

# Burwell Jr. Sr. High School

## 2017-2018

### Student Handbook

#### *Mission Statement*

“It is the mission of Burwell Public Schools to provide educational opportunities that promote lifelong learning, to encourage the desire for greater knowledge, to strive for excellence with involvement of parents and community to prepare every person to be a productive and responsible citizen in a diverse, changing society.”

#### *Core Beliefs:*

1. We believe education should challenge students to learn to their full potential and to attain high standards.
2. We believe that all students have the ability to learn, have unique skills and talents, and need to be taught using a variety of teaching techniques that will result in individual growth and success.
3. We believe communication, cooperation and mutual respect between community, parents, staff and students is essential to achieve the best possible education for our children.
4. We believe education should develop communication, problem solving, and technological skills for life-long learning.
5. We believe the moral values and spiritual beliefs of the home should be respected by the school.
6. We believe the school system should encourage respect, enthusiasm, cooperation, leadership, learning and pride in their school and community.

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The intent of the student handbook is only to list the basic school rules and minimum penalties for violation of these rules. The administration of the school also has the right to make judgment on any situation not covered in this basic student handbook or on any conduct that interferes with any school purposes.

## ACADEMIC ITEMS

### **REGISTRATION AND CLASS LOAD**

Students must register for the equivalent of four full block classes per semester.  
(modified block schedule)

Students will enroll in eight full block classes, or the equivalent, for the year.

Students may enroll in two split period classes which equal one block class.

### **REQUIREMENTS FOR GRADUATION FROM BURWELL SR. HIGH:**

Students shall have attended school for four academic years,

Students shall have attended Burwell Sr. High School the last semester,

Students shall have a minimum of 260 semester hours of credit in grades 9-12 from within the following areas.

\*\* Adjustments may be made for Resource Students as outlined in their Individual Education Plans.

**English:** 40 Credits of English. English 9, 10, 11, & 12 are required.

**Mathematics:** 30 Credits of Math are required prior to the end of the student's Junior year.

Algebra I **and** Geometry are required.

Algebra II **or** 11<sup>th</sup> General Math is required.

**Science:** 30 Credits of Science. 10 Credits of General Science and 10 Credits of General Biology and 10 Credits of other Science based classes.

**Social Studies:** 35 Credits of Social Studies. World History/ Geography is required in 10<sup>th</sup> Grade. American History in 11<sup>th</sup> Grade. American Government in 12<sup>th</sup> Grade. Personal Finance for 5 credits is also required of Juniors or Seniors

**Physical Education & Health:** 20 Credits of Physical Education/Health.

**Information Technology:** 10 Credits and is a prerequisite for other computer classes.

**Fine Arts:** 10 Credits of Fine Arts (Art, Music, and Drama).

The Board of Education and/or Administration may deviate from the above requirements for graduation as circumstances and current demands on an individual student may deem it advisable. Approval for deviations must be granted in writing on the student's permanent record.

### **STUDENT'S GRADES**

So that your rate and extent of progress can be measured, recorded, and reported to you and your parents, a grading system needs to be used. All reporting of grades for academic accomplishment will be in letter form. The letter grades will indicate your progress as designated by the following traditional percentages: A-94-100; B-86-93; C-78-85; D-70-77; F-0-69. All classes will be graded using the above letter system. Grades are always available on-line through the use of Power School. Please contact the school if you have need assistance with Power School.

### **HONOR ROLL**

Three types of honor roll will be recognized at Burwell Junior-Senior High School.

**1) All A Honor Roll:** Any student who has all A's on their report card.

**2) A/B Honor Roll:** Any student who has all A's and B's on their report card.

**3) Honorable Mention Honor Roll:** Any student who have one C on their report card, and also has A in at least one class. All other grades must be A or B.

### **GRADUATION**

Students with a 4.0 GPA would be given a medal, a gold tassel, and a gold cord to wear at graduation, they will be given a certificate during the graduation ceremony, and the graduate would be recognized in the program as "graduating with high distinction".

Students with a 3.75 to 3.99 GPA would be given a medal and a gold tassel to wear at graduation, they will be given a certificate during the graduation ceremony, and the graduate would be recognized in the program as "graduating with distinction".

Students with a 3.50 to 3.74 GPA would be given a gold tassel to wear at graduation, they will be given a certificate during the graduation ceremony, and the graduate would be recognized in the program as "graduating with honors".

The group of students who are graduating with high distinction and with distinction will work together as a group to select who will give the welcome, farewell, and student recognition speeches at graduation.

The junior class will contribute \$100 toward the recognition of parents flowers for graduation.

### **CORRESPONDENCE COURSES**

Students may make use of correspondence courses from the University of Nebraska Independent Study High School under the following conditions: 1) Students receive approval of the Administration. 2) Parents give written permission. 3) The student pays enrollment and tuition fees in advance.

### **CREDIT HOURS**

Full block classes meeting five days weekly will be valued at 5 hours of credit each term and Split block classes meeting five days weekly will be valued at 2.5 hours of credit each term.

### **INCOMPLETE WORK**

Students with incomplete work at the end of a midyear reporting period must have all back work completed by the end of the next three (3) weeks. Students with incomplete work at the end of the school year will have only one (1) week after the last day of school in which to get all work completed and recorded. Students who fail to meet the above requirement will have a grade of "failure" recorded in place of the incomplete.

### **JUNIOR HIGH PROMOTION REQUIREMENTS**

Each Jr. High Student is required to take the following classes during the school year:

	7th Grade	8th Grade
Language Arts	2 Semesters	2 Semesters
Science	2 Semesters	2 Semesters
Social Studies	2 Semesters	2 Semesters
Math	2 Semesters	2 Semesters
PE/Health	1 Semester	1 Semester
<u>Optional classes</u>		
Band and/or Art/Keyboarding/Intervention	2 Semesters	2 Semesters
Exploratory	1 Semester	1 Semester

In order for a student to be promoted from grades 7 and 8, each student MUST, at the minimum, pass 6 semesters total each year from the following classes: English, Science, Social Studies, and Math. A student may not fail two semesters of the same subject. Other factors that may be considered are age and the number of times the grade has been repeated.

### **WITHDRAWAL AND TRANSFER**

The procedure for withdrawal from school and transferring is as follows:

1. Secure authorization withdrawal note from your parent or guardian.
2. Obtain appropriate forms from the Principal's Office.
3. Have forms filled out by all teachers, return all schoolbooks and property and make sure all fees are paid.

### **WITHDRAWAL FROM COURSES**

Every effort is made on the part of the Administrators, guidance counselors, teachers, parents, and students to determine the most appropriate courses for students to commensurate with their need, interests, and capabilities. Withdrawal from courses during the year may be justified under certain circumstances; however, the following guidelines/procedures must be followed:

Any decision and/or recommendation regarding withdrawal from a scheduled course must involve the students and his/her parents and must reflect agreement of the classroom teacher, guidance counselor, and Principal. In the absence of agreement, the final decision will be made by the Principal. Students who fail to comply with these guidelines will receive a failing grade. Change of schedules will take place during the first day of each semester. (August and January)

### **ATTENDANCE**

State of Nebraska Accreditation regulations now require that a school year shall be defined as students and teachers being in attendance for 1080 hours of instructional time. North Central Association continues to require that the length of the school year to be at least 175 days.

### **ATTENDANCE POLICY**

Daily attendance is necessary in order for the student to meet his/her academic requirements. The responsibility for the student being in school is left, first of all, with the parent or guardian. Secondly, it becomes the duty of the school to enforce its attendance policy. A pupil absent from school for any reason (except when representing the school or a school activity) shall be entered as absent on the attendance record.

Absence without sufficient reason is unexcused and no makeup work or grade need be allowed and double the time will be made up. Absence from class for any reason shall be entered power school.

***Excessive absence from school will be reported to the County Attorney by the principal.***

#### **A. Regulations Concerning Student Absence**

Absences will be excused only for the following reasons: Illness of the student, Illness or emergency in the immediate family that requires student help at home, Death in the family, Medical appointment. Students may also be taken out by the request of the parent or guardian.

#### **B. To Be Excused**

The absence must be cleared when the student returns to class. Notes or phone calls are to be made to the school by a parent or guardian to verify the absence. All absences, which can be reasonably foreseen, are to be approved by the use of the prearranged notice to the school. Absences from school for any reason other than above mentioned will not be sanctioned by the school unless it is cleared in advance. If there is any doubt of the absence being excused, call the high school office.

#### **C. Make up Work**

The student is responsible to make up all work that is missed.

#### **D. Excessive Absence and Forfeiture of Credit**

A student who, for any reason, is absent from any class five times per term in any course may forfeit credit for the course unless there are health conditions or special considerations involved which must be verified by the administration. A physician's statement will determine the validity of each absence for illness over the maximum allowed.

Any absence not specifically sanctioned by the school will be considered unexcused. All makeup work for absences, excused or unexcused, must be made up on the student's initiative. