

**Senior High Student Handbook
2007-2008**

Senior High Administrators

402-644-2529

Principal

Stephen Morton
smorton@npsne.org
Ext. 2205

**Assistant Principal
for Student Affairs**
Students A to O

Angela Simpson
asimpson@npsne.org
Ext. 2206

**Assistant Principal
for Student Affairs**
Students P to Z

William Robinson
brobins@npsne.org
Ext. 2266

**Assistant Principal for
Activities**

Dennis Dolliver
ddollive@npsne.org
Ext. 2207

Senior High Attendance
Sheryl Volk
svolk@npsne.org
402-644-2529 ext 2202

Senior High Accounting
Beverly Polak
bpolak@npsne.org
402-644-2529 ext 2204

Senior High Activities
Maxine Bauermeister
mbauerme@npsne.org
402-644-2529 ext 2203
Senior High Receptionist
Elsie Nathan
enathan@npsne.org
402-644-2529 ext 2201

Senior High Guidance Department

402-644-2534

Students with last names
beginning with
A to F

Virginia Hilkemann
vhilkema@npsne.org
Ext 2210

Students with last names
beginning with Students
G to Mc

Susan Stranghoener
sstrangh@npsne.org
Ext 2212

Students with last names
beginning with Students
Md to Ss

Janet Johnson
Johnson1@npsne.org
Ext 2213

Students with last names
beginning with Students
St to Z

Rhonda Collins
rcollins@npsne.org
Ext 2211

Counseling Center Secretary
Juli Rohleder
jrohlede@npsne.org
Ext. 2209

Senior High Registrar
Connie Wildermuth
cwilderm@npsne.org
Ext 2216

Table of Contents

	<u>Page</u>
Academic Information	
Academic Awards	1
College Visits	2
Finals Policy	2
Grade Classification	2
Grading Scale	2
Minimum Required Course Load	3
Physical Education Grades	3
Registration	3
Required Courses	3
Requirements for Graduation	3
Schedule Changes	4
Transfer Credit/Correspondence Courses	4
Weighted Classes	4
School Policies and Regulations	
Activity Cards	4
After School Events	5
Asbestos	5
Attendance	5
Bicycles	6
Cafeteria	6
Class Officers	7
Counseling Center	7
Credit for Course work during suspension	7
Detentions	7
Discrimination	7
Electronic Devices/Nuisance Items	8
Equal Treatment of Students	8
Grievance Procedures	8
Harassment	8
Hazing	8
Identification Cards	9
Lockers	9
Lost and Found	9
Media Center	9

	<u>page</u>
National Honor Society	10
Open Campus	10
Parking	10
Participation Fee	11
Permit to Leave the Building	11
Photographs/Press Releases	11
Royalty Selection	11
Saturday School	12
School Dances	12
School Nurse	13
Search and Seizure	13
Smoking and Profanity	13
Staff Qualifications	13
Student Behavior	13
Student Discipline	14
Student Dress Code	14
Student Rosters	14
Student Visitors	15
Student Withdrawal	15
Study Hall Expectations	15
Technology	15
Telephones	16
Title VII Indian Education	16
Video Surveillance	16
Norfolk Public Schools Policies	
Student Rights & Responsibilities	17
Extra-Curricular Activity Policy	23
Student Fees	27
Harassment Policy	34
Internet Policy	37
Truancy Policy	39
Senior High Code of Conduct	41

NORFOLK SENIOR HIGH

2007-2008

Welcome to NHS. The Board of Education has provided an excellent facility and an excellent staff. Guidance counselors, teachers, and administrators will provide all the assistance possible, but the individual student must provide the effort and the determination for success. The North Central Association of Colleges and Schools accredit Norfolk Senior High.

An education from Norfolk Senior High will provide a balanced academic foundation for post-secondary school endeavors. Students from Norfolk consistently rank above the average when compared to the Nebraska and the national norm. A variety of extracurricular activities are also available at NHS. Norfolk students have been able to compete successfully with other Nebraska students in all activities and athletics.

Students are encouraged to help make their time at Norfolk Senior High both pleasant and beneficial. To allow for a successful school year, all students are expected to:

Student Expectations

- Act in a responsible manner following all rules and regulations of Norfolk Senior High and the Norfolk Public Schools.
- Respect each person's individuality and his/her right to an education
- Act appropriately and work cooperatively with everyone in the building
- Attend all classes, coming to each class with required materials, including completion of all assignments.
- Never verbally or physically abuse or harass anyone.
- Use appropriate language and good manners in all personal dealings.
- Communicate with teachers, staff, and other students.
- Respect the property of others.
- Constantly work to improve.

We hope the 2007-2008 school year is the most enjoyable, rewarding, and educational you have experienced. If you have a question or a concern please call the office, 644-2529.

Stephen Morton

PRINCIPAL

Bell Schedule

<u>Regular Schedule</u>	<u>Short Advisement</u>	<u>Long Advisement</u>
1 8:10 – 9:00 am	1 8:10 – 8:55 am	1 8:10 – 8:55 am
2 9:05 – 9:55 am	2 9:00 – 9:45 am	2 9:00 – 9:45 am
3 10:00 – 10:50 am	Advisory 9:50 – 10:00am	Advisory 9:50 – 10:10am
4 10:55 – 11:42 am	3 10:05 – 10:50 am	3 10:15 – 10:55 am
5 11:45 – 12:33 pm	4 10:55 – 11:42 am	4 11:00 – 11:45 am
6 12:38 – 1:27 pm	5 11:45 – 12:33 pm	5 11:48 – 12:33 am
7 1:32 – 2:21 pm	6 12:38 – 1:27 pm	6 12:38 – 1:27 pm
8 2:26 – 3:15 pm	7 1:32 - 2:21 pm	7 1:32 – 2:21 pm
	8 2:26 – 3:15 pm	8 2:26 – 3:15 pm

Calendar 2007-2008

<u>First Semester</u>		<u>Second Semester</u>	
August 15	First Day of School	January 1-4	No School
September 3	No School	January 7	School Resumes
October 3	11:30pm Dismissal	January 10	No School
October 16	2:00 pm Dismissal	February 5	2:00 pm Dismissal
October 17	2:00 pm Dismissal	February 6	2:00 pm Dismissal
October 19	No School	February 8	No School
November 9	No School	February 29	No School
November 21	2:00 Dismissal	March 7	No School
November 22-23	No School	March 19-24	Spring Break
December 21	2:00 Dismissal	April 18	No School
December 22-29	No School	May 1	No School
		May 21	Last Day of School

Important Dates

<u>First Semester</u>		<u>Second Semester</u>	
September 20	Mid-Quarter 1 Reports	January 8	First Semester Grades out
October 6	Homecoming Dance	February 5	Parent Teacher Conf 4:00-7:00pm
October 12	End of First Quarter	February 6	Parent Teacher Conf 4:00-7:00pm
October 16	Parent Teacher Conf 4:00-9:00pm	February 16	Winter Royalty
October 17	Parent Teacher Conf 4:00-7:00pm	March 6	End of Third Quarter
November 15	Mid-Quarter 2 Reports	March 13	Quarter 3 Reports
December 20-21	Semester Finals	April 10	Mid-Quarter 4 Reports
December 21	End of Second Quarter	April 26	Prom
		May 8-9	Senior Finals
		May 18	Graduation
		May 20-21	Semester Finals
		May 21	End of Fourth Quarter

ACADEMIC INFORMATION

Academic Awards

Graduating with Honors

Students who graduate with honors will wear white cords at graduation. Students who earn this recognition in grades 9 - 12 must:
Have a cumulative grade point average of at least 94%.

Graduating with Distinction

Students who “graduate with distinction” will wear gold cords at graduation. Students who earn this recognition in grades 9 - 12 must:

- Have a cumulative grade point average of at least 94%.
- Successfully complete four years of Math. Algebra 1 in eighth grade will satisfy one year.
- Successfully complete four years of literature and composition courses excluding Basic English I & II in addition to the Speech requirement.
- Successfully complete three years of Science, which may include only the following: Physical Science, Biology, AP Biology, Chemistry, AP Chemistry, Physics, AP Physics, Anatomy & Physiology.
- Successfully complete two years of the same Foreign Language.
- Successfully complete at least 50 credits each school year regardless of summer school attendance.
- Successfully complete at least one weighted grade course with a minimum unweighted grade of 70% or a dual credit course.
- Not be an early graduate.

Graduating with Highest Distinction

Students who “graduate with highest distinction” will be limited to the top 5% of the graduating class. This number will be determined as a percentage of the candidates for graduation as of February 1. These students will wear white gowns at graduation. Students who earn this recognition in grades 9 - 12 must:

- Complete all items in sections A & B.
- Been in attendance as a full time student for two continuous semesters at Norfolk Senior High, including the commencement semester. Transfer students must have earned credits from an accredited high school.
- Not be an early graduate.

Honor Roll

Each semester an Honor Roll of students meeting minimum course requirements listed above and receiving all A's and B's is published.

Any student receiving an “NC”, no credit, grade will not be included in either the Principal's List or Honor Roll. “NC”, no credit, is a grade recorded for students who have exceeded the attendance policy. Students receiving “INC”, incomplete, grades must remove the incomplete grades within five school days after the conclusion of each semester to be considered for these two honors.

A grade of “C” in a grade weighted class will be considered a “B” and a “B” in a grade weighted class will be considered an “A” for the purposes of establishing the Honor Roll.

Norfolk Senior High All A's Award

Students receiving all “A” grades and carrying a minimum of 10 academic semester courses for the year.

- All courses including nine-week courses count toward this award.

- First time award winners receive a Bronze Medal.
- Second time award winners receive a Silver Medal.
- Third time award winners receive a Plaque.

Norfolk Senior High Science Award

Students must have a cumulative grade point average of 94%. Students must obtain an 86% or higher in at least four science classes in grades 10-12 with at least one class from each of the following categories:

- Biology, AP Biology, Physiology,
- Chemistry, AP Chemistry,
- Physics, AP Physics.

Principal's List

Each semester a **Principal's List** will be published recognizing students who earn all A's and meet the minimum course requirements: 10th and 11th graders must have thirty credits each semester. 12th graders must have twenty-five credits each semester. Of the minimum course load, students must have at least four numeric grades. Students appearing on the Principal's List will not appear on the Honor Roll list.

College Visits

Students choosing to visit a college during their junior year must pre-arrange the absence with their teachers by using the pre-arranged absence form. However, these absences are counted in the 10-day absence limit. Seniors are given one absence each semester to visit a post-secondary institution. Students must have pre-arranged the absence with the attendance secretary and provide documentation from the institution of the visit upon their return.

Finals Policy

In the event that a student is considering being absent during December final exams the students must follow the procedure:

1. The student must conference with the Principal.
2. If approved, the student must fill out a pre-arranged absence sheet and return to the attendance secretary one week in advance.
3. The student will be scheduled to take the tests on the first teacher day after the winter break or in the spring semester on the last teacher workday.

There will be NO final exams given prior to the start of the exam days.

Grade Classification

Students are classified annually according to the following credits:

Seniors	165-215
Juniors	100-164
Sophomores	50- 99

A student may be reclassified at midterm if this reclassification helps him/her rejoin his original class.

Grading Scale

The grading system for Norfolk Public Schools is as follows:

A = Outstanding, 94-100%	P= Pass
B = Above Average, 86-93%	INC= Incomplete
C = Average, 78-85%	WD= Withdrawal
D = Below Average, 70-77%	WDF= Withdrew while failing
F = Failing, below 70%	NC= No Credit

Only semester grades are considered permanent and appear on Transcripts.

Minimum Required Course Load Per Semester

- A. Sophomores and Juniors are required to be enrolled in academic subjects that total 30 credits.
- B. Seniors are required to be enrolled in academic subjects that total 25 credits each semester, not including on-the-job training.
- C. Requests for exceptions to the above requirements shall be submitted in writing to the Senior High Principal.

Academic credits are those given to most courses. Teacher and Office Aide positions do not count as academic credits.

Physical Education Grades

Physical Education will be using letter and percentage grades. These grades will not count in the student's grade point average.

Registration

Pre-registration of students in attendance is held during the spring term preceding the fall term. Registration of students new to the District is held during the two weeks prior to the fall term. Students who have dropped during their senior high career must first conference with an Assistant Principal before being allowed to register.

Required Courses for Graduating Classes of 2008 and 2009

- A. Eight semesters of Language Arts (including one semester of Speech).
- B. Eight semesters of Social Studies (of which two semesters must be in American History 2, one semester of Sociology, and one semester of Government).
- C. Four semesters of Science (of which two semesters of Biology).
- D. Four semesters of Mathematics.
- E. Three semesters of Physical Education.

Any request for exception to the graduation requirements shall be submitted, in writing, to the Senior High Principal at least 60 calendar days prior to the graduation date.

Required Courses for Graduating Classes of 2010

- A. Eight semesters of Language Arts (including one semester of Speech).
- B. Seven semesters of Social Studies (of which two semesters must be in American History 2, one semester of World Cultures, and one semester of Government).
- C. Four semesters of Science (of which two semesters of Biology).
- D. Six semesters of Mathematics in succession.
- E. Three semesters of Physical Education.
- F. One semester of Technology or waiver of technology by demonstration.
- G. Completion of a Personal Learning Plan.

Any request for exception to the graduation requirements shall be submitted, in writing, to the Senior High Principal at least 60 calendar days prior to the graduation date.

Requirements for Graduation – Classes of 2008 and 2009

- A. A student must complete 215 credits, grades 9 thru 12, to qualify for graduation.
- B. At least the last two terms shall have been completed in residence at Norfolk Senior High. This two-term resident requirement may include a summer term. If a student cannot meet this graduation requirement and wishes to be considered for graduation, he must make application to the Superintendent of Schools, through the Senior High Principal, stating in writing his/her reason for being unable to fulfill the resident requirement.
- C. A student may ask to be considered for graduation at the end of the first semester when the student shall have satisfied the graduation requirements for Norfolk Senior High. This request shall be submitted in writing to the Senior High Principal by October 15th and March 15th.

Requirements for Graduation – Classes of 2010

- A. A student must complete 230 credits, grades 9 thru 12, to qualify for graduation.

- B. At least the last two terms shall have been completed in residence at Norfolk Senior High. This two-term resident requirement may include a summer term. If a student cannot meet this graduation requirement and wishes to be considered for graduation, he must make application to the Superintendent of Schools, through the Senior High Principal, stating in writing his/her reason for being unable to fulfill the resident requirement.
- C. A student may ask to be considered for graduation at the end of the first semester when the student shall have satisfied the graduation requirements for Norfolk Senior High. This request shall be submitted in writing to the Senior High Principal by October 15th and March 15th.

Schedule Changes

Before you will be permitted to drop any class, consultation with your counselor, the teacher, and parent permission are necessary.

- If a student drops a class after 10 school days, a WDP (Withdrawal-Passing) or a WDF (Withdrawal-Failing) will be recorded on his/her transcript.
- All students dropping a class after the 10-day drop period will be placed in a study hall.
- Students dropping a course after the first nine weeks of each semester will receive a 60% on their transcript.

Spring registration is considered final. Schedule changes will occur only if a mistake has been made in scheduling or if a student has failed required classes needed for graduation. The NHS Master Schedule of classes is composed, teachers are hired and assigned, rooms are assigned, facilities are built or adjusted, and supplies/materials are purchased based upon the number of students registered for specific classes. Therefore, wholesale schedule changing would not only affect the carefully planned outline of the student's high school career, but it would also nullify the efforts made in constructing a well developed Master Building Schedule for all students and teachers. If you have a problem or discover a mistake in your schedule, continue to follow the assigned schedule until you visit with your counselor (an appointment will probably be required).

Do not miss the class in question while waiting for your counselor. Make an appointment before or after school or during a free period. If you do not present your teacher with a guidance appointment slip before you have a conference with your counselor, you will receive a grade of zero for the time(s) missed.

Transfer Credit/Correspondence Courses

Transfer credits must be from an accredited institution. Correspondence credits must also be from an accredited institution and meet the following criteria: written approval of the Principal, must not take less than 5 weeks to complete, have an approved supervisor, be completed by the time annually designated for completion of Senior grades and credits, (typically the Monday prior to graduation.)

Weighted Grades

At the present time all Advanced Placement courses plus Accounting 2 are "weighted" courses. Weighting shall be 10%.

School Policies and Regulations

Activity Cards

Any student may purchase an activity card for \$25. The Activity Card allows students to attend all NHS home games, the opening night of plays and musicals, and receive the school newspaper, "The Panther". It is not valid at NSAA sponsored activities (districts and state tournaments) or the Northeast Nebraska Track Classic.

Students that qualify for free or reduced lunch may receive admission tickets to home activities. Students must see the Activity Director's office prior to the event.

After School Events

Norfolk Senior High School offers a number of events students may attend after the school day has ended. It is our expectation that a student attending one of these events either home or away will follow the Norfolk Public Schools Rights and Responsibilities along with the Norfolk Senior High Code of Conduct.

Asbestos

You are hereby notified that current federal regulations require all schools to inventory asbestos containing material and to develop a management plan to identify and control asbestos in their buildings. 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 had a six-month surveillance inspection and a three-year inspection. 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 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 Robert G. Waite, 512 Philip Avenue, Norfolk, NE 68701, 644-2505.

