional information sheet concerning the appropriate use and care of this school issued device. A hard copy of these guidelines will be distributed to all students at the beginning of the school year.

INTERNET

School Computer Guidelines:

- The school provides computers and the Internet for students to learn. All use of computers, printers, cell phones and the Internet at school are only for student learning.
- Students should not play games without specific teacher permission.
- If students accidentally see material that is rude, nasty, mean, dangerous or inappropriate, they must click on the HOME button immediately and tell their teacher or other adult staff about the situation.
- Students will not download movies, videos or games. This is stealing.

- Students will not put any personal information about themselves on the internet. Posting photos or videos about themselves or sharing personal information like an address, phone number, hobbies or daily activities is strictly prohibited.
- Students will not share any personal information about other people over the internet. Posting other people's photos, videos or personal information is strictly prohibited. When posting anything digitally, students should ask themselves "How would I feel if somebody said that about me?" If it is mean or nasty, don't say it.
- It is expected that students will look after themselves and other people by telling their teachers or parents about people who are being mean or bullying.
- Students will acknowledge all material taken from websites and include web addresses in their work. Plagiarism is not okay and school consequences may be administered for violations.

LOCKERS

Your locker and lock are the property of the school district. The school board gives students permission to use a locker and lock during the school year. Therefore, students cannot expect their locker to be free from inspection by the school, if the administration considers a search necessary to maintain the integrity of the school environment and to protect others in the building. Locker inspections will be reasonable and conducted by school administrative personnel. These guidelines also apply to lockers assigned in locker rooms.
Locker numbers will be assigned at the time of registration. The majority of student s will have their own locker however some students will be allowed to share lockers with administrative approval. Upon students receiving their lockers, they need to immediately check their lockers for damage and report any damage to the office. Students will be financially responsible for damage to their lockers. Locks will be furnished by the school at no charge. If locks are not returned or are damaged, students will be charged $5.00.
Students should follow the locker regulations given below:

- Use only the locker assigned to you.
- Never open another student's locker.
- Keep your locker neat and orderly.
- Always close the locker door and keep it locked.
- Do not leave valuables in the locker.
- Label all personal items.
- Do not write on the inside or outside of the locker.
- Memorize your lock combination. Do not share this information with anyone.
- Pop and candy are not to be stored in lockers.
- Norfolk Junior High School is not responsible for items lost or stolen from lockers.

LOST AND FOUND

Lost and found items are to be turned into the office. Items not claimed by **December 20th or June 15th** of each school year will be given to welfare agencies. Lost or replacement ID cards cost $5.00.
Norfolk Junior High School is not responsible for any personal items lost during the school year. This includes, but is not limited to, any electronic items and yearbooks.

LUNCH - CLOSED CAMPUS

Norfolk Jr. High School DOES NOT have an "open campus" policy during the noon hour. Having a closed campus means that your child cannot leave school to go out for lunch or go home for lunch. Students will be permitted to leave campus for lunch only if they are under the direct supervision of a parent and have received prior approval to be gone. Before leaving campus, the parent must come to the office and sign the student out. For safety reasons, the school will no longer accept written notes to excuse students for lunch.

LUNCH GUIDELINES

Procedures regarding lunch accounts will be explained during orientation time. The price for school lunches and milk will be announced through school bulletins at the beginning of each school year. All costs mentioned are subject to change without notice. A student may bring his/her own lunch and it has to be eaten in the cafeteria. **All food is to be consumed in the cafeteria. Any food purchased in the cafeteria must be eaten in the cafeteria. Students are not allowed to take food out of the lunchroom to put in their lockers or eat in class.**

Nondiscrimination Statement
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
(1) Mail: U.S. Department of Agriculture

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

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

MEDIA (STUDENT PHOTOS / VIDEO)

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

MULTICULTURAL POLICY

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

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Native Americans and Latino;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

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

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973
The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

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

NOTIFICATION OF CONCERN

It shall be the policy of the district that whenever a parental objection is raised concerning textbooks, tests, or other curriculum materials, the subject matter and concern should be brought to the building principal in writing. Only those requests made in good faith for reasons of conscience or on religious beliefs will be honored. Requests will be made to the building principal on a standard exemption form that will be available in all school buildings and the administrative offices of the District. The administrator of the building will direct the appropriate personnel to make a reasonable effort to provide (when reasonable or practical to do so) alternate instructional and/or school experiences for those activities from which the student has been excused.

PARENTAL INVOLVEMENT in EDUCATION *(LB 1161):*

Madison County School District No. 2 after having conducted a public hearing concerning parental involvement and participation in the school district declares that it will be the policy of the Norfolk Public Schools to provide access to parents to all textbooks, tests, curriculum materials and any other instructional materials used by the school.

Police Interviews-Policy 5413

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

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.

SCHOOL CAMPUS

The school campus includes all buildings and designated parking (staff and student lots) and all other property from the curb/sidewalks surrounding those areas. Persons who are not enrolled at the junior high, have not checked into the office upon arrival at school, or are not at school for school business and are in the building or on the campus will be asked to leave. Failure to comply may result in law enforcement being contacted and the individual(s) cited for trespassing by the Norfolk Police Department. Any non-student who needs to conduct school related business should call and schedule an appointment with an appropriate staff member and, upon arrival, sign in at the office.

SCHOOL -COMMUNITY INTERVENTION PROGRAM (SCIP)

SCIP is a program designed to help identify students who are experiencing difficulties which may be related to use of alcohol or other drugs. This support program has four components which assist students: **Identification**, **Intervention, and Referral for treatment and Student support.** Anyone with concerns about drug and/or alcohol use or abuse should contact the SCIP Coordinator in our guidance department at 644-2523.

***SEARCH AND SEIZURE*-POLICY 5406**

The administrative team is authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when a member of the administrative team determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. The administrative team is also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school. When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search. Policy permits school administrators to search vehicles parked on Norfolk Public Schools property. Law enforcement, including drug sniff dogs, will be contacted when circumstances dictate (policy #5406).

Staff Qualifications

On December 10, 2015, President Barack Obama signed the Every Student Succeeds Act (ESSA) into law as Public Law Number 114-95. ESSA reauthorizes the Elementary and Secondary Education Act of 1965 "to ensure that every child achieves."(1)

ESSA is the nation's general education law and, as such, has been revised by Congress many times over the years. The last reauthorization took place in 2001 and was called the No Child Left Behind Act (NCLB).

In accordance with the Every Student Succeeds Act/ PARENTS' RIGHT-TO-KNOW, this is a notification from Norfolk Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner: a) information regarding the professional qualifications of your student's classroom teachers.

Please note that Norfolk Junior High School is not a Title 1 school, however, Norfolk Public Schools does receive Title monies.

The information regarding the professional qualifications of your student's classroom teachers shall include the following:
I. If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
   a. If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
   b. The teachers baccalaureate degree major, graduate certification, and field of discipline; and
   c. Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]

TRESPASSING

Non-students who come on the school campus and/or into buildings who have not checked into the main office may be cited for trespassing. A suspended or expelled student from any Norfolk Public School is not to be in the building or on the junior high campus (to include the 6th Street Track and Philip Street Gym) without prior arrangement with the administration. Any violation of this suspension or expulsion policy will result in trespassing charges and further disciplinary consequences. This includes activities at the junior high or any school sponsored activity away from Norfolk Junior High School. Students with partial schedules should leave campus within 10 minutes after their last class. Loitering on campus may result in disciplinary actions.

VIDEO SURVEILLANCE

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

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

GUIDANCE AND ACADEMIC INFORMATION

GUIDANCE

The school counselors and guidance department are valuable resources for students and parents. They are available to help students who are experiencing academic and/or social problems. The guidance department also helps students make quality decisions about their choices of classes and possible careers. There are two counselors at the junior high and each grade level has a counselor assigned to it. Students should feel welcome and encouraged to drop in whenever they have free time or make an appointment if no free time is available. The Guidance Office is located in the main office on the 1st floor. The counselors can also be reached by phone at 644-2523.

Academic Promotion Requirements

9th Grade:

To be successfully promoted to the ninth grade, eighth grade students must pass 6 of the 7 subject areas each semester for the year. The 7 subject areas are as follows: Math, Science, Language Arts (English), Social Studies, P.E./Health, Wellness/ Careers, and Electives. Students may also be required to take summer school or enroll in other necessary study opportunities throughout the year to develop additional competence in deficit areas and essential skills needed for the next level. If students need to take summer school, parents and students are responsible for meeting the cost of each class. Norfolk Junior High School guidance personnel will facilitate registration for the appropriate courses.

At the end of the school year, an Academic Review Team (ART) consisting of guidance, administration, and special education (if needed) personnel from both the junior high and the high school will meet to consider all students who did not meet the minimum promotion requirements. The team will examine all student educational records including grades, attendance, effort, discipline, standardized test scores, and other extenuating circumstances before making recommendations for placement in the 9th grade or retention in 8th grade.

8th Grade

To be successfully promoted to the eighth grade, seventh grade students must pass 6 of the 7 subject areas each semester for the year. The 7 subject areas are as follows: Math, Science, Language Arts (English), Social Studies, P.E./Health, Digital Citizenship/ Life Management, and Electives. Students may also be required to take summer school or enroll in other necessary study opportunities throughout the year to develop additional competence in deficit areas and essential skills needed for the next level. If students need to take summer school, parents and students are responsible for meeting the cost of each class. Norfolk Junior High School guidance personnel will facilitate registration for the appropriate courses.

At the end of the school year, an Academic Review Team (ART) consisting of guidance, administration, and special education (if needed) personnel from the junior high school will meet to consider all students who did not meet the minimum promotion requirements. The team will examine all student educational records including grades, attendance, effort, discipline, standardized test scores, and other extenuating circumstances before making a recommendation for placement in the 8th grade or retention in 7th grade. Norfolk Junior High School personnel will facilitate registration for the appropriate courses.

Note: If a student is required to go to summer school, they will be required to pay a fee for these courses and attendance is mandatory. The cost for the courses will be determined before the beginning of the class depending on staffing, curricular, and facility needs

REPORT CARDS / PROGRESS REPORTS/Parent Portal

Grades are generally determined by the student's ability to do assigned work, the amount of work completed, the quality of the completed work, as well as its neatness, completeness, and promptness. Students may also be graded on class participation. Report cards are issued after each grading period; four times during the academic school year. In addition, progress reports are also issued between each grading period so that parents and students can closely monitor current academic progress. Contact the Guidance office to access the Parent Portal. The grading system at Norfolk Junior High School is as follows:

A - 94 - 100	**B** - 86 - 93	**C** - 78 - 85	**D** - 70 - 77	**F** - Below 70
NC-No Credit	**INC** – Incomplete **WDP** - Withdrew passing			**WDF** - Withdrew failing

ACADEMIC INTEGRITY

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

ACCESS TO RECORDS

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

BIRTH CERTIFICATE

By state law, any student transferring to Norfolk Junior High School must provide a certified copy of his/her birth certificate or acceptable affidavit. Students will not be allowed to enroll until these documents have been submitted to the school.

COMPLAINTS ON MATERIALS

In the event any parent has a complaint or objection to any such materials, a personal conference with the parent and appropriate school personnel will be scheduled. In order to present a complaint, the parent should specifically explain the nature of their concern using a standard complaint form. The complaint form will include, but not be limited to, the specific instruction, material complained of,

the reason for the complaint, and the proposed solution for resolution of the complaint from the parent's perspective. The forms are located in the main office.

DEMOGRAPHIC CHANGES

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

EXEMPTION PROCEDURE

When a parent believes it is appropriate for his/her student to be excused from testing, classroom instruction or other school experiences that the parent finds objectionable, the parent will present in writing on the standard complaint form described above, the basis for the parent's concern and a proposed solution for the objection that would be satisfactory to the parent.
It shall be the policy of the District to notify parents/guardians when a school-sponsored survey will be administered. The nature of the survey, the date and time, the survey will be administered, and the purposes for which the uses of the resulting information will be included in the notification. Copies of the instrument to be used will be available for parent examination in the Principal's Office of each building. After examination of the survey instrument, any parent who wishes to have their child exempted from completion of the survey must do so by means of a written request to the building Principal.

SCHEDULE CHANGES

If students want / need to change an elective course, they will have only five school days from the beginning of the course to get the class changed on their schedule. It would be difficult for students and teachers to catch up on coursework missed for more than five days. It is important for students to be in their desired courses from the beginning in order to receive the most benefit from the courses. Student requests for dropping and adding elective classes will be honored only after parent permission has been received in the Guidance Office through notes or phone calls. Additionally, the requests will be honored only if the changes will work in the students' schedules and if there is space available in the courses.

SECURING A TEACHER'S HELP

Teachers are in the school building from 7:45 a.m. until 3:45 p.m., and they are willing to help students individually during the school day. An appointment can also be made if for some reason this time period is not suitable. Students are encouraged to seek additional help from teachers when they are having trouble with classroom work, and they should receive a pass from the teacher if the time is before 7:45 a.m.

STUDENT GUIDELINES FOR Advisory

Advisory is a home room / study hall type class opposite lunch for our junior high students. Advisory class has been added to the daily schedule to provide students with opportunities to increase their leisure reading time, increase student exposure to print materials, and give students an opportunity to complete homework and make-up assignments if needed.

Criteria for students in Advisory class:

- Everyone brings required materials each day to class. Basic required items are: Personal reading book, daily planner, personal binder or organizational tool with appropriate materials (pen, paper, etc.) and assignments to complete.
- Channel One may be shown to students during Advisory time. Channel One is an informative news program designed to give junior high aged students access to current national news events.
- Students need to be prepared daily for Advisoryclass and they will only be allowed to leave Advisory class at the teacher's discretion.
- Students may use Advisory time to leisure read or work on homework at the teacher's discretion.
- Reading materials should be chosen outside of reading time. Students may be given access to the media center during Advisory time at the teacher's discretion.

TESTING

It shall also be the policy of the District to notify a parent/guardian when the student will participate in standard norm-referenced or criterion referenced tests such as, but not limited to, MAPS and NeSA tests When reasonable to do so, the parent/guardian will be notified where a sample of the test might be examined and the date upon which the test will be administered.

NPS HARASSMENT POLICY

Additional information regarding the district harassment policy is available on-line under Board of Education Policy 5401.

Acceptable Use of Internet and Other Electronic Resources

Internet Safety and Acceptable Use--Policy 6800--has been amended for the 2015-16 school year and will be distributed as a separate handout. Parent and student sign-offs will be required.

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

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

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. (This policy is subject to further interpretation or guidance by administrative or board regulations, which may be adopted from time to time.) In the event that the District would like to consider offering a service or materials for a fee which is not offered at the time that this policy is adopted or if the District would like to consider charging a fee for services or materials currently provided at no charge to the students or their parents or if any other change is desired, a public hearing shall be held at a regular or special meeting of the Board on the proposed changes to the student fee policy before any changes to the policy are adopted. If changes are made to the policy after the public hearing, written notice shall be provided to the students and their parents as soon as is practical. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

POLICY SUBJECT: STUDENT FEE POLICY 5416: Amended update April 10, 2017

FEES AUTHORIZED: Except as provided otherwise herein, the District may require and collect fees or other funds from or on behalf of students or require students to provide specialized equipment or specialized attire for any of the following purposes:

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs;
4. Transportation pursuant to Neb. Rev. Stat. §§79-241, 79-605 and 79-611;
5. Copies of student files or records pursuant to Neb. Rev. Stat. §79-2,104;
6. Reimbursement to the District for school District property lost or damaged by the student;
7. Before-and after-school or pre-kindergarten services offered pursuant to Neb. Rev. Stat. §79-1104;
8. Summer school or night school
9. Breakfast and lunch programs.

Guidelines for Non-Specialized Attire for Specified Courses and Activities

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

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

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

Personal or Consumable Items

Students are asked to provide personal or consumable items for participation in the courses and activities provided by the District. This includes, but is not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be made available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students.

(Note: A specific class supply list will be published annually in a board-approved student handbook, supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property).

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Grade Level	Recommended Supply List
Jr. High School (Gr. 7 & 8)	5 to 7 spiral notebooks
	1 pkg. loose leaf paper
	Several pens
	Several pencils
	1 - standard/metric ruler
	1 basic calculator
	1 package of 3 x 5 note cards
	Textbook covers
	1 pair tennis shoes for Physical Education
	5-7 two pocket folders
	Graph paper
	Earbuds

Materials Required for Course Projects

Students will be asked to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student, and the written guidelines for the project are reasonably related to the course. There are two circumstances where students may be required to pay for project materials. First, if a student wants to work on an on-standard project but use non-standard materials, the school may require that the student pay for the non-standard materials. Second, if a student wants to keep a project upon completion, and the project has more than minimal value, the project may be purchased by the student at an amount up to the fair value of the project or the cost of the materials provided by the school.

Extracurricular Activities – Specialized Equipment or Attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire.

“Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and show choir uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student.” (Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Extracurricular Activities – Fees for Participation

The District will charge a minimal fee to students participating in extracurricular activities. This fee will be used to offset costs for equipment usage and replacement or necessary attire. The District's waiver policy is in effect for all extracurricular activities. Admission fees are charged for extracurricular activities and events.

Transportation Costs

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

Copies of Student Files or Records

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

Participation in Before-and-After-School

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

Participation in Summer School or Night School

Students are responsible for fees for participation in summer school or night school. Students are also responsible for correspondence courses.

Breakfast and Lunch Programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch program. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store", a vending machine, a booster club or parent group sale, a book order club, or the like. **(Note: Students may be required to bring money or food for field trip lunches and similar activities).**

Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall have available a fee waiver for and for use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. **Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials. Failure to do so will result in a loss of the fee waiver rights from such activity or materials. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased for comparable students.**

Distribution of Policy

The superintendent or the superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or supplement to the student handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

Student Fee List

Activity Fees

Activities that are governed by the Nebraska School Activities Association, Nebraska State Band Masters, or have public performances as part of the activity pay a fee of $50, which includes an activity card. Students pay this fee once per year regardless of the number of activities in which they are involved. This fee must be paid in advance. *Students/families that qualify for free or reduced lunches may have the fees waived by completing a waiver request form prior to the start of their first activity.*

Activity Fees' Requirements – Grades 7-8 (as follows)

Activity	Junior High (Gr. 7-8)
21st Century Living	$10.00/semester
21st Century Learning Center Participation Fee (Aftershock)	**2 Days**: - $25.00 per quarter **5 Days:** $50.00 per quarter
Participation Fee w/ Activity Card	$50.00/year
Art 8	$10.00/semester
Band Instrument Rental (school owned)	$30.00/semester
Band Black Dress Pants	$20.00/year
Industrial Tech 8	$15.00/semester
Orchestra (Lesson/Method Book)	$12.00/year
Orchestra Instrument Rental (school owned)	$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests	$25.00/year
Summer School	$20.00/session
Technology Fee	$35.00/year
Volleyball (Travel Team only)	$20 Black Spandex

**Courses that include projects that students may keep upon completion will be required to have project cost projection sheets completed AND signed by the students, parent and instructor, prior to beginning work on the project.
*Applicable to student in 1 to 1 technology environments.
**Additional cost may occur for solo and ensemble competitions

Athletic Physicals

The Nebraska School Activities Association (NSAA) requires that students involved in athletics be required to have a physical annually.

Fund Raising

Students may be required to partake in fund raising activities in order to participate in extracurricular activities. If fund raising is required for a particular extracurricular activity, any student participating in such activity shall be expected and required to participate equally and share equally in whatever funds are raised.

Penalties

Students who fail to pay overdue student fees may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, a transcript, or credit for course work completed for failure to pay student fees.

Student Fee Fund

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school District fund by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Severability Clause

If any section or part of this policy is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions.

On April 9, 2018, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2017-2018 school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open meeting in compliance with the public meeting laws. See amended date at bottom of page.

Legal References:
Laws 2002, LB 1172 (The Public Elementary and Secondary Student Fee Authorization Act)
Neb. Constitution, Article VII, Section 1.
Neb. Rev. Stat. 79-241, 79-605, and 79-611 (transportation)
Neb. Rev. Stat. 79-2,104 (student files or records)
Neb. Rev. Stat. 79-715 (eye-protective devices)
Neb. Rev. Stat. 79-737 (liability of students for damages to school books)
Neb. Rev. Stat. 79-1104 (before and after school or pre-kindergarten services)
Neb. Rev. Stat. 79-1106 to 79-1108.03 (accelerated or differentiated curriculum)

Date of Adoption: July 18, 2002.

Amended on: April 9, 2018

NPS STUDENTS' RIGHTS AND RESPONSIBILITIES

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

August 2018

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

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

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

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

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

Students should therefore:

- Attend school regularly and punctually.
- Act in a manner that will enhance the learning environment for all students.
- Use school facilities in a way that will conserve their continued usefulness.
- Apply themselves to the best of their ability to the learning tasks assigned.
- Abide by school regulations and assist in their enforcement and modification.
- Participate constructively in school government and assist in modification 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. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

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

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

III.ATTENDANCE POLICY

A. Revised Nebraska State Statute (79-201) requires that all students between the ages of 6 - 18 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness.

B. Notification of an absence must be made to the school office or the absence will be considered unexcused. The school district is required by law to notify juvenile justice officials when excessive absences occur. Building administrators will establish attendance guidelines for their respective buildings and they are published in the school's parent/student handbook.

IV.CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

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

A. Counseling of the student. In alcohol/drug related incidents students shall have an alcohol evaluation performed by a qualified drug/alcohol counselor. Payment will be at the student's expense.

B. Parent conferences.

C. Rearrangement of schedule/assignment to another school.

D. Requirement that the student remain in school after regular hours, summers and Saturdays to complete additional work.

E. Restriction of participation in extracurricular activity.

F. Involving law enforcement and/or social service agencies.

G. Short-term suspension: Any student may be excluded from the Norfolk Public Schools for a period of time not to exceed five school days provided that the suspension is assigned under the guidelines provided by Nebraska State Law and as set forth below. Also reference Board Policy 5101.

1. Circumstances warranting short-term suspension:

- If the student has a dangerous communicable disease transmissible through normal school contacts.
- 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.
- 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.

- 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.
- 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," wherein a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-of-school," where 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.

H. Long-term suspension/expulsion: Long-term suspension shall mean the exclusion of a student from attendance in all schools within the Norfolk Public School System for a period of time exceeding five but less than 20 school days. Expulsion shall mean exclusion from attendance in all schools within the system.

1. Length of expulsions for regular and special circumstances

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

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

a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
e. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.
f. Knowingly or voluntarily 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_2 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 office. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student.
c. Such written notice shall include the following:

1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
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. 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.
e. 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.
f. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

4. Alternative Education Program During Expulsion

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

NPS STUDENTS' RIGHTS AND RESPONSIBILITIES IN EXTRACURRICULAR ACTIVITIES

August, 2018

The following rights and responsibilities are designed to strengthen self-discipline, to enhance physical and mental conditioning, to improve the health of the participant, and to provide due process to protect all students participating in extracurricular activities while attending the Norfolk Public Schools. It is the belief of the Norfolk Public Schools that students participating in activities should be held to a higher standard.

All students in grades 7 & 8 may be excluded from participation in extracurricular activities for the following infractions: Conduct constituting grounds for suspension or expulsion from the academic program as established in board policy. Any other violation of rules or standards of behavior also fall under this policy.

Such exclusion shall be made only after the building administrator has made an investigation of the alleged conduct or violation and has determined that the student is guilty of the rules or standards of behavior contained in this policy. Before the exclusion(s) shall take effect, the student shall be given oral or written notice of the charges, an explanation of the evidence the authorities have, and an opportunity to present his/her version of the incident.

Activities Covered

All students engaged in activities, such as: Interscholastic activities, including but not limited to, speech, debate, band, choir, orchestra, DECA, FFA, FBLA, and athletics;
Elected to a position of responsibility, including but not limited to, class officer, student council, or position of responsibility in any school activity; Representing the school in all school- sponsored activities, including but not limited to, drama, Pink Panthers, band, and cheerleaders; or Honor Positions, including but not limited to Homecoming, Winter Royalty, Prom will be governed by the following rules.

These rules apply to student conduct during the entire calendar year. If a student violates one or more of these rules, he/she shall be subject to discipline as described in this policy.

Eligibility

In order to compete in Nebraska School Activities Association sanctioned activities, and all school-sponsored activities, students must:

- Successfully complete 20 academic credits the prior semester, and
- Be enrolled in 20 academic credits during the current semester.

Rules/Standards

The following rules and standards concerning student conduct for extracurricular activities are established to assist the Norfolk Public Schools in carrying out the function of the activity. The infractions are:

- Possess, use, be under the influence of, sell or distribute alcohol or illegal drugs or possess drug paraphernalia.

In alcohol/drug related incidents, school administration shall recommend to families that students have an alcohol/drug evaluation performed by a qualified drug/alcohol counselor. The purpose of the evaluation is to help the individual student and the family. A list of local agencies is available from the principal, school nurse, or guidance counselor.

- Engaging in any activity, which is classified as a Class III Misdemeanor or more serious offense, as provided by the laws of the State of Nebraska. Offenses include but are not limited to: assault, threats and intimidation of students and/or faculty, shoplifting, theft, etc.
- Offenses which are classified as a Class IV or V Misdemeanor under the following categories:
  a. Tobacco possession or use by minors
  b. Minor misrepresenting age to obtain tobacco
- Knowingly and voluntarily bringing to school, possessing, handling, or transmitting or using any gun, knife, or other dangerous weapon in school, on school grounds, or at a school function off of school grounds.
- Violation of the Norfolk Public Schools' Harassment Policy.
- Offenses which are not specifically identified above, but which constitutes a danger to other students, interferes substantially with any extracurricular activity, or is deemed by the administration to be unacceptable.

Committing any act, which is classified as a felony by the State of Nebraska, may be considered a third offense under the exclusion section of this policy.

The above listing is not inclusive and the administration and school reserves the right to deal with all infractions and violations on an individual basis. All violations will be dealt with in an equitable manner.

A committee will be formed to deal with and interpret violations not listed or in question. The committee membership will be representative of the entire school staff.

Exclusions

Exclusion(s) is (are) to take place in the activity or activities that the student is currently engaged in or in the next activity in which the student participates.

Students will not be allowed to serve exclusion in an activity if they were not involved in that activity the prior season or school year. They will not be allowed to participate in any other activity until the suspension is completed.

First Offense

When a student violates one of the previously listed infractions, the building administrator will exclude that student from their current activity or activities or their next activity for a term equal to one-fourth of the season.

Self-Reporting

On a student's first violation of a rule listed in this policy, the student may reduce the exclusion from the activity or activities by one-half by:

- Self-reporting to the school administrator or current activity coach/sponsor within the first school day after the violation occurs, including Summer School days.

Self-reporting is an admission that the student violated a rule.

- In drug/alcohol violations, completing an evaluation performed by a qualified drug/alcohol counselor/ (at the parent's/student's expense) and following the recommendations.
- In other violations, an intervention with the student, parent, coach, Activities Director, and Counselor will be held. Students that violate a rule at school, at a school activity, or being witnessed by a school staff member may not Self-Report.

The Self-Report option is only available for first-time offenders once during their Jr. high school (grades 7-8) career.

Probationary Period

Students that violate any provision of this activity policy will be given a probationary period, typically one-year. During that year the Norfolk Public Schools will support and work with students by arranging meetings or classes with a School Counselor, School Psychologist, or Teacher-Mentor on a weekly basis. The meetings will continue until the Counselor, student, and parents no longer feel it is necessary. Upon successful completion of the probationary period the student may have the activity code violation removed from their record.

Second Offense

The second time a student violates one of the previously listed individual rule or a combination of rules the building administrator will exclude the student from their current activity (activities) or their next activity for the entire season. If the student's current activity or activities, are completed the exclusion will carry over to the next activity, or activities to meet the intent of this policy.

Third Offense

When a student accumulates a third violation of an individual rule or combination of rules listed previously the building administrator will exclude that student from extracurricular activities for a period of 12 months.

Fourth Offense

Any student accumulating four violations of an individual rule or combination of rules in paragraph I.A. of this policy will be excluded from extracurricular activities for the remainder of their high school career.

Procedures for Disciplinary Consequences

Disciplinary consequences are to be administered with as much uniformity as possible. Students who are excluded from participation in extracurricular activities will be provided due process.

The administration shall, as soon as is reasonably possible:

- Summarize in a written statement to the student and the student's parent or guardian, the student's alleged conduct or violation of the rules or standards.
- Make a reasonable effort to establish a conference between the parent or guardian and the student with the appropriate personnel before the student rejoins the activity.
- File a copy of the written summary with the Director of Student Services.
- If the building administrator makes a decision to discipline a student who is participating in an extracurricular activity and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Director of Student Services office. The student or the student's parent or guardian shall file the appeal within five school days of the receipt of the written notice. The 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 seven calendar days from the date that the appeal is received.
- If the parent or guardian does not accept the decision made by the Director of Student Services, he/she may appeal, within five school days, to the Superintendent of Schools. The Superintendent shall review the incident and the disciplinary action imposed by the building administrator and/or the Director of Student Services. The Superintendent shall inform the parent or guardian of his/her decision within seven calendar days from the date the Director of Student Services decision is appealed.
- If the parent or guardian does not accept the decision made by the Superintendent of Schools, he/she may appeal to the Norfolk Public Schools' Board of Education, within five school days. The Board of Education shall review the incident and the decision made by the Superintendent of Schools. They shall inform the parent or guardian of their decision within thirty calendar days from the date that the appeal is received. Nothing in this policy shall preclude the student or the student's parent/guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the, Director of Student Services and the Superintendent of Schools or the Board of Education.

STUDENT SERVICES AT NJHS

Student Rights and Responsibilities

- I have a right to learn and a responsibility to do my best.
- I have a right to be myself and a responsibility to accept other's differences.
- I have a right to feel safe and a responsibility to look out for others.
- I have a right to be heard and a responsibility to listen to others.
- I have a right to excel and a responsibility to be a good sport.
- I have a right to use school property and a responsibility to respect it.
- I have a right to get help and a responsibility to ask for it.

With every right comes a responsibility. By taking responsibility, we make our school, our community, and our world a better place.

DISCIPLINE

BEHAVIOR EXPECTATIONS (STUDENT)

Overall, students are expected to follow all directives that are given to them by teachers, substitute teachers, teachers' aides, secretaries, custodians, cafeteria workers, bus drivers, mentors, and administrators. In short, students are expected to complete their classroom assignments and to treat everyone in the building respectfully and to do their part in keeping the building clean. In addition to the items in the Code of Conduct, the following items are enforced: Students are encouraged to help make their time at Norfolk Junior High both pleasant and beneficial. Students at Norfolk Junior High are expected to be safe, responsible, and respectful.

BUS CONDUCT

Riding school buses will be considered an extension of the school day; therefore, the following rules and regulations must be observed. Bus transportation is a privilege and student usage may be restricted for violations of bus regulations. The safety of students on the buses is our top priority and students who create unsafe conditions through their behavior or words will be disciplined accordingly. Misbehavior by students who choose to break these rules may be assigned consequences such as detentions, short/long term suspensions and removal from the bus completely. Students unable to ride the bus due to disciplinary action must make alternate ride arrangements.

Expectations for students riding school buses:

- Sit quietly and refrain from rowdy conduct.
- Be completely quiet when the bus is near a railroad crossing.
- Observe the same conduct as in the classroom and follow all school rules.
- Be courteous.
- Immediately comply with driver's directions.
- Profane language is not permitted.
- Eating or drinking while on the bus is at each driver's discretion.
- Keep the bus clean.
- Obey the bus driver.
- Absolutely no tobacco products or alcohol will be allowed.
- Respect others.
- Respect school property.
- Stay in your seat at all times.
- Keep head, hands and feet inside the bus at all times.
- The bus driver is authorized to assign seats.
- Have proper respect for homeowner's property while waiting for the school bus.
- Students may ride only their designated bus unless prior written permission has been received from an administrator.

Continuum of Consequences for Inappropriate Bus Behavior

These consequences are general guidelines and may be adjusted due to the duration, severity, and intensity of the situation.
1st Intervention: --Warning / Student conference with administration/ parent phone call / possible detention. Driver may assign student to different seat.
2nd Intervention: – Parent phone call / possible removal of bus privileges for the next day and/or up to seven school days. Possible detention/ ISS (1-3 days) / Bus letter sent home. Assigned seating on the bus for rest of quarter.
3rd Intervention: Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for seven school days up to 30 school days. Possible ISS (3-5 days). Written plan for improvement will be developed and implemented. Bus letter sent home. Assigned seating on the bus for rest of the semester.
4th Intervention: Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for up to 60 school days. Possible OSS (1-3 days). Written plan for improvement will be developed and implemented.
5th Intervention: Parent meeting with administration. Possible OSS (3-5 days). Removal of bus privileges for rest of school year.
These consequences are cumulative for the academic school year.

Credit for Course Work during Suspension
Students serving In School or Out of School Suspensions will receive full credit for their work completed while in the suspension.

Detentions
Detentions will be assigned to students who engage in irresponsible behavior. Detentions must be served after school unless permission granted by a school administrator to do it before school. Students unable to serve a detention on the date assigned must notify the office. Failure to appear for a detention will result in the detention time being doubled.

Discipline at School Functions

Students are expected to behave in an orderly and appropriate manner as listed in the district's **Rights and Responsibilities** and the school's discipline code while attending school or any school function on school grounds (parking lots included) or elsewhere. Students are also expected to follow school rules at activities (parking lots and activities near or in vehicles at Memorial Field are also subject to the code of conduct) and at any out of town school events. If students choose to act in an inappropriate fashion, they will receive consequences consistent with the severity, intensity, and frequency of their actions. Students may conference with teachers, parents, and/or administration and/or may receive detentions, in-school suspensions, out-of-school suspension, expulsions, or additional consequences as determined by administration as a result of inappropriate behavior. Detentions occur at the end of the school day from 3: 30 pm to 3: 50 pm. There are no morning detentions in the office. In-school suspension begins at 8:00 am and ends at 3:30 pm. Parents are encouraged to call teachers and the administration concerning discipline in the classroom or at other school functions.

DRESS CODE
STUDENT ATTIRE GUIDELINES

Personal appearance and clothing worn to school should not violate the rules of decency, offend the standards of others, promote unsafe conditions, or detract from the educational process. Violators will be required to change into appropriate clothing. Students missing time from class to correct violations will be considered tardy. If parents or students have any questions, they should call school administrators at 644-2516 before they purchase clothing. When possible, we ask that parents examine student dress carefully before students leave for school. School administrators will make the final determination as to whether an article of clothing or accessory is appropriate for school.

Criteria for Student Attire:

- Shirts that expose student midriffs are not permitted. All shirts worn must keep the top of the shoulder covered (tank top straps must be at least 2 inches in width), fit well in the armpit area, and not have a plunging neckline. **Shorts need to have a minimum 2.5 inch inseam.**
- Shoes must be worn at all times. Slippers are not permissible. Flip-flops and sandals are acceptable as long as they are not a safety hazard. Proper footwear must be worn for physical education classes.
- Words or pictures on clothing, jewelry, or accessories stating or referring to gangs, drugs, alcohol, sex, or any other activity conflicting with the school's policy or curriculum are not allowed. Individuals or groups of students that have shirts or accessories printed up with slogans or sayings that may have questionable or “double” meanings or insinuations are encouraged to have the attire approved by administration before having them printed and wearing them to school. Consideration will be made by administration for students who wear special clothing as required by religious/cultural affiliation.
- Caps and hats are not to be worn in the building. Once students are outside the building they may wear headgear in an appropriate fashion. Caps and hats must be stored in lockers.
- Wearing or carrying bandanas or colored handkerchiefs (by males and females) will also not be permitted. Bandanas or accessories that have been identified as possible gang paraphernalia will be confiscated immediately and will be returned only upon parent request and conference.
- Pictures and/or printed words on clothing (written or implied) that conflict with board policy or school curriculum will not be permitted. Any shirt that promotes tobacco brands, alcohol brands, bar t-shirts, cigarette brands, etc… are also considered to be inappropriate. School administrators will have the final say on whether a shirt is considerate appropriate
- Clothing usually worn as undergarments cannot be worn as outer garments**;** (specifically boxer shorts) and will not be permitted.
- Coats, jackets, windbreakers, etc. may be worn only with permission from school personnel. Dress appropriately for the weather of the day.
- Skirts and dresses need to be a modest length meeting the same requirement as shorts.

- Clothing with holes, slashes, or cuts will not be permitted unless it is appropriate and modest and must follow the 2.5 inch inseam rule.
- Spiked jewelry/accessories may not be worn at school or at school activities. Wallet chains are permitted as long as they are not over 12 inches in length. Any additional modifications to clothing, such as paper clips, etc. need to be approved by administration.
- Facial make-up, jewelry accessories, or body piercing must also be appropriate for school settings and not disrupt the learning environment. Jewelry or accessories worn through pierced body parts may be seen as unsafe. Students must remove these for physical education classes and/or other activities deemed necessary for a safe and orderly learning environment by the instructor or administration.
- Saggy pants or shorts are not permitted. Waistbands must be worn at the waists.

The administration reserves the right to make decisions and make rule revisions at any time to protect the integrity of the educational programs and to assure the well being of all students.

Code of Conduct
This is the guide used by Norfolk Junior High to conduct disciplinary action. The code of conduct allows for interpretation by the administrative team.
Assaults/ Fighting

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

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

Threats/ Intimidation
(The nature of the threats may affect the length of the suspension.)

A5	Threats, intimidating /menacing another student, including hazing.	ISS 1-3 days. May OSS 1-3 days Notify parents, may notify police.	OSS 3-5 days Notify parents, may notify police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents, notify police. Recommendation for expulsion.
A6	Threats, intimidating, or menacing school personnel	OSS 5 days Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents and police. Recommendation for expulsion.	
A7	Swearing at school personnel.	OSS 3-5 days Notify parents and possibly remove from class.	OSS 5-19 days	Recommendation for expulsion.
A 8	Initiating a real or perceived threat on the school. i.e. bomb threat, shooting threat, etc.	OSS 5-19 days. Notify parents, police, and fire marshal. Recommendation for expulsion.		

Weapons, Firearms, Nuisance Items

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
B1	Weapon	ISS/OSS 5-19 days Retain the object. Notify parents & police. Possible recommendation for expulsion.	Retain object. Notify parents & police. Recommendation for expulsion.	
B2	Firearm	Mandatory 1 calendar year expulsion.		
B3	Nuisance or dangerous items; stink bombs, squirt guns, snowballs, etc.	Detention. May ISS 1-3 days. Notify parents.	ISS 1-3 days Notify parents.	OSS 3-5 days Notify parents.

* Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility on page 29.

Drugs, Alcohol

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
C 1	Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike/imitation "Under the influence" means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 10-19 days. Notify parents and police. Refer to counselor for substance abuse intervention. Possible recommendation for expulsion.	Recommendation for expulsion.	
C 2	Selling or offering a controlled substance, or placebo/look-alike/imitation prescription drug, alcohol, and intoxicant of any kind.	Recommendation for expulsion.		
C 3	Possession of drug paraphernalia or sale of.	OSS 5-19 days. Notify parents and police. Possible recommendation for expulsion.	OSS 10 -19 days. Notify parents and police. SCIP referral. Recommendation for expulsion.	Recommendation for expulsion.
	Infraction	**1st Intervention**	**2nd Intervention**	**3rd Intervention**
D1	Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
D2	Extortion	ISS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Possibly notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.

Fire Setting, Arson, Graffiti

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

Theft

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
F 1	Theft or attempted theft of school or private property	ISS/OSS 1-3 days. Notify parents and may notify police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
F 2	Wrongful possession of school or private property.	May ISS 1-3 days. Notify parents. May notify police.	May OSS 3-5 days. Notify parents. May notify police.	OSS 5 days. Notify parents. May notify police.
F 3	Knowingly receiving stolen school or private property.	ISS 1-3 days. Notify parents & may notify police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5 days. Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.

Tobacco, Lighters/ Matches

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
G1	Use or possession of tobacco/vapor products (dipping, smoking, e-cigarettes, vapor products & etc.)	ISS 1-3 days. Notify parents. SCIP referral. Confiscate item (s).	OSS 3-5 days. Notify parents. SCIP referral. Confiscate item (s).	OSS 5 days. Notify parents. SCIP referral. Confiscate item (s).
G2	Possession or use of matches or lighter	ISS 1-3 days. Notify parents. Confiscate item(s).	ISS/OSS 3-5 days. Notify parents. Confiscate item(s).	OSS 5 days. Notify parents. Confiscate item(s).

Harassment

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
H 1	**Written or Oral Harassment**: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body of a sexual nature or racial background	Conference with administrator. Detention/ May ISS/OSS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Conference with administrator. Written action plan developed. May contact police.	OSS 3- 5 days. Notify parents. Conference with administrator. Written action plan developed. May contact police.
H 2	**Visual Harassment:** possession or use of offensive posters, photos, cards, cartoons, graffiti, drawings, objects /gestures (public display of affection) & locker décor	Conference with administrator. Detention/ May ISS / OSS1-3 days. Possibly notify parents or police	**ISS/OSS 1-5 days.** Notify parents. Possibly notify police. Conference with administrator.	**OSS 3-5 days.** Notify parents. Notify police. Conference with administrator
H3	**Physical Harassment:** Intentional or obvious unwelcome or offensive physical contact	ISS/OSS 1-5 days. Notify parents & may notify police. Possible recommendation for expulsion.	OSS 1-5 days. Notify parents & police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents & police. Recommendation for expulsion.
H4	**Sexting:** Possession of images or sending sexually explicit photographs of minors via cell phone or other electronic devices.	OSS 10-19 days. Notify parents and police.	Recommendation for expulsion.	

****** Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility on page 29.*

The victim of any harassment incident may take action beyond the scope of building discipline.

Violations of School Rules

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
I 1	**Defiance of authority.** Failure to obey a direct instruction or comply with a reasonable staff request. This includes lying and refusing to provide or falsifying information.	Detention/ISS 1-3 days. May OSS 1-3 days. Notify parents. Conference with administrator.	ISS/OSS 1-3 days. Notify parents. Conference with administrator.	OSS 3-5 days. Notify parents. Conference with administrator.
I 2	Disruption of school activities, i.e. horseplay, play fighting, misuse of passes, etc.	Conference with administrator. Possible detention.	ISS 1-3 days. May OSS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
I 3	Disruption while in ISS	OSS for the remaining day (s) of suspension. Re-serve ISS the following day.	OSS for the remaining day (s)of the suspension. Re-serve ISS the following day.	OSS for the remaining days of the suspension. Re-serve ISS the following day.
I 4	Use of electronic devices i.e. Cell phones, cameras, CD/tape players, radios, laser pens, etc. Prior approval for educational purposes is exempt.	Teacher conference with student about appropriate use of electronic device.	Teacher conferences with student about appropriate use of electronic device. Teacher contact parent about inappropriate use of electronic device.	Confiscate device and bring to administration office.
I 5	"NO SHOW" to an after school detention assigned by an administrator or a tardy detention.	Detention doubled for first "NO SHOW".	ISS 1 day and serve two detentions. Notify parents.	ISS 1-3 days and serve two detentions. Notify parents. OSS for additional occurrences and serve 2 detentions.
I 6	Lunchroom misconduct.	Detention/ Supervisor may assign student alternative seating in the lunchroom.	Administrator may assign seating/ suspension from the lunchroom 1-5 days. Notify parents.	Administrator may assign seating/ suspension from the lunchroom 1-10 days. Notify parents.
I 7	Inappropriate/Fraudulent use of school phone, computers or electronic devices.	May ISS/OSS 1-3 days. Notify parents. May notify police.	May ISS/OSS 1-3 days. Notify parents. May notify police.	May ISS/OSS 3-5 days. Notify parents. May notify police.
I 8	Buying or selling food, drinks or any other unauthorized material, including inappropriate /unauthorized use of student ID number.	Office Detention Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.

I 9	Falsifying or altering signatures; misrepresenting or calling self in.	Conference with teacher or admin. May ISS 1-3 days Notify parents.	ISS1-3 days. Notify parents & admin.	OSS 1-3 days. Notify parents & admin.

I 10	Gambling in any form; pitching coins, dice, wagering with cards, etc.	Detention/ISS 1-3 days. Conference with administrator. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I 11	Wrongful use of skateboard, roller blades, bicycles, etc. on school property.	Item confiscated. Notify parents. Parents may pick up item at the end of the day. May ISS 1-3 days.	Item confiscated. Notify parents. Parents may pick up item. May ISS 1-3 days.	Item confiscated. Notify parents. Parents may pick up May ISS 1-3 days.

Truancy / Loitering

I 12	Truancy (1 Period)	Detention. Notify parents.	Detention/ISS 1-3 days. Conference with administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.
I 13	Truancy (2 or more Periods)	ISS 1-3 days. Conference with Administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.
I 14	Unauthorized entry into any unsupervised school area.	Conference with administrator. ISS 1-3 days. May notify parents.	ISS 3-5 days. May OSS 1-3 days. Notify parents. May contact police.	OSS 1-5 days. Notify parents.
1 15	Loitering	Conference with administrator. May issue detention.	Detention. ISS 1 -3 days. Notify parents.	ISS 1-3 days. Notify parents.
I 16	Leaving school without following procedure	Conference with administrator. Notify parent. Student will be marked unverified. May ISS 1-3 days.	May ISS 1 –3 days. Notify parents. Student will be marked unverified	ISS / OSS 1-3 days. Notify Parents. Student will be marked unverified.

Miscellaneous Violations

I 17	Unprepared for class	Conference Teacher notifies parent.	Conference/ Detention Teacher notifies parent	Student/Teacher contract. Teacher notifies parent. Student and /or parent conference with team. Develop written plan of action.
I 18	Cheating on Tests and quizzes.	Student may make-up an alternate assignment/assessment at a time convenient for the teacher. Teacher notifies parent and administration of the situation.	Teacher notifies parent. Parent and teacher conference with administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher.	Parent Conference at school w/ administration.
I 19	Violation of other school rules and regulations.(i.e. Eating food outside the cafeteria, bringing pop into building, etc.)	Warning issued to student. Confiscate and retain items. Notify parents.	Detention 1-3 days. Administration may confiscate and retain items. Notify parents.	ISS 1-3 days. Administration may confiscate and retain items. Notify parents.
I 20	Returning to campus or school property while serving an out of school suspension.	1 additional day will be added to the length of the suspension. Police may be contacted.	1- 3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension. Police will be contacted.
I 21	No show for a teacher detention.	Original detention to be served with teacher. Teacher will contact parent.	Office detentions. Teacher will contact parent	Detentions or may ISS 1 -3 days
I 22	Misbehavior for a guest teacher ~~Bus Behavior:~~	Detentions or consequences as assigned by the teacher. Teacher will contact parents. Warning/ ~~Conference/~~	Conference with administrator. Teacher notifies Parent. Office detention / May ISS 1-3 days Additional consequences may be administered by teacher. ~~Parent call. Possible~~	May ISS (1-3 days). May OSS (1-3 days). Parent conference. Additional consequences may be administered by teacher. Parent call. Possible meeting. ~~Removal from bus 7-30 school~~
I 23	Additional consequences apply for repeated incidents after 3rd intervention.	Parent Call Assigned seating. Possible detention.	removal from Bus 1-7 school days. Possible detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.	days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.
I 24	Dress Code	Warning. Clothing Changed or corrected.	1-3 detentions. Clothing changed or corrected.	ISS 1-3 days. Clothing changed or corrected.
I 25	Continual Violation of School Rules	Parent Conference with an administrator. May OSS 1-3 days.	Parent Conference with an administrator. May OSS 3-5 days.	Parent Conference with an administrator. May OSS 5-10 days

Social Moratorium

Students committing violations in Student Code of Conduct areas A, B, C, and H may also be issued a social suspension for the remainder of the current semester. Students receiving a social suspension would be barred from attending school sponsored activities occurring outside of the regularly schedule school day. Examples of activities students would be excluded from include school dances, sporting events, concerts, drama productions and musical productions. Administrators may also issue a social suspension in the case of multiple violations of NJHS Code of Conduct (i.e. truancy / refusal to comply).