

# Norfolk Middle School

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August, 2007

Dear Middle School Students and Parents:

The staff at Norfolk Middle School welcomes you! You are attending a school that actively involves you in exciting learning experiences. Hopefully, your transition to Norfolk Middle School will be meaningful and enjoyable. One of the goals of education is to help you become a more productive and effective citizen. Our goal is to help guide you through that process, but your success depends greatly upon your willingness to work hard. By working together, we can help you make this an outstanding school year.

Students, I encourage you to pursue an active role in the school organizations and activities that are provided throughout the year. As young people, many of our students are beginning to focus on future goals and the life skills experienced at Norfolk Middle School can help you grow and develop into a responsible young adult, ready for the real world. You can experience a lot of pride, satisfaction, and ownership when you get involved and connected to the school culture.

Parents, you are also an integral part of our school community, and your support is critical to the success of your child and our school. We welcome your active participation in your child's educational experience and we appreciate your efforts at helping them become better students. Middle school is a time when many of our students begin to assert their independence and it may appear, at times, that they are trying to gain some separation from the adults in their life. Don't be fooled, this is a time of constant transition for them and your child needs your attention and involvement now as much as always. I encourage you to stay informed, stay connected, and to be active in your child's education. When parents and educators build effective partnerships, our children and our community becomes better. I look forward to meeting and working with you during this school year. If you have any questions, please call the school office at 644-2569.

My best wishes to all students and parents for a successful and fulfilling school year.

Sincerely,

Michael T. Hart  
Principal

**Norfolk Middle School, a school of the future, is committed to building a learning community where partnerships are formed between students, parents, teachers, support personnel, and administrators. This school is also dedicated to becoming a special place for this age level of students. Meeting their unique needs is of the highest priority.**

**REGULAR 3:20 DISMISSAL SCHEDULE**

**6th GRADE**

**7th GRADE**

	<b>TEAM 1</b>	<b>TEAM 2</b>	<b>TEAM 1</b>	<b>TEAM 2</b>
1st	8:10-8:54	8:10-8:54	8:10-8:54	8:10-8:54
2nd	8:57-9:41	8:57-9:41	8:57-9:41	8:57-9:41
3rd	9:44-10:27	9:44-10:27	9:44-10:14	9:44-10:14
4th	10:30-10:55	10:30-11:13	10:17-11:00	10:17-11:00
5th	10:58-11:41	11:16-11:41	11:03-11:46	11:03-11:46
6th	11:44-12:27	11:44-12:27	11:49-12:14	11:49-12:14
7th	12:30-1:13	12:30-1:13	12:17-1:00	12:17-1:00
8th	1:16-1:46	1:16-1:46	1:03-1:46	1:03-1:46
9th	1:49-2:33	1:49-2:33	1:49-2:33	1:49-2:33
10th	2:36-3:20	2:36-3:20	2:36-3:20	2:36-3:20

**11:30 A.M. - DISMISSAL**

**10:00 A.M. LATE START**

**2:00 P.M. - DISMISSAL**

**ALL TEAMS**

**ALL TEAMS**

**ALL TEAMS**

<b>1st</b>	8:10 - 8:28	<b>1st</b>	10:00 - 10:30	<b>1st</b>	8:10 - 8:43
<b>2nd</b>	8:31 - 8:48	<b>2nd</b>	10:33 - 11:02	<b>2nd</b>	8:46 - 9:18
<b>3rd</b>	8:51 - 9:08	<b>4th</b>	11:05 - 11:34	<b>9th</b>	9:21 - 9:53
<b>4th</b>	9:11 - 9:28	<b>5th</b>	11:37 - 12:06	<b>3rd</b>	9:56 - 10:28
<b>5th</b>	9:31 - 9:48	<b>6th</b>	12:09 - 12:38	<b>4th</b>	10:31 - 11:03
<b>6th</b>	9:51 - 10:08	<b>7th</b>	12:41 - 1:10	<b>5th</b>	11:06 - 11:38
<b>7th</b>	10:11 - 10:28	<b>3rd</b>	1:13 - 1:42	<b>6th</b>	11:41 - 12:13
<b>8th</b>	10:21 - 10:48	<b>8th</b>	1:45 - 2:14	<b>7th</b>	12:16 - 12:48
<b>9th</b>	10:51 - 11:08	<b>9th</b>	2:17 - 2:46	<b>8th</b>	12:51 - 1:23
<b>10th</b>	11:11 - 11:30	<b>10th</b>	2:49 - 3:20	<b>10th</b>	1:26 - 2:00

**REGULAR DISMISSAL**

**REGULAR DISMISSAL**

**WITH 1 AFTERNOON ASSEMBLY**

**WITH 2 AFTERNOON ASSEMBLIES**

**ALL TEAMS**

**6TH GRADE**

**7TH GRADE**

<b>1st</b>	8:10 - 8:46	<b>1st</b>	8:10 - 8:46	<b>1st</b>
<b>2nd</b>	8:49 - 9:24	<b>2nd</b>	8:49 - 9:24	<b>2nd</b>
<b>9th</b>	9:27 - 10:02	<b>9th</b>	9:27 - 10:02	<b>9th</b>
<b>3rd</b>	10:05 - 10:40	<b>3rd</b>	10:05 - 10:40	<b>3rd</b>
<b>4th</b>	10:43 - 11:18	<b>4th</b>	10:43 - 11:18	<b>4th</b>
<b>5th</b>	11:21 - 11:56	<b>5th</b>	11:21 - 11:56	<b>5th</b>
<b>6th</b>	11:59 - 12:34	<b>6th</b>	11:59 - 12:34	<b>6th</b>
<b>7th</b>	12:37 - 1:12	<b>7th</b>	12:37 - 1:12	<b>7th</b>
<b>8th</b>	1:15 - 1:50	<b>Assembly</b>	1:15 - 1:57	<b>8th</b>
<b>10th</b>	1:53 - 2:35	<b>10th</b>	2:00 - 2:35	<b>10TH</b>
<b>Assembly</b>	2:38 - 3:20	<b>8TH</b>	2:38 - 3:20	<b>Assembly</b>

## **Norfolk Middle School Basic Information**

Norfolk Middle School was built in 1994 and officially opened in January 1995 and originally housed just seventh grade students. In August 2006, the new addition was completed and the school opened its doors to sixth graders for the first time.

Norfolk Middle School is a school that has two interdisciplinary teams at each grade level. Each of the teams is comprised of teachers from the following subject areas: Math, Social Studies, Science, Literature, Language Arts, and PE/ Health. Students also have the opportunity to take Art, Industrial Technology, Vocal Music, Keyboarding, Life Management, Band and Orchestra. Students are grouped together in common areas throughout the school by teams and grade levels. Classes average 44 minutes in length.

The teachers on each of the teams share common planning time to ensure consistency between subject area content and collaboration among staff. This common time together helps increase communication among teachers and allows them to efficiently schedule testing times, parent and student meetings, and plan lessons that are developmentally appropriate for our students. Teams meet together each week to discuss ways to improve instruction, plan activities, and provide additional support for struggling students. Norfolk Middle School has outstanding teachers and support personnel and we are committed to helping students reach their highest potential.

Norfolk Middle School has a ten period day that runs from 8:10 until 3:20 each day. Opportunities for extra academic support are available throughout the day as students may access our Achievement Center during the day and before and after school. Additionally, most students will have a study hall at least part of the year to help improve study habits.

Activities are an important part of our school and students are able to participate in interscholastic activities in seventh grade and there are many team activities and other groups for the sixth graders as well. Students are encouraged to get involved and to try any of the many activities that we have here at school. Activities such as Student Council, Math Counts, Quiz Bowl, and Junior Optimist Club (just to name a few) are great ways to get to know people, experience new things, and grow as a young person.

### **New Locations for Offices**

Beginning with the 2007-2008 school year, the Guidance Office will be located on the west side of the building (nearest the YMCA). This office will be used for all sixth and seventh grade guidance services. The main school office will be located on the east side of the building (nearest 1<sup>st</sup> street) and will be used for all attendance, parent meetings, visitors, and administrative functions. The east building doors will be the only entrance open to the public throughout the school day. For security reasons, all other entrance doors will be locked during the regular school day.

