

ANNUAL NOTICES FROM YOUR NORRIS SCHOOL DISTRICT FOR 2016-17

Acceptable Use: Computer and network use including student email accounts and google apps for education by students at Norris is contingent on annual completion of the acceptable use form acknowledging terms of responsible Norris network use. Use of technology at Norris is a privilege extended to individuals who wish to enhance their learning experiences. Each user is given the privilege of using authorized hardware and software found on school grounds in order to give students the opportunity to enhance their learning. Transmission and viewing of any material in violation of any U.S. or state regulation is prohibited. This prohibition includes, but is not limited to, plagiarizing copyrighted material, transmitting threatening or obscene materials, or accessing materials protected by trade secret or that are classified government information. Use of the Internet for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited.

Admission Requirements: Nebraska law requires that the parents or legal guardian furnish the following documents as a condition of admission to school:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law (refer to Health and Human Services regulations, 173 NAC 3).

5. Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products.

Allergies and Anaphylaxis:

We are asking your help to support our High School students in our school who are at risk of anaphylaxis. Anaphylaxis is a severe allergic reaction that is potentially life threatening. Food allergies are the most common cause of anaphylaxis. There is no cure for food allergy, therefore avoidance of known food allergens is crucial. Peanuts and tree nuts are the foods most likely to cause anaphylaxis.

The school is supporting children at risk of anaphylaxis by:

- Training teachers, staff, bus drivers, coaches and sponsors
- Encouraging everyone to wash their hands after eating
- Educating about food allergies
- Choosing not to sell foods in the MPR and Vending machine which have peanuts or tree nuts.

We ask families to support children at risk of anaphylaxis by:

- Respect our expectation of only eating in designated food consumption areas.
- Teach your child (children) not to share food with friends that have food allergy
- Practice at home washing hands after eating and encourage that the same practice to occur at school.
- Ask your child (children) to seek help immediately if their allergic schoolmate gets sick
- Explaining to your child (children) that harassing or bullying a child with an allergy or tampering with their medication, is never appropriate and could be life-threatening.

With the help of all families, we can provide a safe environment that meets the needs of our students.

Anti-Bullying Policy: The district is committed to enforcement of its anti-bullying policy and to providing a physically safe and emotionally secure environment for students and staff. The administration and staff implement strategies and practices to reinforce and encourage positive behaviors by students.

Calendars:

The school year district calendar is at

<https://drive.google.com/a/nsdtitans.org/file/d/0BzNNwJp2xvrKoxRwb1MtYkpHY3M/view>

District athletics and activities google calendars (you can subscribe to these and add them to your personal google calendar if you use one) are at

<http://www.norris160.org/district/calendars>

Child Abuse - Suspicion of and Reporting: anyone who has reasonable cause to believe a child has been subjected to child abuse or neglect, or observes conditions that reasonably would result in child abuse or neglect, is obligated to report the information to law enforcement or the DHHS hotline. Call the child abuse hotline at 1-800-652-1999 or contact the Norris School Resource Officer or Lancaster County Sheriff immediately. The Nebraska statute on suspected child abuse or neglect reporting requirements is available at <http://nebraskalegislature.gov/laws/statutes.php?statute=28-711&print=true>

Designation of Law Enforcement Unit:

The District designates the Lancaster County Sheriff's Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools. The Norris School Resource Officer is Deputy Joe Gehr. He can be reached at 402-791-0010, extension 2255 or by email at joe.gehr@nsdtitans.org

The Lancaster County Sheriff's Office non-emergency line is 402-441-6500 and for Emergencies, always dial 911.

Equal Opportunity Employment:

Norris is an Equal Opportunity Employer. Norris School District 160 does not discriminate on the basis of race, color, national origin, gender, disability, marital status, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination: Dr. Brenda Tracy, Norris Special Education / Curriculum Director, 25211 South 68th Street, Firth, NE 68358; phone 402-791-0000.

Employment Opportunities at Norris Schools are posted at

<http://www.norris160.org/districtdistrict-home-page/employment-opportunities-norris-schools>

Facilities Use: There are specific policies and procedures regarding the use of facilities by members of the public or outside organizations. For further information inquire with the school building office. The facilities use request form is at

<https://drive.google.com/file/d/0BwqsfXQdNECENVZqX1NYeklMeW8/view?usp=sharing>

There are additional procedures regarding the restricted use of the district auditorium and kitchen areas, and fees may be applied for any facilities use, in particular for any requested commercial use.

FERPA: Notification of Rights Under FERPA for Elementary and Secondary Schools: The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age or older ("eligible students") certain rights with respect to the student's education records. They rights are:

1. The right to inspect and review the student's education records within 45 days after the day Norris School District 160 receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Norris School District 160 to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Norris School District 160 to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605.

Food [Nutrition] Services: The Free and Reduced Lunch application is available at <https://drive.google.com/a/nsdtitans.org/file/d/0BzNNwJp2xvrKYjdRRkxNd21aVFU/view>

The Lunch Menu google calendar is available on the food service page of the Norris site at <http://www.norris160.org/resources/food-services> and you can subscribe to this calendar if you use google calendars.