Attendance

Punctual and regular attendance is an extremely important part of your daily school record. All students are required to attend school daily. State law allows a maximum of 10 absences per semester. All Absences (excused or unexcused) shall count towards the ten-day limit, except for school activity absences. These days should be used as a bank and not permission to miss school. Absences are excused only when the parents have contacted the school within 24 hours of the absence.

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 school athletic director regarding eligibility.

Loss of Credit

Academic credit will not be given to students with more than 10 absences per semester in a course. Parents will be notified after the fifth and eighth absence from each course. Students missing 11 days may appeal to receive academic credit. Students will be required to provide evidence of extenuating circumstances or evidence supporting why they should receive credit for the course. The appeal procedures will be mailed upon the 11th absence. The attendance committee will require the parent/guardian to provide notes from medical professionals or permission to contact those persons directly to obtain information relative to the student's absences.

Make Up Work

Students with excused absences will be permitted to make up their work, and they are expected to make the effort to see that this work is done. Students who will be gone for an extended period are asked to request their homework with the school receptionist to facilitate the work being complete when the student returns. Generally, the student will have the same number of school days to complete makeup work, as he or she was absent, however each teacher has their own policy and it will be made available on the first day of class.

Prearranged Absences

Request for prearranged absences must be completed (green sheet) and turned into the Attendance Office 24 hours prior to the date(s) of the absence. The pre-arranged absences sheets are available from the receptionist. Students are required to meet with each of their teachers to arrange for schoolwork. Parents need to contact the Attendance Office to verify the absence. These absences will be counted toward the mandatory 10-day absence policy. Students who are involved in non-school sponsored activities are required to complete the prearranged absence for 24 hours in advance of the absence.

Tardiness

We are aware that situations occur which students simply cannot control. Therefore, each student will be entitled to three tardies at the beginning of their school day per semester to be used for emergencies only. On the fourth tardy, and each ensuing tardy, the student will be sent to the attendance office and assigned one detention.

- Tardies are defined as a student not being in the room when the bell rings.
- There are no tardies between classes. Students should plan their schedule carefully and use the passing period wisely.
- Tardies of more than 10 minutes will be considered an absence and require a parent phone call to excuse.

Truancies/Unexcused Absences

From the Norfolk Public Schools Truancy Policy (Entire Policy Contained in this Handbook):

For the purposes of this policy, students will be considered truant if they:

- Fail to report to school and do not have an excuse from parents or guardians within 24 hours.
- Leave the building without checking out with the main office or school nurse and/or fail to have a parent call before leaving school.
- Are not in their assigned class, but remain in the school building without permission.

Students that are unexcused will face disciplinary action and/or loss of credit for that subject(s).

Bicycles

A bicycle rack is available for bicycle riders and is located at the west entrance. All bicycles should be chained.

Cafeteria

A well-balanced Class "A" hot lunch is provided during the school year for all students. The School Board determines the cost of a lunch. All meals are served in the cafeteria. In addition to the regular lunch the Cafeteria provides several items ala Carte each day. Sack lunches must be eaten in the cafeteria or the student center. " In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer." The forum area is not to be used for eating purposes. **Food, drink, or snack items are may only be consumed in the cafeteria or the student lounge.** After eating you may visit in the cafeteria, student lounge forum, courtyard (weather permitting). Because classes are being held, students may not loiter in the hallways or locker areas.

Class Officer Nominations

- A member of the class who is interested in a particular class office may become a candidate by submitting his or her name to be a specific sponsor or counselor.
- Class officers may not be members of the student council.
- The principal shall set a deadline when all filing shall be completed.
- Please refer to guidelines regulating the participation in extracurricular activities and holding office positions.

Counseling Center

There are four Guidance Counselors at Norfolk Senior High School. Each one is assigned to a part of the alphabet. If you have a problem of any kind, feel free to go to the guidance office and visit with one of the counselors. Guidance services are for your benefit. The counselors can help make the most of your high school years and plan wisely for the future. Some of the more important matters, which the counselors can help you with, include the following:

- A counselor might help you in understanding yourself and finding your place in school. The counselors have available to them a complete record of your scores on scholastic aptitude, achievement, vocational interest tests, grades achieved in classes, and other pertinent information. Knowing and understanding this information will help you to understand yourself better, direct yourself better, and find your place in life.

Through the School to Career Program career testing is available. Students may also sign up to take part in Job Shadowing and Mentoring

Credit for Course Work during Suspension

Students serving In-School Suspension will receive full credit for their work completed while in the suspension. Students serving Out-of School Suspension will receive a 10% grade reduction for work completed during the suspension. Any work not completed during the suspension will receive no credit.

Detentions

Detentions will be assigned to students who engage in irresponsible behavior. These detentions must be served within 24 hours. Detentions may be served at 7:25 a.m. and 3:20 p.m. daily. Students unable to serve a detention on the date assigned must notify the Assistant Principal's Office before third period of the school day. Failure to serve a detention will result in the detention being doubled, being assigned to Saturday School, or suspension.

Discrimination

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

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

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Opportunity in Education Act may be directed to: Mr. Robert Waite, Norfolk Public Schools, Associate Superintendent for Business Services, 512 Philip Avenue, Norfolk, NE 68702-0139, (402) 644-2505.

Electronic Devices/Nuisance Items

Tape Players, CD Players, Beepers, laser pointers, and Cellular Phones have no place in an educational setting. There exists a great potential for theft, a lack of control over the material being listened to, and the possible interference of the educational process. Students using these items will have the item(s) confiscated and returned according to the code of conduct.

Equal Treatment of Students

Sensitive to Student Needs: It is the position of the Board of Education that all employees of the Norfolk Public Schools be sensitive to the needs of all students. The Norfolk Public School staff must continually strive to treat all students equally including those who have concerns or questions regarding controversial issues such as abortion, alternative lifestyles, or same sex marriages. Likewise, all students have the right 1) to attend school free from verbal and physical harassment, 2) to attend school where respect and dignity for all is enforced by staff, and 3) to be included in support programs or resources that exist to help teenagers deal with the challenges of adolescence.

Procedures

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

- Have the student contact one of the school counselors.
- The counselor will provide the student help in obtaining professional assistance outside the school district including experts: ministers, priests, family counselors, health experts, psychologists, etc.

If a student believes their rights have been violated the matter will be sent to the building principal for further review and action is needed.

Grievance Procedure

Whenever students and/or parents have a problem with another person, the first step is to discuss the problem with the person directly involved. If that conference is not successful, then the person should see the person who has the next step of responsibility.

- For classroom problems the student/parent should discuss the problem with the classroom teacher privately.
- If that conference is not successful, then one of the administrators should be contacted.
- If the student/parent is still not satisfied they may file a complaint with the Director of Student Services using the proper Complaint forms.

Harassment

The Norfolk Public Schools prohibit any form of harassment against employees, applicants for employment, and students. Everyone has the legal right to come to school without being harassed. Harassment takes many forms, but in simple terms, threats, name calling, verbal and/or physical intimidation unwanted teasing, telling falsehoods, etc. are considered harassment. Students engaging in harassing behavior can expect to face disciplinary and possibly legal action. Anyone who feels he/she has been harassed should immediately contact: Mr Robert Waite, Norfolk Public Schools, Associate Superintendent for Business Services, 512 Philip Avenue, Norfolk, NE 68702-0139, (402) 644-2505.. See the Norfolk Public Schools Harassment Policy in this handbook.

Hazing

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

Identification Cards

Each student will receive an identification card, which is the property of Norfolk Senior High School. The ID card is required to use the cafeteria, library, and to have open campus. Students must carry their ID card at all times and be prepared to show it upon request. A replacement identification card will cost \$5. If students choose to leave Norfolk Senior High School the identification must be returned as part of the withdrawal process

Lockers

Your locker belongs to the school district. For convenience, the School Board gives each student permission to use a locker during the school year. Therefore, students cannot expect their locker to be free from inspection by the school if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

- Lockers will be chosen by students at schedule pick up in August, a signed locker agreement is due at the time of selection.
- Students should not leave valuables in any locker (regular or PE). Money, jewelry, and other valuable items are enticements for untrustworthy people and impossible to trace
- Material, which by its nature might offend another student, may not be hung in lockers. Also, writing on lockers, inside or out, is prohibited.
- Lockers are to be locked at all times! Never give your lock combination to anyone. Padlocks will be issued free of provided the student returns the lock at the end of the year; otherwise a fee of \$5 will be assessed.
- At the end of the school year Senior High expects the students to clean out their lockers and leave them as they found them. Failure to do so will result in a \$5 fine.

The school is not responsible for losses from lockers, whether locked or not. Lockers have been assigned based upon student requests filed in the fall. No changes may be made without notifying the office. Students are responsible for their assigned locker.

Lost and Found

Any article that you may find on the school grounds should be turned in to the lost and found in the office. Be sure to check the lost and found if you have lost something. Items unclaimed at the end of each semester will be donated to a local charity.

Media Center

The purpose of the Senior High Library is to provide students and teachers with materials for enrichment of classroom work and recreational reading. The library is open daily from 7:30 a.m. to 4:00 p.m., except when otherwise announced. The following items about the Media Center should be helpful:

- You are expected to enter and exit the main entrance through the security gate only.
- To come to the Media Center during any assigned class period or study hall you must have a green pass.
- You are responsible for signing in and out of the Media Center and returning the pass to the teacher or study hall monitor before the end of the class period. You will need your ID card to check out materials.
- In order to use the computers available in the Media Center during a study hall, open period, or free time students must have a signed pass from a teacher with the computer assignment listed on the pass.
- Most library materials may be borrowed for two weeks and then renewed if they are still needed. Reference books, reserved books, periodicals, and vertical file materials are overnight materials and are due before first period the next school day. Any overdue book must be returned or declared lost; if lost, you must pay for the book. If the book is later found and returned to the Media Center, all money will be refunded.
- You will be expected to allow a media specialist to check all materials carried from the Media Center. If you have food or drink in the Media Center, if you act in a

disrespectful or disruptive manner, if you are destructive to the Media Center materials, facility, or furniture you will be subject to disciplinary action ranging from detention to being restricted from use of the Media Center.

You are expected to be self-disciplined and use your time in the library to read and/or do research. The Media Center is for you, therefore, think of it as a privilege (not as a right) to use and enjoy.

National Honor Society

- Norfolk Senior High is a member of the National Honor Society. To be eligible for membership, the candidate must be a member of the junior class. Each year approximately 10% of the junior class shall be inducted into the National Honor Society during the second semester.
- Candidates must have been in attendance at Norfolk Senior High the equivalent of one full semester prior to election.
- Candidates must have a cumulative grade point average of at least 90 percent. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of members to the National Honor Society shall be by a majority vote of the faculty selection committee. This faculty selections committee shall be composed of teachers from Mathematics, Science, English, Foreign Language and Social Science departments.
- Eligible students may not apply for membership to the National Honor Society. They must, however, fill out a student profile that will be used by the faculty selection committee in selecting honor society members. A personal note will be delivered to students who do not complete the information form.
- The above criteria have been adopted in accordance with the National Honor Society Guidelines.

Open Campus

Norfolk Senior High offers modified open campus to responsible juniors and seniors.

- Sophomores do not have any open campus privileges.
- Juniors may leave the senior high campus during their scheduled lunch period.
- Seniors (165 credits or above) may leave campus whenever they do not have a scheduled class.

Students may lose open campus and be assigned to study hall for: loitering in the parking lot, littering, being tardy after open campus, cutting classes and/or being unexcused/truant and other school rule violations.

Parking

All vehicles parked in parking lots surrounding Norfolk Senior High must display a parking permit issued by the High School. These permits will be issued, free of charge, to all seniors desiring to park in the lot on a first come, first served basis. Students wishing to acquire a permit must return a signed parent notification sheet and have their license plate number along with make/model of the vehicle. The remaining permits will be issued to juniors on a first come first serve basis, free of charge at the completion of the second full school day, and sophomores on a first come, first served basis if permits are remaining. The remains of the original permit must be returned prior to the issuance of a replacement permit. Parking at Norfolk Senior High is limited, we suggest the following:

- Park in one parking space, when parking on the street attempt to use only the area necessary.
- Do not park on the grass, in the Visitors Parking area, in the Bus Loading Zone on 6th street, or in a space reserved for handicapped parking.
- Do not park in the parking spaces located at apartment buildings unless you are a resident.
- Be a good neighbor by not parking in front of mailboxes or driveways.

- Respect the property of others; most people do not like to have their vehicles damaged.
- Report all accidents to the office, the Norfolk Police will investigate.
 - Do not leave valuables in plain sight and lock your vehicle.
 - Parking tickets for all violations will cost students \$5

Participation Fee

The Norfolk School Board initiated a Participation Fee of \$40 to help reduce the activity program's reliance on property tax. With spending lids, tax levy lids, and increased costs the decision was made to charge this minimal fee rather than reducing or cutting programs. All students participating in an activity in which the sponsor is paid as an extra-duty must pay this fee. The fee is \$40 whether the student is involved in 1 activity or 10. This fee is includes an Activity Card required by the Senior High. In the student fees policy the participation fee is referred to as an "activity fee."

Permit to Leave the Building

Any student who has to leave the school because of illness or other reasons must check out with the Assistant Principal or the School Nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. Students who receive permits to leave the building for Doctor's, Dentist's, or other appointments must have a parent contact the school or bring a written notice from the doctor or dentist prior to leaving. Norfolk Senior High reserves the right to verify all appointments.

Photographs/Press Releases

The media for print in local or regional publications may periodically photograph students and their names may be released to the media to accompany these photographs unless parents specifically request in writing to the building principal that their student(s) should not be included.

Royalty Selection

Homecoming King and Queen:

- Five (5) candidates for Homecoming King and five (5) candidates for Homecoming Queen will be selected from a list of senior boys and a list of senior girls who are full-time students and have attended NHS for two semesters prior to the election. Seniors who graduated early are not eligible to become candidates for Homecoming King or Queen. They must be academically eligible and not have violated the activity policy prior to the vote for candidates.
- The senior boys will select the Queen candidates and the senior girls will select the King candidates.
- The entire student body will vote to select the King and Queen from the list of candidates.
- The half-time ceremony will be designed, planned, and carried out by the cheerleaders. Candidates will be introduced to those in attendance.
- Coronation will be held in the Johnny Carson Theatre prior to the homecoming dance.
- The Homecoming dance will be on the Saturday following the homecoming game.
- The King and Queen from the preceding year will crown the newly elected Royalty King and Queen.
- The cheerleaders will be responsible for the pep rally, coronation and the dance.

Prom King and Queen:

- Candidates for Prom King and Queen will be selected from a list of senior boys and girls who are full-time students and have attended NHS for two semesters prior to the election. Students who were candidates for Homecoming King and Queen, Winter Royalty King and Queen, and early graduates will have their names removed from the list. They must be academically eligible and not have violated the activity policy prior to the vote for candidates.

- Junior boys will select the Queen candidates and Junior girls will select the King candidates. The five (5) girls and the five (5) boys who receive the most votes will be the candidates.
 - The entire Junior and Senior classes will vote to select the King and Queen from the list of candidates.
 - The King and Queen from the proceeding year will crown the newly elected Prom King and Queen.
 - Coronation will take place at the Prom.
 - The Junior class will be responsible for the voting, the coronation, and the Prom.
- Winter Royalty King and Queen:
- Candidates for the Winter Royalty King and Queen will be selected from a list of senior boys and a list of senior girls who are full-time students and have attended NHS for two semesters prior to the election.
 - Students who were candidates for Homecoming King and Queen and students who have graduated early will have their names removed from the lists. They must be academically eligible and not have violated the activity policy prior to the vote for candidates.
 - The senior boys will select the Queen candidates, and the senior girls will select the King candidates. The five (5) girls and the five (5) boys who receive the most votes will be the candidates.
 - The entire student body will vote to select the King and Queen from the list of candidates.
 - The King and Queen from the preceding year will crown the newly elected Royalty King and Queen.
 - Coronation will follow a winter sports activity.
 - A Winter Royalty dance will follow the Winter Royalty coronation.
 - The Student Council will be responsible for the coronation and the dance.
- No girl shall be a candidate for more than one queen. No boy shall be a candidate for more than one king.

Saturday School

Saturday School is held from 8 am to 12 noon most Saturdays during the school year. The Assistant Principal is the only one that can assign a Saturday School. Students who fail to attend their assigned Saturday School will not be allowed to return to school until the student and their parent(s) conference with an Assistant Principal.

School Dances

- Students attending the dances must have their school identification card with you to enter the dance. All students without a card will not be admitted.
- Prior to entering the dance students and their guests must submit to an alcohol breath test. Students who test positive will not be allowed to enter and the police and parents will be contacted.
- Re-entry will not be allowed – once a student or guest leaves the dance, the student or guest will not be allowed to return.
- After the first hour of the dance students will not be permitted to enter the dance.
- NSHS administration reserves the right to remove anyone from the dance who behaves or dances in an inappropriate manner.
- Students are requested to choose apparel that is both modest and decent.
- Students are allowed to bring one guest.
- If you plan to bring a guest from outside of Norfolk Senior High School you need to do the following things:
 - Sign your guest up in the office. Guests who are not signed up in advance will not be admitted.
 - Guests from other schools need to bring their identification cards with them to be admitted to the dance.

Guests who are no longer in school must bring a drivers' license with them to prove that they are no older than 20 years old.

School Nurse

The school nurse's office is immediately south of the administrative offices. If you are ill, secure a pass from your teacher and report to the nurse's office. It is necessary that the school nurse or office official speak with a parent in order for a student to be excused from school due to illness or accident. Failure to check out through the Nurse's Office or the Main Office shall be considered truancy. The student is not to call the parent. A permit to leave the building includes signing out at the office. Students returning to school following three consecutive days of illness/injury must check in with the school nurse.

Search and Seizure

School officials may conduct reasonable searches and seizures of students, school premises, and/or automobiles located on school premises when there is reasonable suspicion to believe that students may be in possession of contraband (drugs, weapons, alcohol and other materials), in violation of school policy and/or state and federal laws. Law enforcement will be contacted when circumstances dictate.

Smoking and Profanity

Smoking and profanity are not permitted on any school grounds, in any school building, at any school function, during any part of the day, which includes evening activities. Any of the above may result in the student being suspended. Please refer to the Students Rights and Responsibilities and/or Board policies, which specify suspension and from school. Also see the Senior High Code of Conduct.

Staff Qualifications

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Norfolk Public Schools will give parents the following information about their child's classroom teacher:

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

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

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

Student Behavior

Every effort is made to work with students and special and/or disciplinary problems. Assistance from teachers is solicited in an attempt to accomplish this end. Every effort will be made to make the consequences fit the inappropriate behavior. Special efforts are being made to coordinate behavior expectations and to make consequences consistent among the Middle School, Junior and Senior High. Detentions, work details, loss of privileges, suspension, and even expulsion may result from a single inappropriate behavior or a pattern of inappropriate behaviors based upon the nature of the action(s). Complete standards of behavior, actions which may result in short or long term suspensions, and the procedures for both are contained in the "Students Rights and Responsibilities" which is included in this handbook. Each student receives their

handbook on their first day of school and which require acknowledgment by parent and student signature.

Student Discipline

Student discipline is handled in a structured manner and is designed to serve as a deterrent. Consequences for violating school rules and policies include Conferencing with Administration, Conferencing with Guidance Counselors, Detention, Saturday School, In-School Suspension, Out-of-School Suspension, and Expulsion. Please review the Student Rights and Responsibility Section of this handbook for complete information on suspension and expulsion. The Norfolk Senior High Code of Conduct is also contained in this handbook.

Student Dress Code

Norfolk Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness are a desirable facet of the educational process. Our public schools are sensitive to rapid changes in dress and grooming. However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty and decency. Administrators must weigh community standards, harassment or standards of others, along with the individual rights. In general, appearances that detract from the learning atmosphere cannot be permitted. It is hoped that students of Norfolk will take pride in their appearance and their school.

Guidelines

- Advertising of alcoholic beverages, tobacco and illegal drugs are not permitted. This includes jewelry.
- Attire that contains vulgar or offensive language, or is sexually explicit, indecent or lewd.
- Tank tops are not permitted for boys or girls. All shirts worn must have shoulders, fit well in the armpit area, and not have a plunging neckline. (Each shoulder must be covered by a minimum of 2 inches.)
- Oversized baggy pants may be worn **ONLY** with a belt that secures the waistline above the hips. Pants must be at the hips even if a long shirt accompanies the pants.
- Walking shorts will be permitted. Cutoff sweatpants are not permitted. Shorts, which depart from good taste, modesty, and decency, are not permitted.
- Two-piece outfits must touch at the waist. Bare midriffs are not permitted. The judgment will be made when the student is at regular stance or posture.
- Skirts and dresses are to be appropriate and modest.
- Shoes must be worn at all times. Slippers are not appropriate.
- Clothing usually worn as undergarments cannot be worn as outer garments, this would include boxer shorts, pajamas, and pajama pants.
- The wearing of caps or hats will not be permitted in the building during school hours (normally 8:00 am to 3:30 pm). Wearing or carrying bandannas or colored handkerchiefs will not be permitted. (Violations will result in hats and bandannas being confiscated until the end of the school year.)
- The wearing of jeans with holes, slashes, or cuts will not be permitted if they occur above the knee.
- Certain types of apparel may, due to its offensive nature, whether written or implied, need to be designated inappropriate. At the present time "Hooters", "Big Johnson", "Lucky's Lager", "Co-Ed Naked", "Homies", "Southside" shirts are deemed not acceptable.

Recently groups of students have been having shirts printed with slogans or sayings that have had questionable meaning or insinuations and are not suitable in an educational setting. We strongly urge that students have these shirts approved prior to their printing.

- Chains have become a popular clothing accessory. Chains that are connected at both ends to clothing or wallets/billfolds and are not longer than 12 inches will be permitted if the chain is appropriate for school.

Consequences

Violators will be required to change! In some cases the shirt, hat, necklace, etc. will be confiscated and held for parents to pickup. Students missing all or part of class will be considered tardy or absent based upon the amount of time missed. The student council, student advisory council, and administration may review this code periodically.

Student Rosters

Norfolk Senior High provides a listing of students to U. S. Military Recruiters and occasionally to Senior High approved vendors, i.e. Class Rings, Graduation Supplies. Families not wanting to be included must contact the Guidance Office prior to September 1st of each school year.

Student Visitors

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

Student Withdrawal

If a student plans to drop or transfer to another school, he or she must report to the Guidance Department for a withdrawal slip. The student then asks each teacher to sign the slip and indicate that the student has checked in all books and met all other obligations. The withdrawal slip is then returned to the Principal's Office.

Study Hall Expectations

Students not taking a full load of courses will be placed in a mandatory study hall. This study hall is considered an important part of the complete curriculum and offers students an excellent opportunity to complete schoolwork. Unexcused absences, or truancies, will not be tolerated and students will be dealt with according to policy.

Students may not:

- Talk without the instructor's permission.
- Change seats without the instructor's permission.
- Leave without a pass from the teacher.
- Sleep during study hall.
- Play games.

Students must:

- Be in the room before the bell rings.
- Bring materials to study hall.
- Follow the instructor's directions.
- Report back from a pass before the bell.

Technology

Students at Norfolk Senior High are required to Norfolk Public Schools Internet Policy to use any of our computers. Students and faculty must abide by the policies contained in that agreement. Students and faculty that fail to follow those policies will have their access to technology terminated. Specifically, Norfolk Senior High School reserves the right to inspect all network files without specific permission with reasonable cause in the interest of system security and integrity. Norfolk Senior High School disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain privacy, security and integrity of the Norfolk Senior High School's computing facilities. Norfolk Senior High does not allow any copying of school-owned or licensed software or data to another computer system for personal or external use without prior approval.

In order to use the computers available in the Media Center during a study hall, open period, or free time students must have a signed pass from a teacher with the computer assignment listed on the pass.

A complete copy of the "Technology & Internet Agreement" is available at the office. The Norfolk Public School's Internet Policy may be found in this handbook.

Telephones

Use of the office phone will only be allowed in an emergency or when a student is ill. There are 2 courtesy phones available for student use. The courtesy phone is not to be used during class time. Use of the phone is not an excuse to be tardy to class.

Title VII Indian Education

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

Video Surveillance

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

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

Respect is the Cornerstone of All Interactions and Behaviors; we acknowledge the Dignity and Worth of One Another and Strive Never to Diminish Another by Our Conduct or Our Attitudes.

Written by Mariner High School, Everett, Washington

**NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA**

**STUDENTS' RIGHTS AND RESPONSIBILITIES
IN NORFOLK PUBLIC SCHOOLS**

AUGUST, 2007

The mission of the Norfolk Public Schools is to equip all students to succeed in a complex changing world.
--

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

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

Students should therefore:

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

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

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

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

and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

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

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

III. ATTENDANCE POLICY

- A. Nebraska State Statute (79-201) requires that all students between the ages of 7 - 16 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness. Notification of an absence must be made to the school office or the absence will be considered unexcused. The school district is required by law to notify juvenile justice officials when excessive absences occur. Building administrators will establish attendance guidelines for their respective buildings and they are published in the school's parent/student handbook.

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

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

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

1. Circumstances warranting short-term suspension:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts.
- b. If the student is infected with or can be proven to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well-being of the school community.
- c. If the student is involved in behavior or activities which interfere with any educational function or which infringe upon the rights of other students to pursue an education. Some **objectionable activities or behavior** which could result in short-term suspensions are as follows:

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

2. Procedure for short-term suspension:

- a. When a student is accused of conduct which might result in suspension under this section, the building administrator is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
- c. Should the building administrator believe that a short-term suspension is justified, the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon, as is reasonably possible.
- e. Such suspension may be either "in-school," where in a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-of-school," where in a student is not permitted to be present on school property. In either case, students may not participate in or attend any activities sponsored by the Norfolk Public Schools.
- f. Opportunity will be given students so suspended to make up work missed. The penalty imposed may be a reduction of one letter grade for daily grades and no more than 10% of a major test or activity.
- g. If the building administrator makes a decision to discipline a student and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Director of Student Services. The student or the students' parent or guardian must file the appeal with the Director of Student Services within 5 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 three calendar days from the date that the appeal is received.
- h. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Director of Student Services.

Long-term suspension/expulsion:

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

1. Length of expulsions for regular and special circumstances
 - **Regular Circumstances.** The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) *First Semester* - within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester or (2) *Second Semester* - within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year (subject to automatic review).
 - **Special Circumstances involving use of force and personal injury.** (1) *First Semester* - period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester or (2) *Second Semester* - if the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.
 - **Special circumstances involving firearms.** Expulsion period not less than one calendar year.
2. **The following student conduct shall constitute grounds for a long-term suspension or expulsion** subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:
 - a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes 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. Students are forbidden, knowingly or voluntarily, to bring to school, possess, handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds. Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person

with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles.

- 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 an explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer, or (4) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means

- any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
 - any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.
- g. The term "destructive device" means any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses.
- h. Engaging in the unlawful possession being under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage.
- i. Public indecency.
- j. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
- k. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
- l. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school, purposes.

3. Procedure for long-term suspension/expulsion:

The procedure shall be the same as that of short-term suspension except as follows:

- a. The principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal makes such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-

term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.

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

4. Alternative Education Program During Expulsion

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

**NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA**

**STUDENTS' RIGHTS AND RESPONSIBILITIES
IN EXTRACURRICULAR ACTIVITIES**

August, 2007

The Norfolk Public Schools provides a broad spectrum of extracurricular activities which creates opportunities for all to become involved in developing positive character traits and lifelong skills.

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

All students in grades 9 - 12 may be excluded from participation in extracurricular activities for the following infractions:

- Conduct constituting grounds for suspension or expulsion from the academic program as established in board policy.
- Any other violation of rules or standards of behavior under this policy.

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

Activities Covered

All students engaged in activities, such as:

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

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

Eligibility

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

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

Rules/Standards

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

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

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

2. Possession or use of tobacco.
3. Engaging in any activity which is classified as a Class III Misdemeanor or more serious offense, as provided by the laws of the state of Nebraska. Offenses include but are not limited to: assault, threats and intimidation of students and/or faculty, shoplifting, theft, etc.
4. Classified as a Class IV or V Misdemeanor under the following categories:
 - Tobacco use by minors
 - Minor misrepresenting age to obtain tobacco
5. Knowingly and voluntarily bringing to school, possessing, handling, or transmitting or using any gun, knife, or other dangerous weapon in school, on school grounds, or at a school function off of school grounds.
6. Violation of the Norfolk Public Schools' Harassment Policy.
7. 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.

And

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

The Self-Report option is only available for first-time offenders once during their high school (grades 9-12) career.

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 over 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

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

- A. The administration shall, as soon as is reasonably possible:
 - Summarize in a written statement to the student and the student's parent or guardian, the student's alleged conduct or violation of the rules or standards.

- Make a reasonable effort to establish a conference between the parent or guardian and the student with the appropriate personnel before the student rejoins the activity.
 - File a copy of the written summary with the Director of Student Services.
- B. 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. 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.
- C. 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, the Superintendent of Schools or the Board of Education.

**NORFOLK PUBLIC SCHOOLS/SENIOR HIGH
STUDENT FEE POLICY
Amended: May 14, 2007**

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.

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; and
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 and 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 metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

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 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.

- | | |
|--------------------|---|
| Senior High School | <ul style="list-style-type: none"> 5 to 6 spiral notebooks Several pens Several pencils 1 1inch standard/metric ruler 3 to 5 pocket folders Several 3 ring notebooks Several 3.5" floppy disks or other media storage device 1 basic calculator |
|--------------------|---|

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.

Postsecondary Education Costs

Postsecondary costs mean, tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which they may also choose to apply for postsecondary credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except that if the student chooses to apply for postsecondary education credit, he or she may be charged tuition and other fees only associated with obtaining credit from a postsecondary educational institution.

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 or Pre-Kindergarten Services

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

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 Cards

The activity card is a photo ID and allows students to attend all Norfolk Junior High and Norfolk Senior High School home games, the opening night of plays and musicals. It is NOT valid at NSAA sponsored activities (district and state tournaments) or the Northeast Nebraska Track Classic. Elementary students will be notified of dates, times and locations when photo ID's will be taken for activity cards. Students that qualify for free or reduced lunches may receive admission tickets to home activities. Students must see the Activity Director prior to the event.

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 \$40, 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 10-12 (as follows).

Activity	Senior High
ACT Prep Workbook	\$50.00/year
Participation Fee w/Activity Pass	\$40.00/year
All athletic team shoes	\$50-\$100/year
Band Instrument Rental (school owned)	\$20.00/semester
Band shoes	\$30.00/year
Band Uniform Cleaning	\$15.00/year
Baseball Hats & Belts	\$25.00/year
Cheerleading uniform with shoes	\$250.00/year
Chemistry Goggles	\$4-\$5.00/year
Choir Robe Cleaning	\$15.00/year
Choraleer Performance Costume	\$140-\$220/year
Creative Art Projects	\$5.00-\$15.00/semester
Creative Design Projects	\$5.00-\$15.00/semester
Debate Copier Fee	\$15 optional
Debate Handbook	\$10/year & 1 ream of paper
DECA	\$15.00 Fee + State & Nat'l Dues
Electronics Projects	\$6.00-\$20.00/semester
Fashion & Design-Clothing	
FBLA	\$15.00 Fee + \$17.00 State & Nat'l Dues/year
FFA	\$15.00 dues + \$14.00 State & Nat'l Dues/year
Flags/Color Guard	\$100.00-\$140.00/year
Football Practice Jerseys	\$35.00/year
Foreign Language—French workbook	\$17.00/year
Foreign Language—Spanish workbook	\$11.00/year
Golf clubs (9-12 grades sport)	\$300/year
Golf shirt	\$30/year
Graduation Cap & Gown	\$20-\$30/year
Guitar Class	Acceptable Guitar
Industrial Arts Lab—Safety Glasses	\$3.00/year
Junior Statesmen	\$3.00/year
Metals Projects	\$9.00-\$18.00/year

Mock Trial	\$15.00/year
Musical	Costume or Costume Fee \$5.00- \$10.00, Special Makeup
Orchestra Instrument Rental (school owned)	\$20.00/semester
PE & Weight Training Classes	Generic tennis shoes, shorts, socks & appropriate t-shirt
Photography	35 mm Camera
Pink Panthers	Uniform including shoes \$100.00/year
Pottery Projects	\$10.00/semester
Quiz Bowl	\$15/year + \$40 Shirt
Soccer Shin Guards (9-12 grades)	\$20.00/year
Softball	Hat (optional)
Speech & Debate	Appropriate attire for competition
Swimming (9-12 grades)	\$27.00--Cap, goggles/year
Tennis (9-12 grades)	\$100.00--Racket, shirt or skirt/year
Track-8 th grade	
VICA	\$15.00 Fee + State & Nat'l Dues
Vocational Agricultural Projects	\$10.00-\$30.00/year
Volleyball	\$25.00 (Knee Pads, Shirt)/year
**Woods Projects	\$10.00-\$100.00 & up/year

**Courses that include projects that students may keep upon completion will be required to have project cost projection sheets completed AND signed by the students, parent and instructor, prior to beginning work on the project.

Athletic Physicals

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

Optional Testing

Norfolk Senior High offers optional statewide and/or national testing to students. These tests are not part of any course requirement nor do they receive any graduation credit. These tests include: the National Spanish Test, PLAN Test, PSAT Test, ACT Test, Advanced Placement Testing, and the University of Nebraska Math Placement exam. There is a fee to take each of the tests listed above and that fee is the responsibility of the student. No fee waiver will be available.

Recommended for Specific Courses

Graph Paper-Math
Compass-Geometry
Protractor-Geometry
Scientific Calculator-Algebra 2 and above
Graphing Calculator-Algebra 2 and above
Mechanical Pencils/Erasers-Drafting
Safety Glasses-All Shop & Ag Courses

Charges for yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges, and other school rules, regulations and policies developed for the safe and efficient operation of the school are not student fees.

Parking Permits

Students driving to school and parking on school grounds must register with the school office to obtain a parking permit. Vehicles parked on school grounds without a parking permit are subject to fines and may be towed at the expense of the owner of the vehicle.

There is no cost to obtain the permit but students may be fined \$5 for illegally parking. There will be a \$3 charge to replace lost or damaged permits.

Graduation Caps and Gowns

In order to participate in commencement exercises students are required to rent a cap and gown. These are not considered student fees and are not a part of this policy.

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 the 14th day of May 2007, 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 2007-08 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: May 14, 2007

**NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA**

Staff and Student Harassment Policy-401.5

I. Policy Statement

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

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

II. Definitions

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

to establish a hostile environment vary inversely with the pervasiveness or persistence.

III. Reporting Procedure

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

IV. Investigation Procedure

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

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

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

V. Grievance Procedure

Any employee or student of the school district may, at any time, file a grievance alleging that harassment in violation of Board of Education Policy 401.5, Federal or State law has occurred. The following grievance procedures are available:

- Student/Parent Grievances--Student/parent grievances may be brought through Board of Education Policy 206.1, Equal Opportunity/Nondiscrimination.
- Employee Grievances--Employee grievances may be brought through Board of Education Policy 411.1, Internal Communication and Complaints.

No employee or student shall be subjected to reprisals or retaliation as a result of the good-faith filing or processing of an allegation or grievance alleging harassment in violation of Board of Education Policy 401.5, Federal or State law. Likewise, any person because of such participation shall subject no employee or student who

participates in good faith in any investigation of alleged harassment by the school district to reprisals or retaliation. Allegations of reprisals or retaliation by employees or students of the school district should be immediately reported pursuant to the above-described procedure.

VI. Disciplinary Sanctions

Any employee or student of the school district who is found to have engaged in harassment in violation of Board of Education Policy 401.5 shall be subject to disciplinary sanctions as follows:

- Student Conduct--Students who engage in conduct which constitutes a violation of Board of Education Policy 401.5 shall be subject to a disciplinary sanction as defined in the School District's Student's Rights and Responsibilities regarding Student Discipline.
- Employee Conduct--Employees who engage in conduct which constitutes a violation of Board of Education Policy 401.5 shall be subject to discipline up to and including discharge from employment as defined in Board of Education Policy 403.3, Employment Termination For Certified Employees or 408.1, Classified Staff Termination. Any employee who engages in harassment which creates a hostile environment for any student or other employee shall be considered to have engaged in a willful or persistent violation of, or failure to obey the published regulations of the Board of Education.

**NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA**

Internet Policy

The Board of Education will provide Internet services to teachers and students to promote educational excellence in the Norfolk Public School District by facilitating resource sharing, innovation, and communication.

To teach appropriate strategies for accessing information for research and education, this school district offers access to Internet and other computer networks, subject to the rules and procedures to be set by the Board of Education. or its designee. as to such access and use.

Privileges: The use of Internet is a privilege, not a right, and inappropriate use may result in the termination of those privileges. Users who apply for accounts will complete appropriate Internet training sessions as required by the district or the building administration prior to receiving an account. All users must sign the "User Acknowledgment Form". The signature indicates that the user understands and agrees to follow the Norfolk Public School's "Internet Policy - Procedures and Guidelines".

Unacceptable Use: Users agree not to use the facilities and capabilities of the Panther net system to:

- * Transmit or store any information, which violates or infringes upon the rights of any other person.
- * Delete, examine, copy, or modify the files and/or data belonging to other users without their prior consent is prohibited.
- * Transmit or store any abusive, profane, sexually oriented, sexually offensive, defamatory, demeaning, inaccurate, slanderous, threatening, racially offensive, or otherwise illegal information.
- * Advertise, conduct business, conduct political lobbying, or solicit other users to purchase goods or services. Commercial use of the Panthenet system is expressly forbidden.
- * Conduct or promote any activity that is prohibited by law. This would include, but is not restricted to, activities involving controlled substances, weapons, contraband, or incendiary devices.
- * Transmit or store any material in violation of United States or Nebraska law.
- * Perform any action that improperly restricts or inhibits other users from using and enjoying Panthenet. These actions include, but are not restricted to:
 - ◇ Vandalism. Any malicious attempt to harm or destroy the data of any other user on the Panthenet system, the Internet, or any other computer system. This includes, but is not limited to the uploading, creation, or transmission of computer viruses.
 - ◇ Security Breaches. Security on any computer system is a high priority. All of the following are considered violations of security policy: failure to report an identified security problem to an appropriate system administrator, demonstrating a security problem to others, allowing access to their account to **anyone else**, attempting to log in to the system using another user's account or as a system administrator, failing to report a lost or stolen password immediately to a system administrator, failing to report to a system administrator if there is any possibility that someone has obtained unauthorized access to their account.
 - ◇ Multi-user Talk Sessions or Games. Using network resources to participate in Coffeehouses, MUDS, MOOS, or IRC's is not allowed.

- ◇ Misuse of Real-Time Interaction Capabilities (CHAT). Use of this system capability must be restricted to short amounts of time and must be in conjunction with the educational objectives of the Norfolk Public Schools.
- ◇ Transmission of “Chain Letters”. The use of the communication capabilities of the Panethernet system to send chain letters is a waste of network resources and is never acceptable.

Consequences of Unacceptable Use: Any action by a user that is determined by a system administrator to constitute an inappropriate use of Panethernet may result in termination of an offending user’s account as well as other consequences. The system administrators will deem what is inappropriate use and their decision is final, subject to the due process provisions set forth below. (See also “Termination by System Administrator.”) Also, the system administrators may close an account at any time as required. A canceled Panethernet account will not retain its mail. The administration, faculty, and staff of Norfolk Public Schools may request the system administrator deny, revoke, or suspend specific user accounts.

For a complete copy of the Norfolk Public Schools’ Internet Policy - Procedures and Guidelines,” please contact your building principal.

Norfolk Public Schools
Truancy Policy

It shall be the policy of Madison County School District No. 2, also known as Norfolk Public Schools; to report as truant any student enrolled in the District for truancy on the part of such student. For purposes of this Policy, such reporting shall not be required of any student who is at least 16 years of age at the time truancy occurs. The term "truancy," as used herein shall mean unverified absences exceeding 5 days per quarter or the hourly equivalent or when the number of unverified absences exceeds 20 days cumulatively per school year or the hourly equivalent.

For any quarter in which the number of unverified absences exceeds 5 days or its hourly equivalent, the Superintendent or his/her designee shall see that services which shall include, but need not be limited to, the following are provided to the student and his/her parent or guardian:

1. One or more contacts between a school attendance officer, school social worker or other person designated by the school administration if such school does not have a school social worker, the student's parent or guardian, and the student, if necessary, to report and to attempt to solve the truancy problem, unless the officer or worker has documented the refusal of the parent or guardian to participate in such meetings;
2. Educational counseling to determine whether curriculum changes, including, but not limited to, enrolling the student in an alternative education program that meets the specific education and behavioral needs of the student, would help solve the truancy problem;
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific efforts by the school to help remedy any condition diagnosed; and
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, by another person designated by the administration, to identify conditions which may be contributing to the truancy problem. If services for the student and his/her family are determined to be needed, the school social worker or other person performing the investigation shall meet with the parent or guardian and the student to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

If the student in question continues to be or becomes habitually truant, the attendance officer for the District, or the Superintendent or his/her designee, shall serve a written notice to the student violating Section 79-201 warning him/her to comply with its provisions. If, within one week after the time such notice is given, such student is still violating the Section, the attendance officer or Superintendent or his/her designee shall file a report with the County Attorney of the county in which such student resides. In addition to such written report, the attendance officer or the Superintendent or his/her designee shall make reasonable efforts via the telephone to report the continuing of habitual truancy of the student. If after such notice has been sent to the parents, the student again violates the attendance requirements of this policy, no written notice is required and a complaint may be filed with the County Attorney immediately.

At any time during the school year when a student shall have been absent more than 20 days cumulatively or a like amount of time on an hourly equivalency, the attendance officer or the Superintendent or his/her designee shall report that fact to the County

Attorney in the county in which the student resides. In addition to notifying the County Attorney of such fact in writing, reasonable efforts to inform the County Attorney via telephone, as well, shall be made. If the County Attorney requests or requires any other reporting forms, the school attendance officer or the Superintendent or his/her designee shall complete such forms for reporting such excessive absenteeism or habitual truancy as described by this Policy and as defined by statute.