## **General Student Expectations**

- Have a positive attitude while at Norfolk Middle School
- Have personal pride in yourself and your school
- Grow towards independence and responsibility
- Accept responsibility and consequences for your behavior
- Treat yourself, others, and property with respect
- Cooperate with adults
- Adhere to the rules
- Have regular attendance
- Be on time
- Do your best work
- Behave cooperatively and be courteous
- Do the right thing

## **General Student Guidelines**

- Choose behaviors that are safe, courteous and do not disrupt the learning of others.
- Always walk
- Talk in normal voices
- Listen and follow the directions of school personnel
- Use appropriate language
- Keep hands and feet to yourself
- Dress appropriately and follow the dress code
- Leave toys, candy, skateboards, electronic devices, and non-school supply items at home
- Hats may not be worn in the building
- Coats and other outer wear need to remain in lockers during the school day. Dress appropriately for the weather
- Cell phones are off during the day and stored in your locker
- Book bags or backpacks need to be kept in lockers

## **School Policies and Rules**

- Gum is not allowed during the school day.
- Food items, including candy, are to be consumed only during the lunch period.
- Vending machines will be available only before and after school.
- Throwing snowballs is prohibited.
- Smoking and/or being in possession of any tobacco products, in school or on school property, is a violation of school rules.
- Being in possession of an alcoholic beverage and/or consuming an alcoholic beverage on school property is prohibited. Violation of this rule will result in long-term suspension or expulsion from school.
- Backpacks are to be used to carry items to and from school. They are not to be taken into the classroom. Students may carry backpacks with them as they enter and exit the school and will place them in their locker during the school day.
- Note writing and/or passing notes to other students is prohibited. If students are writing notes in class, teachers will confiscate the note.

# **Norfolk Middle School** **Policies and Regulations**

## **ACADEMIC INFORMATION AND GUIDANCE**

### **Academic Integrity**

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

### **Guidance**

The guidance department is a valuable resource. Counselors are available to help students who are experiencing academic and/or social problems. The guidance department also helps students make quality decisions about their classes and possible careers. There are two counselors at Norfolk Middle School and each grade level has a counselor assigned to it. Students should feel welcome and encouraged to drop in or make an appointment. The guidance office is located on the west side of the building. The counselors can also be reached by phone at 644-2569.

### **Report Cards/ Progress Reports**

Grades are generally determined by the student's ability to do assigned work, the amount of work completed, the quality of the completed work, as well as its neatness, completeness, and promptness. Students may also be graded on class participation. Report cards are issued after each grading period; three times during the academic school year. In addition, progress reports are also issued between each grading period so that parents and students can closely monitor current academic progress.

### **Parent Connect**

Another parental resource that has been added is Parent CONNECTxp. Parent CONNECTxp allows parents/ guardians a way to keep track of their children's academic progress online via an easy-to-use web site. Parents may visit the password protected "read only" site to view school program announcements as well as their student's schedules, grades, course history, health records, immunization data, and more. Parents can register for Parent CONNECTxp at <http://norfolkpublicschools.org>. For more information on this innovative program, please contact the middle school office or go to the Norfolk Public Schools district website at <http://www2.norfolkpublicschools.org/>.

### **The grading system at Norfolk Middle School is as follows:**

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

### **Access to Records**

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

### **Accreditation**

Norfolk Middle School has the highest rating available from the State Department of Education and is also a member of the North Central Association.

## **Academic Awards**

Our staff is dedicated to helping all students perform at their highest level of achievement. To recognize student achievement many awards are given throughout the school year. Some of the main awards are as follows:

- Principal's List, each trimester a list will be published recognizing students who have earned all A's on their report cards in the core subjects.
- Honor Roll, each trimester a list will be published recognizing students who have earned all A's and B's on their report cards in the core subjects.

At the end of the school year, students from each team will be recognized who have achieved the highest grade point averages and who have exhibited outstanding citizenship. In computing the grade point averages more "weight" may be given to those grades achieved in the pre-algebra classes. Also, teams throughout the year will recognize and reward students for their work and citizenship as the opportunities present themselves. As educators we know that positive reinforcement is important.

## **Make-up Work**

All missed assignments due to absences must be turned in promptly with the student receiving one more day than the actual number of absences. For example, if a student were to be absent two days, he/she would have three days to complete the assignments. If a student fails to have the work completed by the appropriate time, he/she may be assigned a study session with the teacher before or after school to finish the assignments.

## **Excused Absences**

Students who know they are going to be absent from school should obtain an Excused Absence Form from the office and have each of their teachers provide the assignments for days to be missed. On most occasions, teachers will request that students make up their assignments prior to a scheduled absence. In all situations, responsibility for obtaining and completing make-up work rests with the student. If students are going to be absent no more than one day, they should obtain their assignments before returning to school by phoning the Homework Hotline at 644-2569. The Homework Hotline is available during non-school hours for students to obtain their assignments.

# **Promotion Requirements**

## **7<sup>th</sup> Grade**

To be promoted to the eighth grade, seventh grade students must pass 5 of the 6 core subject areas. Students may also be required to take summer school or enroll in other required study opportunities throughout the year to develop additional competence in deficit areas and essential skills needed for the next level. The 6 core areas are as follows: Math, Science, Literature, Language Arts, Social Studies, and P.E./Health. If students are lacking credit in any of the above areas, they may need to take summer school (if it is offered) or they may pursue credit through the Learning and Evaluation Center of Bloomsburg, PA. This center offers summer school credit through six week correspondence courses. Norfolk Middle School personnel will facilitate registration for the appropriate courses. The parents and students are responsible for meeting the cost of each class. To receive credit for correspondence courses, the classes must be completed by August 1<sup>st</sup>.

## **6<sup>th</sup> Grade**

In order to be promoted to the seventh grade, sixth grade students must pass 5 of the 6 core subject areas. Students may also be required to take summer school or enroll in other required study opportunities throughout the year to develop additional competence in deficit areas and essential skills needed for the next level. The 6 core areas are as follows: Math, Science, Literature, Language Arts, Social Studies, and P.E./Health. If students are lacking credit in any of the above areas, they may need to take summer school (if it is offered) or they may pursue credit through the Learning and Evaluation Center of Bloomsburg, PA. This center offers summer school credit through six week correspondence courses. Norfolk Middle School personnel will facilitate registration for the appropriate courses. The parents and students are responsible for meeting the cost of each class. To receive credit for correspondence courses, the classes must be completed by August 1

*If summer school is offered at the middle school, students will be required to pay a fee for these courses. The cost for the courses will be determined before the beginning of the class depending on staffing, curricular, and facility needs.*

# ACTIVITIES

## Activity Eligibility Guidelines for Grade 7

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

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

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

If a student is failing **four courses at the end of a grading period** the student will be removed from the activity.

## Middle School Activity Eligibility Grading Periods are as follows:

<b>1<sup>st</sup> semester</b> –	Wednesday, September 12 <sup>th</sup>	Wednesday, November 14th	Wednesday, December 12th
<b>2<sup>nd</sup> semester</b> -	Wednesday, January 23rd	Wednesday, February 20th	Wednesday, March 26th

*\*\* Students who are ineligible at the end of each grading period and wish to become eligible before the end of the next grading period may appeal to the Middle School Principal for reinstatement. Appeals may be granted on a one time only basis annually during the student's tenure at the Middle School. Head coaches and sponsors will be notified by the activities director or designee regarding ineligible students.*

*\*\*The following activities fall under the eligibility guidelines: All male and female athletics, Knowledge Master, Quiz Bowl, JOOI Club, Student Council, Challenge Seminars, Morning Choir, and Math Counts*

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

## Activity Involvement / Disciplinary Actions

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

## **Physicals**

Any student participating in a school-sponsored sport must have a physical prior to practice or participation in a practice session. Students not having a current and complete physical will not be allowed to practice or participate until all paperwork is complete and on file at the school. These forms are available in the main school office.