Downloadable PDF lunch menus & searchable by month menus are available at <http://www.taherfood4life.org/schools/norris/menu/>

Grade Level Placement: Principals shall be responsible for grade level determination of students. The grade level assigned for students entering/attending the Norris School District will be determined based on the student's prior academic history including review of transcripts from accredited schools. At the high school level, a student's graduation cohort is assigned with ninth grade entry while the grade level of a student is a reflection of credits matriculated towards graduation requirements. The district reserves the right to administer additional evaluative or diagnostic assessments of individual students as needed to help inform academic placement decisions.

Handbook postings: Student parent handbooks for each school building are available at the following link:
<https://drive.google.com/folderview?id=0BzNNwJp2xvrKMktqMEFmbGkwZHM&usp=sharing>

Handbook revisions: The contents of the handbooks are official administrative regulations, authorized by Board of Education policy and approved by the Board. Students and parents are encouraged to read their student's school handbooks to apprise themselves of everything from conduct expectations to necessary materials and supplies.

Harassment & Anti-Harassment Policy / Procedure:

Norris Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Norris Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited.

Procedure for reporting allegations of harassment:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.

If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent.

If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.

Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action may be taken. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Media Release & Directory Information Notice: The District may disclose directory information on students and share information with local media pertinent to student activities, accomplishments, and programs. Media may cover newsworthy district activities and events and student photo or video may appear in various news publications because the subjects covered are of general public or educational interest to others. The types of personally identifiable information that the district has long designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is that the notification must be received by September 1, 2016. The district may disclose information about former students without meeting the conditions in this section.

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work (art work, writing samples, performances, etc.) may be publicly displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Military recruiting information: Federal law requires public schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the Norris School District 160 not provide this information to military recruiters or institutions of higher learning, without their prior written parental consent. Norris School District 160 will comply with any such request. Notify your building administrator with such requests by September 1, 2016.

Nondiscrimination: Notice of Nondiscrimination: The Norris Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons has been designated to handle inquiries regarding the non-discrimination policies:

Students & Human Resources: Dr. Brenda Tracy, Director of Curriculum/Director of Special Education, 25211 South 68th St., Firth, NE 68358. brenda.tracy@nsdtitans.org

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Notice of Prevention of Improper Use of Taxpayer Funds for the Norris School District: Pursuant to the Every Student Succeeds Act, 20 U.S.C. § 7933, Norris School District hereby posts this display, in a public place, to encourage any taxpayer who observes, detects, or suspects improper use of taxpayer funds can easily report such

improper use to: **Office of Inspector General of the Department of Education**
Phone: 1-800-MIS-USED

Pledge of Allegiance: Each of the District's schools shall establish a period of time during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

Preschool / Early Childhood: Nebraska statutes require local school districts to provide appropriate educational services to qualified children below the age of five. Services might include speech or language instruction and therapy, physical therapy, occupational therapy or intellectual stimulation. If you are the parent of a child who may be eligible for such services or if you know of someone in the Norris School District who may be eligible, please contact Special Education Director Dr. Brenda Tracy at 791-0000. All inquiries or contacts are kept confidential.

Student Fees: Information is included in student handbooks regarding student fees. Families are eligible for fee waivers if they meet the income guidelines for free or reduced price lunches. A separate application for fee waivers must be filed. The application is available at https://drive.google.com/file/d/0B9budfbWVE_ddHBabkl0bE45NWs2ZjhpYXhRcERCOHBRV1Rn/view?usp=sharing

Student insurance: Information regarding student accident & catastrophic insurance is available in the school offices. Parents should examine their own health insurance policies and determine if they see a need to purchase the student accident insurance. The school district's insurance policy does not cover expenses related to student health or injuries incurred on school premises.

Title IX: Norris Public Schools, in response to federal and state regulations for Title IX of the Education Amendments of 1972 hereby adopts and re-affirms the policy Prohibiting Sex Discrimination in Education. Title IX complaint form is located at <https://docs.google.com/document/d/1MkndLeIxk2L-s6CPJ-FIcC-ALYvB-QfGyLDEoIXerEs/edit?usp=sharing> and the procedure for a Title IX hearing is available at https://docs.google.com/document/d/1R8k_r4pcJ685Xs783Wz8i3nBcxw-Z-smkEV4fz-re1A/edit?usp=sharing This information may also be obtained from any school building or district administration office.

Transportation: The Transportation Department can be reached directly at 402-791-0005. Pick up and drop-off reminders: Students will have one designated pick-up and one designated drop-off point. An occasional request for pick-up or drop-off

point on a different bus route than the regularly assigned route may be approved by a building administrator but only under exceptional circumstances (i.e, due to family emergency). Exceptions will be made to permit an alternate pick-up &/or drop-off when the purpose is for custodial visitation at the parent's home which is on a fixed day within each weekly or bi-weekly period as established by a court order that is given to the Norris office personnel. The school district's route buses cannot provide transportation to or from any location not located on an existing bus route.