For the purposes of this policy, students will be considered truant if they:

- Fail to report to school and do not have an excuse from parents or guardians within 24 hours.
- Leave the building without checking out with the main office or school nurse and/or fail to have a parent call before leaving school.
- Are not in their assigned class, but remain in the school building without permission.

Refer to student handbooks for respective buildings to determine specific procedures and grade reductions that apply to truant students.

**Norfolk Senior High School
Code of Conduct**

Students are encouraged to help make their time at Norfolk Senior High School both pleasant and beneficial. Students are expected to:

- Act in a responsible manner following all rules and regulations of Norfolk Senior High and the Norfolk Public Schools
- Respect each person's individuality and his/her right to an education.
- Act appropriately and work cooperatively with everyone in the building.
- Attend all classes, coming to each class with required materials, to include completing assignments.
- Never verbally or physically abuse or harass anyone.
- Respect authority and comply to directions appropriately.
- Use appropriate language and good manners in all personal dealings.
- Communicate with teachers, staff, and other students.
- Respect the property of others.
- Constantly work to improve.

Those offenses that on their own may not lead to long term suspension or expulsion, if repeated, may lead to long term suspension or expulsion.

This is the guide used by Norfolk Senior High School to conduct disciplinary action. The code of conduct allows for interpretation by the administration due to circumstances and the severity of the incident.

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

- The level of violence may effect the length of suspension.
- If both students “swing”, both are considered to have fought and using self-defense is not a defense.
- Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
A5 Threats, intimidating, or 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 and 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. Recommendation for expulsion.	
A7 Swearing at school personnel	OSS 3-5 days. Notify parents and remove from the class.	OSS 5-19 days. Notify parents. Possible recommendation for expulsion.	Recommendation for expulsion.
A8 Initiating threatening calls to school, i.e. bomb threats, etc.	OSS 5-19 days. Notify parents, police, and fire marshal. Recommendation for expulsion.		

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

From the Norfolk Public Schools Rights and Responsibilities:

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

The term “destructive device” means

- A. any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile have an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
- B. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
- C. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
B1 Weapon	OSS 10-19 days. Retain the object. Notify parents and police. Possible Recommendation for expulsion	Retain the object. Notify parents and police. Recommendation for expulsion.	
B2 Firearm	Mandatory 1 calendar year expulsion.		
B3 Nuisance or dangerous items: stink bombs, squirt gums, snowballs, etc.	Detention. May ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
C1 Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/lookalike/imitation	OSS 10-19 days. Notify police. Recommend drug/alcohol evaluation. Possible recommendation for expulsion.	Recommendation for expulsion.	
C2 Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind	Recommendation for expulsion.		

C3 Possession of drug paraphernalia and or sale of.	OSS 5 days. Notify parents and police. Possible recommendation for expulsion. SCIP referral.	OSS 10-19 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
---	--	---	-------------------------------

Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd Intervention/Consequence
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.

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

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
F1 Theft or attempted theft of school or private property.	ISS/OSS 1-3 days. Notify parents and police. Reimburse for loss. Possible recommendation for OSS/expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
F2 Wrongful possession of school or private material	ISS 1-3 days. Notify parents. May notify police.	OSS 3-5 days. Notify parents. May notify police.	OSS 5 days. Notify parents. May notify police.
F3 Knowingly receiving stolen school property.	ISS 1-3 days. Notify parents. Possible notification of police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
G1 Smoking or use of tobacco products.	ISS 1-3 days. Notify parents. SCIP referral.	OSS 3-5 days. Notify parents.	OSS 5 days. Notify parents.
G2 Possession of matches, lighter, or cigarettes.	Confiscation of matches, lighter, or cigarettes. Notify parents.	ISS 1-3 days. Confiscation of matches, lighter, or cigarettes. Notify parents.	OSS 1-5 days. Confiscation of matches, lighter, or cigarettes. Notify parents.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
H1 Written or oral harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body of a sexual nature or racial background.	Conference with administrator. May ISS/OSS 1-3 days. Possibly notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 5 days. Notify parents.

H2 Visual harassment: offensive posters, pornography, photos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.	Conference with administrator. May ISS 1-3 days. Possibly notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 3-5 days. Notify parents.
H3 Physical harassment: Intentional or obvious unwelcome or offensive physical contact.	OSS 1-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.

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

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
I1 Defiance of authority. Failure to obey a direct instruction including lying and refusing to provide or falsifying information.	ISS 1-3 days. Notify parents.	ISS 1-3 days. May OSS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
I2 Disruption of school activities, i.e. excessive talking, horseplay, play fighting, misuse of passes, etc.	Conference with administrator. May assign detention.	ISS 1-3 days. May OSS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
I3 Disruption while in ISS	OSS for the remaining days of suspension.	OSS for the remaining days of suspension	OSS for the remaining days of suspension
I4 Use of electronic devices i.e. beepers, radios, tape players, cellular phones, laser pointers, etc.	Confiscate device. Conference with administrator. Device may be reclaimed at the end of the school day.	Confiscate device. Conference with administrator. Device may be reclaimed at the end of the quarter.	Confiscate device. Conference with administrator. Device may be reclaimed at the end of the semester.
I5 NO SHOW to after school detention assigned by an administrator.	Assignment to 2 detentions.	Assignment to Saturday School or ISS. Notify parents.	

I6 NO SHOW to Saturday School.	Student may not return to school until there is a meeting with the student's parents.		
I7 Any lunchroom misconduct	Detention.	Suspension from lunch 1-5 days. Notify parents.	Suspension from lunch 1-10 days. Notify parents.
I8 Fraudulent use of school or public phone	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.
I9 Buying or selling food, drinks, or any unauthorized use of a student id number.	Detention. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I10 Falsifying or altering signatures, misrepresenting or calling self in	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I11 Gambling in any form: pitching coins, dice, wagering with cards, etc.	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I12 Wrongful use of skateboard, roller blades, bicycles, etc. on school property	Confiscate. Notify parents. May ISS 1-3 days. Parents must pick up.	Confiscate. Notify parents. May ISS 1-3 days. Parents may pick up at the end of the year.	
I13 Truancy (1 period)	Detention. "0" for class work due or done in class. Notify parents.	Detention. Parent Conference may be requested. "0" for class work due or done in class. Notify parents.	Loss of credit and dropped from the course and assigned to study hall.
I14 Truancy (More than 3 periods)	Saturday School. "0" for class work due or done in class. Notify parents.	Saturday School or ISS/OSS 1-3 days. "0" for class work due or done in class. Notify parents.	ISS/OSS 3 days. Loss of credit and dropped from the course and assigned to study hall.
I15 Unauthorized entry into any unattended school area	ISS 1-3 days. Notify parents.	ISS 3-5 days. May OSS 1-3 days. Notify parents.	OSS 1-5 days. Notify parents.

I16 Loitering	Conference with administrator. May issue detention. May contact parents.	Detention. Notify parents. Loss of open campus. May notify police.	ISS 1-3 days. Notify parents. Notify police.
I17 Leaving school without following procedure	Detention. Student will be marked unverified.	May ISS 1-3 days. Student will be marked unverified.	ISS 1-3 days. Student will be marked unverified.
I18 Unprepared for class	Warning issued to student. Teacher follows school's accepted policy.	Student/teacher contract. Copies to counselor and assistant principal. Teacher notifies parent.	A parent conference must be held with the teacher and an administrator.
I19 Cheating	"0" points for the day's activity. Teacher notifies the parent.	F in the course. Parent conference and loss of credit.	
I20 Willful violation of automobile/motorcycle procedures parking and/or driving	\$5 parking fine. Police may be notified in cases of improper driving. Notify parents.	Loss of parking privileges. Police may be notified in cases of improper driving. Notify parents.	
I21 Willful violation of other school rules and regulations (i.e. Eating in forum, bringing pop into the building, dress code violation, etc)	Warning issued to student. Staff may confiscate and retain items for parent. Clothing changed or corrected.	Detention. May include Saturday School. Parent conference. May confiscate and retain items for parents. Clothing changed or corrected.	
I22 Sophomore and Juniors students violating the closed campus policy	Detention.	2 Detentions.	3 Detentions. Consequences will increase to ISS and then to OSS.
I23 No show for Teacher detention	Detention. Original detention served with teacher. Parent contacted by teacher.	Detention. Original detention served with teacher. Parent contacted by teacher.	ISS 1-3 days. Original detention served with teacher. Parent contacted by teacher.
I24 Misconduct for a Guest Teacher	Detention. Parent contacted by teacher.	2 Detentions. Parent contacted by teacher.	ISS 1-3 days. Parent contacted by teacher.

I25 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.
I26 Violation of Tardy Policy	Detention	Detention	Detention. Parent contacted by teacher.