## **School Activities / Absences**

Students who will be absent from school for school-sponsored activities will not have those absences count against their absence total. It is each student's responsibility to inform their teacher about the forthcoming absence and to make advance arrangements for completing assigned work. Students absent for school activities are not to fill out a "planned absent sheet". Students must be in attendance at school before 12:00 pm on the day of a scheduled school sponsored activity or they will not be eligible for the activity that day. They can still go to practice, but may not compete in a contest.

## **Transportation Guidelines**

Norfolk Public Schools will provide transportation for all students involved in activities which require transportation. Students are required to travel together as a team (or group) both to and from the activity. This provides a safe and secure process for all students. In rare situations, a parent/guardian may request to take their child either to or from the scheduled activity. In this case, children can only be released to the parent after the parent initiates a face to face interaction with the coach or sponsor. Parents should give the head coach/sponsor at least 24 hours notice of alternate travel plans. The head coach/sponsor will seek administrative approval before granting this request.

# **ATTENDANCE/ TARDIES**

## **I. Attendance and Tardy Policies**

**Nebraska State Statute (79-201)** requires that all students between the ages of 6-18 attend school. School personnel are charged with the responsibility of investigating and reporting violations of the state's compulsory attendance law to their respective county attorneys.

- Students will be allowed to accumulate six absences each trimester. Written doctors' excuses, including dentist and other health care providers, will not count towards this policy nor will family emergencies. The county attorney's office will be advised of students who have violated this policy.
- Students will receive two "free" tardies (no penalty) each trimester. Upon the accumulation of the third tardy and also for the fourth and fifth tardies, a detention will be assigned. Tardies more than 15 minutes in length will be classified as absences.

## **Procedure for Reporting Absences**

Parents should call the school office 644-2569 before 10:00 a.m. on the day of the absence. Students will be considered truant if their absence is not reported to the office within 24 hours. Please refer to the Norfolk Middle School Code of Conduct for more information on disciplinary actions for truancy. When contacting school officials, please give the following information:

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

\*\* Note's will be accepted only from parents who do not have access to a phone.

*Important: To receive academic credit a student shall not be absent from any class more than six days during any trimester. These six days should be considered a "bank" and used only when needed. Absences due to medical appointments, court appearances, counseling sessions, and funerals will not be included in the six day count.*

### **Planned Absences**

Students who know in advance of an absence must pick up a "planned absent sheet" from the office. This sheet should be turned in to the office 24 hours prior to the absence(s). The student should complete the information required; name, date(s) of absence, and the reason. This sheet should then be presented to each instructor. The teacher will sign the sheet after arrangements have been agreed upon for completion of work. The teacher's signature is not an acceptance of the absences - only an acknowledgment that the teacher has been informed and arrangements for work determined. It is imperative for students and parents to inform the school and teachers of planned absences. Failure to complete a "planned absent sheet" may result in no credit for work missed.

### **Tardies to Class**

Students must be in their assigned classroom or assigned seat before the tardy bell rings as dictated by each teacher's classroom rules. Failure to meet teacher expectations will result in an unexcused tardy and the student will be assigned a detention by the teacher. Teachers will inform the student he/she has been counted tardy and then give the student a detention. Teachers will attempt to make contact with parents (via phone or e-mail) to inform them of the tardy. Students need to serve the detention on the date assigned unless they have made alternate arrangements prior to the assigned date. Students that skip detentions will have the detention doubled. Failure to serve these detentions will result in additional office consequences. Students will not be counted tardy if they come to class with a pass from the office, guidance office, or from another teacher. Teachers should not detain students unless absolutely necessary. Any teacher detaining a student between classes must write a pass to excuse the tardy.

### **First Period Tardies (reporting to school)**

Students who are tardy to school must report to the office before going to their first scheduled class. Students tardy more than 20 minutes will be considered absent and will require a parent phone call to excuse them. Students will be allowed three 1st period tardies per trimester regardless of the reason. After the third tardy, parents will be contacted by the office and notified of the situation. After the fourth unexcused tardy to school and each ensuing tardy, parents will be contacted by the office and students will be given office detentions to be served after school. Failure to serve these detentions will result in further consequences. After six tardies to school in a given trimester, a parent conference will be held with administration to discuss ways to reduce the tardies and a written plan of action will be developed. Tardies should be used only for emergencies or circumstances beyond the student's control.

***AFTER THE SEVENTH TARDY TO SCHOOL DURING A TRIMESTER, THE STUDENT'S TARDINESS WILL BE REPORTED TO THE COUNTY ATTORNEY.***

### **Excessive Absences**

Parents will be notified by mail when their student has 3, 6, and 7 absences from any class during a trimester unless the attendance secretary has received appropriate documentation of medical appointments, court appearances, counseling sessions, and/or funerals. On the 7th absence during a trimester, a letter will be forwarded to the County Attorney. It shall be the procedure of the principal to report to the Director of Student Services and to parent/guardians, any student enrolled in the district for excessive absenteeism on the part of

such student. For purposes of this procedure, such reporting shall not be required of any student who is at least 18 years of age at the time excessive absenteeism occurs. The term "excessive absenteeism," as used herein, shall mean verified and unexcused absences exceeding 7 days per trimester or the hourly equivalent, or when the number of verified and unexcused absences exceeds 20 days cumulatively per school year or the hourly equivalent. The building principal shall investigate factors involved in any case of excessive absenteeism. In the event that the building principal determines that such absences are not justified, he/she may determine such student to be truant. All required procedures of the Norfolk Public School Truancy Policy should then be followed. This may be true even if some or all of the student's absences have been excused by the student's parents/guardians, and the building principal determines such excessive absences are detrimental to the child's educational performance.

### **Norfolk Public School's District Truancy Policy**

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 the 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:

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 meeting;

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;

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

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 remedying 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 of the Superintendent of his/her designee shall make reasonable efforts to report by telephone the continuing 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 twenty days cumulatively or a like amount of time on an hourly equivalency, the attendance officer, 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 by 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.

### **Withdrawals**

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

## **GENERAL POLICIES AND GUIDELINES**

### **Accidents and Injuries**

Only first-aid will be provided for accidents and injuries; any further treatment is the responsibility of the student's parents. Accidents should be reported to the nurse or school secretary immediately. An accident report will be completed by the supervising staff member. The injured student's parents and principal will be notified of all accidents and injuries, when the situation warrants. Injured students will be transported home by their parents. In cases where the parents cannot be reached, the persons listed on the emergency record will be called.

### **Asbestos**

You are hereby notified that current federal regulations require schools to inventory asbestos containing material and to develop a management plan to identify and control asbestos in their buildings. In addition, each parent, teacher, and employee organization must be notified annually about inspections, re-inspections, response actions, and past response actions and activities, including periodic surveillance that is planned or in progress. Each school building in the Norfolk Public Schools has had a six-month surveillance inspection and a three-year inspection, with the last three-year inspection currently being conducted by certified in-house personnel. All other types of asbestos activities are posted in the Public Notice ads of the Norfolk Daily News as the District needs to address those types of activities. The plan for each building is available at the Central Administration Building and at each school for that particular school for inspection (without cost) to any interested person. The District may charge for copies of the plan. The plan for each building has also been submitted to the Nebraska Department of Health, Division of Environmental Health and Housing surveillance in accordance with federal regulations. For more information on the Asbestos Management Plan, contact Robert G. Waite, 512 Phillip Avenue, Norfolk, Nebraska 68701, at (402) 644-2505.

### **Attend / Monitor Courses/ Parents**

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

### **Battery Operated/ Electronic Devices**

Battery-operated and electronic devices such as, but not limited to, pagers, radios, CD players, MP3's, cellular phones, laser pens, or electronic games are not to be used during the school day. Restricted items need to be placed in secured lockers

during the school day. **Norfolk Middle School is not responsible for lost or stolen items.** Items that are being used inappropriately during the school day will be confiscated. Cameras may not be used during the school day without permission from the principal or a teacher using them for class or in the case of special days designated for the use of cameras. These items will be confiscated unless they are being used for school purposes and may be returned to parents or students at the school's discretion. Cellular phones and pagers needed for communication with parents should be turned off during the school day. Parents needing to get in touch with students during the school day should call the main office.

### **Bikes/ Skateboards/ Rollerblades**

Bicycles must be parked in the racks provided. There is at least one rack on both sides of the building. To prevent theft, bicycles should be securely padlocked. Norfolk Middle School is not responsible for lost or stolen bicycles. Skateboards & roller blades should be kept home. Skateboards & roller blades are not to be used on school property or the adjoining YMCA property (i.e. benches, ramps, rails, etc.) even after school hours. Students not complying with this directive may be ticketed by the Norfolk Police Department. Skateboards & roller blades that are used on school property may be confiscated. Students will have to notify parents to retrieve the confiscated items.

### **Birth Certificate**

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

### **Bus Conduct**

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

#### **Expectations for students riding school buses:**

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

#### **Continuum of Consequences for Inappropriate Bus Behavior**

These consequences are general guidelines and may be adjusted due to the duration, severity, and intensity of the situation.

**1<sup>st</sup> Intervention:** --Warning / Student conference with administration/ parent phone call / possible detention. Driver may assign student to different seat.

**2<sup>nd</sup> Intervention:** – Parent phone call / possible removal of bus privileges for the next day and/or up to 7 school days.

Possible detention/ ISS (1 -3 days) / Bus letter sent home. Assigned seating on the bus for rest of quarter.

**3<sup>rd</sup> Intervention:** Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for 7 school days up to 30 school days. Possible ISS (3-5 days). Written plan for improvement will be developed and implemented. Bus letter sent home. Assigned seating on the bus for rest of the semester.

**4<sup>th</sup> Intervention:** Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of

bus privileges for up to 60 school days. Possible OSS (1-3 days). Written plan for improvement will be developed and implemented.

**5<sup>th</sup> Intervention:** Parent meeting with administration. Possible OSS (3-5 days). Removal of bus privileges for rest of school year.

**These consequences are cumulative for the academic school year.**

### **Book bags/ Backpacks. Duffel Bags**

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

### **Cancellation of School**

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

### **Cell Phones**

Students need to keep cell phones in their lockers and turned off during the school day. Violation of this rule will lead to the cell phone being confiscated for the day. For the first offense, the phone will be returned to the student at the end of the school day, but the student cannot bring it back to school. If the student is caught using the phone inappropriately again, the item will be confiscated and returned to a parent. The third time, the phone will be kept until the end of the semester.

### **Complaints on Materials**

In the event any parent has a complaint or objection to any such materials a personal conference with the parent and appropriate school personnel will be scheduled. The parent to explain the nature of their concern will use a standard complaint form. The complaint form will include, but not be limited to, the specific instruction, material complained of, the reason for the complaint, and the proposed solution for resolution of the complaint from the parent's perspective.

### **Demographic Changes**

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

### **Dress Code / Student Attire Guidelines**

Norfolk Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness are a desirable facet of the educational process. Our public schools are sensitive to rapid changes in dress and grooming. However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty and decency. Administrators must weigh community standards, harassment or standards of others, along with the individual rights. In general, appearances that detract from the learning atmosphere cannot be permitted. It is hoped that students of Norfolk will take pride in their appearance and their school. Personal appearance and clothing worn to school should not violate the rules of decency, offend the standards of others, promote unsafe conditions, or detract from the educational process. Violators will be required to change into appropriate clothing. Students missing time from class to correct violations will be considered tardy. If parents or students have any questions, they should call the school office at 644-2569 before they purchase clothing. When possible, we ask that parents examine student dress carefully before students leave for school. School administrators will make the final determination as to whether an article of clothing or accessory is appropriate for school.

## **Criteria for Student Attire:**

- Shirts that expose student midriffs are not permitted. Tank tops may be worn with a sleeved shirt underneath. All shirts worn must keep the top of the shoulder covered, fit well in the armpit area, and not have a plunging neckline.
- Shoes must be worn at all times. Slippers are not permissible. **Flip-flops and sandals are acceptable as long as they are not a safety hazard.** Proper footwear must be worn for physical education classes.
- Words or pictures on clothing, jewelry, or accessories stating or referring to gangs, drugs, alcohol, sex, or any other activity conflicting with the school's policy or curriculum are not allowed. Individuals or groups of students that have shirts or accessories printed up with slogans or sayings that may have questionable or "double" meanings or insinuations are encouraged to have the attire approved by administration before having them printed and wearing them to school. Consideration will be made by administration for students who wear special clothing as required by religious/cultural affiliation.
- All clothing must be **modest and appropriate**. It must properly cover the body.
- Novelty contact lenses such as, but not limited to Alien, Cat eyes, White-out, Red hot, Hypnotica, Wildfire and Zoomin' are not permitted. Students' natural eye color and texture must be visible.
- Caps and hats are not to be worn in the building. Once students are outside the building they may wear headgear in an appropriate fashion. Caps and hats must be stored in lockers.
- Wearing or carrying bandanas or colored handkerchiefs (by males and females) will also not be permitted. Bandanas or accessories that have been identified as possible gang paraphernalia will be confiscated immediately and will be returned only upon parent request and conference.
- Pictures and/or printed words on clothing (written or implied) that conflict with board policy or school curriculum will not be permitted. Examples of such clothing would be: Hooters, COED Naked, etc. Any shirt that promotes tobacco brands, alcohol brands, bar t-shirts, BIG Johnson, cigarette brands, etc... are also considered to be inappropriate. School administrators will have the final say on whether a shirt is considerate appropriate
- Clothing usually worn as undergarments cannot be worn as outer garments; (specifically boxer shorts) and will not be permitted.
- Coats, jackets, windbreakers, etc. may be worn only with permission from school personnel. Dress appropriately for the weather of the day.
- Skirts and dresses need to be a modest length (minimum of mid to lower thigh).
- Clothing with holes, slashes, or cuts will not be permitted unless it is appropriate and modest.
- Spiked jewelry/accessories may not be worn at school or at school activities. Wallet chains are permitted as long as they are not over 12 inches in length. Any additional modifications to clothing, such as paper clips, etc. need to be approved by administration.
- Facial make-up, jewelry accessories, or body piercing must also be appropriate for school settings and not disrupt the learning environment. Jewelry or accessories worn through pierced body parts may be seen as unsafe. Students must remove these for physical education classes and/or other activities deemed necessary for a safe and orderly learning environment by the instructor or administration.
- Hair color other than natural (natural such as black, blonde, auburn, or brown) may be considered unnecessarily distracting to the learning environment. Students will be required to change or alter their appearance as determined by the administration.
- Saggy pants or shorts are not permitted. Waistbands must be worn at the waists.

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

## **Elevator**

The use of the elevator is restricted to handicapped or injured students. Students must receive permission from office personnel to use the elevator, and if a friend is carrying their books, that friend must use the stairs.

## **Entering and Leaving the Building**

The main entrance for the middle school is the east side of the building (nearest 1<sup>st</sup> Street). After 8:30 am and during the school day, parents and other visitors will need to use this entrance to enter the building. The only access on the west side of the building during the school day (nearest the YMCA) will be for staff. Parents may enter the west entrance before and after school and parents of sixth grade students should drop off and pick up their children on the west side of the building. The school building will be open on regular school days for scheduled and sponsored activities at 7:30 a.m. Students arriving before this time will not be allowed in the building. Students involved in activities or working with a teacher before school must be under the direction and supervision of the sponsor for the activity or a teacher. Students who are not in scheduled activities may enter the building at 7:40 a.m. Seventh grade students may enter the building through the east doors and sixth grade from the west. Parents who carpool with students of both grade levels may use their discretion about which entrance works best. Once students are in the building, they are not allowed to leave without checking out in the main office and only then will be dismissed to a parent or a pre-approved designee. Students need to leave the building promptly after school unless they have an activity or they are under the direct supervision of a teacher, coach, or administrator.

### **Before School and Students Entering the Building in the Morning:**

- If students need to make-up work, attend special events, or see a teacher before school, they should have a pass stating the location and time of the activity and the name of the activity sponsor. This pass should be presented to one of the commons area supervisors.
- Sixth grade students should be dropped off and enter the west entrance (nearest the YMCA) of the building. Boys will be seated quietly at one of the tables in the West Commons. Girls will be seated and wait in the gymnasium.
- Seventh grade students should be dropped off and enter on the east side of the building. Boys will be seated quietly at one of the tables in the Main Commons. Girls will be seated and wait in the gymnasium.
- Students should be seated at the tables with their legs under the table at which they are sitting. Students are not to block aisles with their feet or legs.
- Students should not get into lockers or loiter in the hallways before the first bell.
- Students should not pound on the tables.
- Pop and items from vending machines need to be consumed before students are dismissed. Students may not take food (other than cold lunches) to their locker.
- Students need to clean up their areas as they are dismissed.
- Students will comply with all directions from the designated supervisors.

### **After School and Students Exiting the Building**

- Students should pick up vending machine items or purchase items from the main office concession stand before they leave the building. Students will not be allowed back in the building to purchase items after 3:30p.m.
- Any student in the building after 3:40 p.m. must be seated at one of the tables in the common areas and either study or visit in a quiet manner. *Please do not sit on top of the tables. Any student not involved in an after school activity wandering around the building or down hallways will be asked to leave the building immediately.*
- At 3:45 p.m. ALL students are to be out of the building unless they are with a teacher, in a sponsored activity, or have made a special arrangement with the office to remain in the building. In the case of inclement weather, students may remain in the common areas after 3:45 p.m. to wait for rides.
- Students needing to use a phone to call for rides, etc. may use the student phone located on the south end of the main office. This phone should be used only if no other option is available to students. Students wanting to use the office phone may be charged 50 cents per call. Students using the phone in an inappropriate manner (speaking rudely to others on the phone, being excessively loud and disrupting the office, etc. will lose phone privileges. There is a pay phone in the main commons and students are expected to use this phone whenever possible.

### **Exemption Procedure**

When a parent believes it is to be appropriate for his/her student to be excused from testing, classroom instruction or other school experiences that the parent finds objectionable, the parent will present in writing on the standard complaint form described above, the basis for the parent's concern and a proposed solution for the objection that would be satisfactory to

the parent. It shall be the policy of the District to notify parents/guardians when a school-sponsored survey will be administered. The nature of the survey, the date and time when the survey will be administered and the purposes for which the uses of the resulting information will be included in the notification. Copies of the instrument to be used will be available for parent examination in the Principal's Office of each building. After examination of the survey instrument, any parent who wishes to have their child exempted from completion of the survey must do so by means of a written request to the building principal.

### **Fines**

At times, students may incur fines for overdue library books, damage to books or property, loss of school equipment, class fines, etc. Students are expected to be responsible for their property and take care of the items the school has loaned them for periods of time. Students are expected to take care of these fines as they occur. Appeals for fines should be made to the building principal. Failure to pay fines may result in administrative consequences.

### **Fire Drills**

During the course of a fire drill, students are to follow the directions of staff members and evacuate the building in a quiet and orderly manner. Appropriate evacuation routes are posted in every classroom. In the event of severe weather alert, you will need to follow the directions that are given to you by the classroom teacher. The alert will be announced over the public address system.

### **Grievance Procedure**

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

### **Hazing**

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

### **Health Records**

#### Immunization Information

The Nebraska Department of Health requires the following immunizations in order for your child to enter school in August, 2007:

#### **For students entering grades 1, 2, 3, 4, 5, 8, 9, 10 and 11:**

- 3 doses of DTaP, DTP, DT, or Td vaccine, one given after age 4
- 3 doses of Polio vaccine
- 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month
- 3 doses of Hepatitis B vaccine

#### **Students entering Kindergarten, Grade 7 and ALL students transferring from outside the State of Nebraska regardless of grade:**

- 3 doses of DTaP, DTP, DT or Td vaccine, one given on or after age 4
- 3 doses of Polio vaccine
- 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month
- 3 doses of Hepatitis B vaccine
- 1 dose of varicella (chicken pox) given on or after 12 months of age and prior to 13 years of age OR written documentation of varicella disease

*Nebraska Law also requires evidence of a physical examination by a qualified physician, physician's assistant or nurse*

## **Health Services**

The school nurse's office is located on the first floor near the main office in room 153. The school nurse provides services to the school and the student in the areas of visual testing, immunization, and control of communicable diseases, encouragement of physical and dental examinations and promoting sound mental health. A nurse or her designee will be in the office every morning for the purpose of checking those who have been absent and helping those who may feel ill. Any student who has to leave the school because of illness must first check out with the school nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. It is necessary that the school nurse or office official speak with a parent in order for a student to be excused from school due to illness or accident. The student is not to call the parent without permission from school personnel. Medications that need to be taken in school are to be given to the school nurse. The medication needs to be in its original container, labeled with the student's name, dosage, name of the medication and how often it is to be given. The school cannot dispense any non-prescription drug such as aspirin unless the school receives a doctor's orders along with the non-prescription drug. Students are not to carry any medication with them during the school day.

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

## **Indian Education**

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

## **Internet Policy**

See board policy listed later in this document. Appendix D

## **Lockers**

Your locker and lock are the property of the school district. The school board gives students' permission to use a locker and lock during the school year. Therefore, students cannot expect their locker to be free from inspection by the school if the principal considers a search necessary to maintain the integrity of the school environment and to protect others in the building. Locker inspections will be reasonable and conducted by an administrator or his designee. These guidelines also apply to lockers assigned in locker rooms. Locker numbers will be assigned at the time of registration. When students receive their lockers, they need to immediately check their lockers for damage and report any damage to the office. Students will be financially responsible for any damage to their lockers. Locks will be furnished by the school at no charge. If locks are not returned or are damaged, students will be charged \$5.00 and be put on the fine list.

**Students should follow the locker regulations given below:**

- Use only the locker assigned to you.
- Never open another student's locker.
- Keep your locker neat and orderly.
- Always close the locker door and keep it locked.
- Do not leave valuables in the locker.

- Clearly put your name on all personal items.
- Do not write on the inside or outside of the locker.
- Memorize your lock combination. Do not share this information with anyone.
- Pop and candy are not to be stored in lockers.
- Norfolk Middle School is not responsible for items lost or stolen from lockers.

### **Lost and Found**

Lost and found items are to be turned into the main office. Items not claimed by December 20th or June 15th of each school year will be given to local welfare agencies. Lost or replacement ID cards cost \$5.00.

### **Lunch / Closed Campus**

Norfolk Middle School **DOES NOT** have an "open campus" policy during the noon hour. Having a closed campus means that your child cannot leave school to go out for lunch or go home for lunch. Students will be permitted to leave campus for lunch only if they are under the direct supervision of a parent and if that parent has notified the office in advance of the visit. Students must be back before the end of the lunch period or they will be counted as absent or tardy. Before leaving campus, the parent must come to the main office and sign the student out. For safety reasons, the school will no longer accept written notes to excuse students for lunch. Parents are welcome to eat with students at school if they wish.

### **Lunch Guidelines**

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

*"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."*

### **Media / Student Photos**

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

### **Media Center**

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

- To come to the Media Center during any assigned class period or study hall you must have a pass.
- You are responsible for signing in and out of the Media Center and returning the pass to the teacher before the end of the class period. You will need your ID card to check out materials.
- In order to use the computers available in the Media Center during a study hall or during a class, students must have a signed pass from a teacher with the computer assignment listed on the pass.
- Most library materials may be borrowed for two weeks and then renewed if they are still needed. Reference books, reserved books, periodicals, and vertical file materials are overnight materials and are due before first period the next school day.

- Any overdue book must be returned or declared lost; if lost, you must pay for the book. If the book is later found and returned to the Media Center, all money will be refunded.
- You will be expected to allow a media specialist to check all materials carried from the Media Center. If you act in a disrespectful or disruptive manner, if you are destructive to the Media Center materials, facility, or furniture you will be subject to disciplinary action ranging from detention to being restricted from use of the Media Center.
- You are expected to be self-disciplined and use your time in the library to read and/or do research. The Media Center is for you, therefore, think of it as a privilege (not as a right) to use and enjoy.

### **Notification of Concern**

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

### **Parental Involvement in Education (LB 1161)**

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

### **Police Interviews**

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

### **Reading**

Research clearly shows that overall, middle level students read less than they did in elementary school and that their reading ability declines as the amount of reading they do decreases. Research also shows that the more students read, the better their reading ability becomes. Students are encouraged to bring a book or appropriate materials to read and students are expected to carry a reading book with them throughout the day.

#### **Expectations for Reading Time**

- Everyone reads.
- Silence during reading time.
- Students need to be prepared to read the entire time assigned.
- Reading materials should be chosen outside of class or during study hall.
- Bring a book everyday.
- Students are expected to be responsible and bring leisure-reading material appropriate for school (books, magazines, newspapers). These materials will be items that the student has selected.
- Students not having materials ready for class may be assigned alternate reading at the classroom teacher's discretion. Classroom teachers will determine appropriateness of questionable material.

### **School Campus**

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

### **School -Community Intervention Program (SCIP)**

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

### **Search and Seizure**

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

### **Securing a Teacher's Help**

Teachers are in the school building from 7:50 a.m. until 3:40 p.m., and they are willing to help students individually during the school day. An appointment can also be made if for some reason this time period is not suitable. Students are encouraged to seek additional help from teachers when they are having troubles with classroom work and they should receive a pass from the teacher if the time is before 7:50 a.m.

## **Student Services / Discipline**

### **Behavior Expectations**

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

### **Student Behavior**

Every effort is made to work with students 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, mediation, behavior contracts, and even expulsion may result from a single inappropriate behavior or a pattern of inappropriate behaviors based upon the nature of the action(s). Complete standards of behavior, actions which may result in short or long term suspensions, and the

procedures for both are contained in the "Students Rights and Responsibilities" which is included in this handbook. Each student receives their handbook on their first day of school and requires acknowledgment by parent and student signature.

### **Student Discipline**

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

### **Student Visitors**

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

### **Discipline at School Functions**

Students are expected to behave in an orderly and appropriate manner as listed in the district's Rights and Responsibilities and the school's discipline code while attending school or any school function on school grounds (parking lots included) or elsewhere. Students are also expected to follow school rules at activities (parking lots and activities near or in vehicles at Memorial Field are also subject to the code of conduct) and at any out of town school events. If students choose to act in an inappropriate fashion, they will receive consequences consistent with the severity, intensity, and frequency of their actions. Students may conference with teachers, parents, and/or administration and/or may receive detentions, in-school suspensions, out-of-school suspension, expulsions, or additional consequences as determined by administration as a result of inappropriate behavior. Parents are encouraged to call teachers and the administration concerning discipline in the classroom or at other school functions.

### **Middle School Team Discipline Policy**

This is a guide used by Norfolk Middle School to conduct disciplinary action.  
The guide allows for interpretation by administrative and interdisciplinary teams.

Below is the general sequence that will be followed by the teams if students violate school rules and/or societal norms. Students who continually violate class or school rules will be subject to the following policies and more serious consequences as described in the Code of Conduct. Each discipline situation will be handled based upon the seriousness of the offense, the past record of the student, the cooperation shown by the student, and the recommendation of the teacher. Serious infractions of rules and/or societal norms may result in the steps of this policy being bypassed. Teachers will determine when a referral to the office is appropriate.

- **First referral offense:** The student will meet with the principal and staff member if one is involved. The rule that was violated and the unacceptable behavior will be discussed. Parents may be contacted. The referring teacher will determine appropriate consequences for the infraction. Detention or other consequences with the teacher may be assigned.
- **Second referral offense:** The student will meet with the principal and staff member if one is involved. A discipline referral will be completed and parents will be contacted. Detention or other consequences with the teacher may be assigned.
- **Third referral offense:** The student will meet with the principal and staff member if one is involved. A discipline referral form will be completed. One day of in-school suspension may be assigned.

- **Fourth referral offense:** The student will meet with the principal and staff member if one is involved. A discipline referral form will be completed. Parents will be contacted and a parent conference at school may be scheduled. Two days of in-school suspension may be assigned.
- **Fifth referral offense:** If students fail to change their unacceptable behaviors, then students may be suspended from school for up to five days or the principal may recommend long-term suspension (exceeding five days but less than twenty days), or expulsion from school.

**Additional inappropriate behaviors will be dealt with on an individual basis and a plan will be developed that is in the best interest of each student.**

Teachers may assign detentions to students for various classroom or school rule infractions, tardies, or to complete missing or late assignments. As a general practice, detentions that are assigned for more serious rule violations are referred to as detentions with a referral and detentions that are assigned for less serious rule infractions or to complete assignments are simply referred to as detentions. Upon the accumulation of 5 team detentions with a referral per trimester, students will be required to meet with their team of teachers. A letter advising the parents of this situation will be mailed home, and a copy will go to the principal. Among other facts, the letters will advise the parents that their children, upon receiving a 6<sup>th</sup> team detention with a referral within a trimester, will be assigned a day of in school suspension. For every detention with a referral after the 6<sup>th</sup>, a day of in school suspension may be assigned. If the student continues to exhibit disruptive behaviors after completing the in school suspensions, then out of school suspensions may be assigned. On the days out of school suspensions are assigned, the student may be required to return to school and stay later after school to complete assignments. Students assigned to ISS will report to the office at 8:00 each morning of the suspension and will stay until 3:30 each afternoon.

### **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 is subject to receiving no credit.

### **Detentions**

Detentions with a referral and those without may be for any reasonable amount of time. If a detention is 10 minutes or less, advance notice to the parents may not be given. If a detention is longer than 10 minutes, then students will have 24 hours to complete or reschedule the detention and parents will be notified.

### **Study Halls**

#### **Study Hall Expectations**

- Seats will be assigned by the teacher. Students may not change seats without the instructor's permission.
- Be in your assigned seat before the bell rings.
- Follow all instructions of the teacher.
- Don't allow unauthorized visitors into the room.
- You must quietly work on your own unless given permission from the teacher to work in partners or groups.
- You need a pass from the teacher to go to the Achievement Center of the areas of the building.
- Bring all materials needed to complete assignments each day.
- Use your study hall time effectively.
- No sleeping or playing games.
- Respect other's space and property.

## **Technology**

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

In order to use the computers available in the Media Center or Achievement Center during a study hall or before or after school, students must have a signed pass from a teacher with the computer assignment listed on the pass. A complete copy of the "Technology & Internet Agreement" is available in the main office. Norfolk Public School's Internet Policy may be found in this handbook.

## **Telephones**

The telephone in the main office is for business and emergency calls only. A student may use the phone in the office without charge if the call is made due to a change in school schedule or if the student is working with a teacher. Students may also use the provided phones if they have been given permission from a staff member. Other phone calls need to be made from the pay phone in the main commons area and will cost the student 50 cents. Plans for rides home should be made in advance to avoid unnecessary phone calls. Students using the phone in an inappropriate manner will lose all school phone privileges.

## **Testing**

It shall also be the policy of the District to notify a parent/guardian when the student will participate in standard norm-referenced or criterion referenced tests such as, but not limited to, California Achievement Tests, Iowa Test of Basic Skills, Metropolitan, Gates-McGinite and the Analytic Reading Inventory. When reasonable to do so, the parent/guardian will be notified where a sample of the test might be examined and the date upon which the test will be administered.

## **Trespassing**

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

## **Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules, or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **Visitors**

West entrance doors will be locked at 8:15 a.m. The 1<sup>st</sup> Street east side door of the building will remain open until approximately 4:30 p.m. For safety reasons, all visitors during the school day need to proceed to the main office immediately after entering the building. Visitors will be given a visitor tag so that they will be easily identified by school personnel. Visitors in the building without visitor badges will be escorted to the main office.

# Norfolk Public Schools District Policies

## NORFOLK PUBLIC SCHOOL'S DISTRICT HARASSMENT POLICY

### ***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 severities 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, no employee or student who participates in good faith in any investigation of alleged harassment by the school district shall be subjected to reprisals or retaliation by any person because of such participation. Allegations of reprisals or retaliation by employees or students of the school district should be immediately reported pursuant to the above-described procedure.

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

Any employee or student of the school district who is found to have engaged in harassment in violation of Board of Education Policy 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.

# INTERNET POLICY

## *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.*

### **Terms and Conditions of On-line Conduct**

**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 Panthernet 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, threatening, or otherwise illegal information.
- Advertise, conduct business, conduct political lobbying, or solicit other users to purchase goods or services. Commercial use of the Panthernet 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 Panthernet. These actions include, but are not restricted to:
  - a. Vandalism. Any malicious attempt to harm or destroy the data of any other user on the Panthernet system, the Internet, or any other computer system. This includes, but is not limited to the uploading, creation, or transmission of computer viruses.
  - b. 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.
  - c. Multi-user Talk Sessions or Games. Using network resources to participate in Coffeehouses, MUDS, MOOS, or IRC's is not allowed.
  - d. 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.
  - e. Transmission of "Chain Letters". The use of the communication capabilities of the Panthernet 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 Panthernet 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 Panthernet 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.

## **STUDENT FEE POLICY**

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, 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 made available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students.

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

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

**School Supply List**

Middle School	Dark blue/Black pens
	Three-ring pencil keeper
	Wide-ruled loose-leaf paper (not college-ruled)
	1 large box Kleenex
	5 folders with pockets
	Several pencils and erasers
	3 spiral notebooks (Geography & English--1 subject 70 pgs; Math—3 to 5 subject 120+ pgs.)
	1 Metric/English ruler
	1 large 3-ring binder
	1 box colored pencils
	1 inexpensive calculator
	Shorts for Physical Education (no cut-off jeans)
	1 pair of tennis shoes for Physical Education
	1 t-shirt for Physical Education
	1 combination padlock (no keys) for Physical Education
	1 pair of white socks for Physical Education

**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 Middle 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.*

#### **Middle School Fees**

Activity Pass Only	Grade 6 and 7--\$25.00
Participation Fee w/Activity Pass	Grade 7--\$40.00
Band (Methods Books for Lesson)	\$10-\$12
Band Instrument Rental (school owned)	\$20.00/semester
Orchestra (Lesson/Method Book)	\$12/year
Orchestra Instrument Rental (school owned)	\$20.00/semester

\*\*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.

For additional school fee explanations, please refer to board policy 603.

## **Athletic Physicals**

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

Charges for yearbooks 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.

## **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 14<sup>th</sup> 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

# **STUDENTS' RIGHTS AND RESPONSIBILITIES**

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

AUGUST 2003

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

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

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

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

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

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

Students should therefore:

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

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

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

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

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

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

## **III. ATTENDANCE POLICY**

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

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

#### IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

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

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

##### 1. Circumstances warranting short-term suspension:

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

##### 2. Procedure for short-term suspension:

- a. When a student is accused of conduct, which might result in suspension under this section, the building administrator is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
- c. Should the building administrator believe that a short-term suspension is justified, the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon as is reasonably possible.
- e. Such suspension may be either "in-school," 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 appeal must be filed with the Director of Student Services within 5 school days of the receipt of the written notice by the student or the students' parent or guardian. The Director of Student Services shall review the incident and the disciplinary action imposed by the building administrator. The Director of Student Services shall inform the parent or guardian of his/her decision within three calendar days from the date the appeal is received.
- h. Nothing in this policy shall preclude the student or the student's parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Director of Student Services.

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

1. Length of expulsions for regular and special circumstances

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

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

- a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
- c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
- e. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.

Weapons

- f. Knowingly or voluntarily to bring to school, possess, handle, transmit or use any firearm, knife or other dangerous weapon in school, on school grounds or at a school function off school grounds.

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

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

The term "destructive device" means

1. any explosive, incendiary, or poison gas such as a (a) bomb, (b) grenade, (c) rocket having a propellant charge of more than four ounces, (d) missile having an explosive or incendiary charge of more than one-quarter ounce, (e) mine, or (f) device similar to any of the devices described in the preceding clauses;
  2. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
  3. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph 1. or 2. and from which a destructive device may be readily assembled.
- g. Engaging in the unlawful possession, use, or sale of, or being under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage.
- h. Public indecency.
- i. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
- j. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
- k. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school purposes.
3. Procedure for long-term suspension/expulsion: The procedure shall be the same as that of short-term suspension except as follows:
- a. The principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
  - b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian, and by regular mail to the student.
  - c. Such written notice shall include the following:
    1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
    2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
    3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
    4. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
    5. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
  - d. Nothing in this policy shall preclude the student or the student's parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.

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

4. Alternative Education Program During Expulsion

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

# Middle School

## Code of Conduct

This is the guide used by Norfolk Middle School to conduct administrative disciplinary action and has been approved by the Board of Education. The Code of Conduct allows for interpretation by the administrative team.

### Assaults/ Fighting

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

### Additional Information:

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

### **Threats/ Intimidation**

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

A5	Threats, intimidating, or menacing another student, to include hazing.	ISS 1-3 days. May OSS 1-3 days Notify parents, may notify police.	OSS 3-5 days Notify parents, may notify police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents, notify police. Recommendation for expulsion.
A6	Threats, intimidating, or menacing school personnel	OSS 3-5 days Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents and police. Recommendation for expulsion.	
A7	Swearing at school personnel	ISS/ OSS 1-3 days	OSS 5-19 days	Recommendation for expulsion.
A8	Initiating threatening calls to school, i.e. bomb Threats, etc.	OSS 5-19 days. Notify parents, police, and fire marshal. Recommendation for expulsion.		

### **Weapons, Firearms, Nuisance Items**

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

From the **Students Rights and Responsibilities in Norfolk Public Schools:**

#### **Weapons**

Students are forbidden to:

A. Knowingly or voluntarily bring to school, possess, handle, transmit or use any firearm, knife or other dangerous weapon in school, on school grounds or at a school function off school grounds.

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

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

The term "destructive device" means

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

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

## Drugs, Alcohol

	<b>Infraction</b>	<b>1<sup>st</sup> Intervention</b>	<b>2<sup>nd</sup> Intervention</b>	<b>3<sup>rd</sup> Intervention</b>
C1	Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike/imitation	OSS 5-19 days. Notify parents and police. Refer to counselor for substance abuse intervention. SCIP referral. Possible recommendation for expulsion.	Recommendation for expulsion.	
C2	Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind.	OSS 5-19 days Recommendation for expulsion.		
C3	Possession of drug paraphernalia or sale of.	OSS 5 -19 days. Notify parents and police. SCIP referral. Possible recommendation for expulsion.	OSS 10 -19 days. Notify parents and police. SCIP referral. Recommendation for expulsion.	Recommendation for expulsion.

## Robbery, Extortion

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

## Fire Setting, Arson, Graffiti

	<b>Infraction</b>	<b>1<sup>st</sup> Intervention</b>	<b>2<sup>nd</sup> Intervention</b>	<b>3<sup>rd</sup> Intervention</b>
E1	Fire setting, arson	OSS 5-19 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	Recommendation for expulsion.	

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

## Theft

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

## Tobacco, Lighters/ Matches

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

## Harassment

	<b>Infraction</b>	<b>1<sup>st</sup> Intervention</b>	<b>2<sup>nd</sup> Intervention</b>	<b>3<sup>rd</sup> Intervention</b>
H1	<b>Written or oral harassment:</b> including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body of a sexual nature or racial background	Conference with administrator. Detention/ May ISS/OSS 1-3 days. Notify parents/ may contact police. Student contract developed and signed	ISS/OSS 1-5 days. Notify parents. Conference with administrator. Written action plan developed. May contact police. Student contract developed and signed	OSS 3- 5 days. Notify parents. Conference with administrator. Written action plan developed. May contact police.
H2	<b>Visual harassment:</b> offensive posters, photos, cards, cartoons, graffiti, drawings, objects or gestures (public display of affection) & locker décor	Conference with administrator. Detention/ISS/ OSS 1-3 days. Possibly notify parents.	ISS/OSS 1-5 days. Notify parents. Conference with administrator.	OSS 3-5 days. Notify parents. Conference with administrator.
H3	<b>Physical harassment:</b> Intentional or obvious unwelcome or offensive physical contact	ISS/OSS 1-5 days. Notify parents & may notify police. Possible recommendation for expulsion.	OSS 5 days. Notify parents & police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents & police. Recommendation for expulsion.

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

## Refusal to Comply/ Defiance of Authority

	<b>Infraction</b>	<b>1<sup>st</sup> Intervention</b>	<b>2<sup>nd</sup> Intervention</b>	<b>3<sup>rd</sup> Intervention</b>
I 1	Defiance of authority. Failure to obey a direct instruction or comply with a reasonable staff request. This includes lying and refusing to provide or falsifying information.	Detention/ISS 1-3 days. May OSS 1-3 days. Notify parents. Conference with administrator.	ISS/OSS 1-3 days. Notify parents. Conference with administrator.	OSS 3-5 days. Notify parents. Conference with administrator.

## Violations of School Rules

	<b>Infraction</b>	<b>1<sup>st</sup> Intervention</b>	<b>2<sup>nd</sup> Intervention</b>	<b>3<sup>rd</sup> Intervention</b>
I 2	Disruption of school activities, i.e. horseplay, play fighting, misuse of passes, etc.	Possible detention.	ISS 1-3 days. May OSS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
I 3	Disruption while in ISS	Possible OSS for the remaining days of suspension.	Possible OSS for the remaining days of the suspension.	OSS for the remaining days of the suspension plus additional days of suspension added.
I 4	Use of electronic devices i.e. Cell phones, pagers, cameras, CD/tape players, radios, laser pens, etc. Prior approval for educational purposes is exempt.	Confiscate device. Conference with administrator. Notify parents. Device may be reclaimed at the end of the day. Possible detention.	Confiscate device. Conference with administrator. Notify parents. Parent may reclaim the device.	Possible ISS 1-3 days. Confiscate device. Notify parents. Parents may reclaim the device at the end of the semester.
I 5	"NO SHOW" to a before or after school detention assigned by an administrator.	Detention time doubled for first "NO SHOW". Notify parents.	ISS 1 day and serve two detentions. Notify parents.	ISS 1-3 days and serve two detentions. Notify parents. OSS for additional occurrences and serve 2 detentions.

I 7	Lunchroom misconduct.	Detention/ ISS lunch Supervisor may assign student alternative seating in the lunchroom.	Assigned seating/ suspension from the lunchroom 1-5 days. Notify parents.	Administrator may assign seating/ suspension from the lunchroom 1-10 days. Notify parents. Additional infractions will result in student's loss of lunchroom privileges.
I 8	Inappropriate/ 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.
I 9	Buying or selling food, drinks or any other unauthorized material, including inappropriate / unauthorized use of student ID number.	Conference/Detention Notify parents.	Detention/ISS 1-3 days. Notify parents.	ISS/OSS 1-3 days. Notify parents.
I 10	Falsifying or altering signatures; misrepresenting or calling self in.	Conference with administrator. Notify parents. May ISS 1-3 days.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I 11	Gambling in any form; pitching coins, dice, wagering with cards, etc.	Detention/ISS 1-3 days. Conference with administrator. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I 12	Wrongful use of skateboard, roller blades, bicycles, etc. on school property.	Item confiscated. Notify parents. Parents may pick up item at the end of the day. May ISS 1-3 days.	Item confiscated. Notify parents. Parents may pick up item at the end of the quarter. May ISS 1-3 days.	Item confiscated. Notify parents. Parents may pick up item at the end of the school year. May ISS 1-3 days.

## Truancy / Loitering

I 13	Truancy (1 Period)	Detention. 70% for class work due or done in class. Notify parents. <b>*Work missed must be complete at the beginning of class the next day.</b>	Detention/ISS 1-3 days. Conference/70% credit for class work due or done in class. <b>*Work missed must be complete at the beginning of class the next day.</b>	Detention/ISS 3-5 days. 0% for class work due or done in class. Possible loss of class credit.
I 14	Truancy (3 or more Periods)	ISS 1-3 days. 70% for class work due or done in class. <b>*Work missed must be complete at the beginning of class the next day.</b>	ISS (3-5 days). 70% for class work due or done in class. <b>*Work missed must be complete at the beginning of class the next day.</b>	OSS 1-3 days. 0% for class work due or done in class. Parent conference with administration. Police may be contacted.
I 15	Unauthorized entry into any unsupervised school area.	Conference with administrator. ISS 1-3 days.  May notify parents.	ISS 3-5 days. May OSS 1-3 days. Notify parents. May contact police.	OSS 1-5 days. Notify parents.
I 16	Loitering	Conference with administrator. May issue detention.	Detention. ISS 1 -3 days. Notify parents.	ISS 1-3 days. Notify parents.
I 17	Leaving school without following procedure	Conference with administrator. Notify parents. Student will be marked unverified. May ISS 1-3 days.	May ISS 1 –3 days. Notify parents. Student will be marked unverified	ISS / OSS 1-3 days. Notify Parents. Student will be marked unverified.

## Miscellaneous Violations

I 18	Unprepared for class	Conference Teacher notifies parent.	Conference/ Detention Teacher notifies parent.	Student/Teacher contract. Teacher notifies parent.. Student and / or parent conference with team. Develop written plan of action.
I 19	Cheating	"0" points in grade book for assignment, exam, or activity. Teacher notifies parent. Conference with administrator.	"0" points in grade book on assignment, exam, or activity.. Teacher notifies parent. Possible removal from class. Conference with administrator.	Receive no credit for the course. Student will be dropped from the course and put in study hall. Conference with administrator.
I 21	Violation of other school rules and regulations. (i.e. Eating food outside the cafeteria, bringing pop into the building, etc.	Warning issued to student. Administration may confiscate and retain items. Notify parents.	Detention 1-3 days. Administration may confiscate and retain items. Notify parents.	ISS 1-3 days. Administration may confiscate and retain items. Notify parents.
I 22	Returning to campus or school property while serving an out of school suspension.	1 additional day will be added to the length of the suspension. Police may be contacted.	1- 3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension. Police will be contacted.
I 23	No show for a teacher detention.	Consequences as assigned by the team /teacher. Teacher will contact parent.	Consequences as assigned by the team /teacher. Teacher will contact parent.	2 Office Detentions + Original detention to be served with teacher. Teacher will contact parent.ISS 1 -3 days Original detention to be served with teacher. Teacher will contact parent.
I 24	Misbehavior for a guest teacher	Detentions or consequences as assigned by the teacher. Teacher will contact parents.	Conference with administrator. Teacher notifies Parent. Office detention / May ISS 1-3 days Additional consequences may be administered by teacher.	May ISS (1-3 days). May OSS (1-3 days). Parent conference. Additional consequences may be administered by teacher. and administrative team

I 25	Bus Behavior  <b>Additional consequences apply for repeated incidents after 3<sup>rd</sup> intervention.</b>	Warning/ Conference/ Parent Phone Call Assigned seating Possible Detention.	Parent Phone Call Possible Removal from Bus 1-7 school days Possible Detention / ISS (1-3) days Bus Letter sent home Assigned seating rest of quarter	Parent Phone Call Possible meeting Removal from bus 7-30 school days. Possible ISS ( 3-5) days Bus letter sent home Written plan for improvement developed. Assigned seating rest of semester.
I 26	Dress Code	Warning. Clothing changed or corrected.	1-3 detentions. Clothing changed or corrected.	SS 1-3 days. Clothing changed or corrected.

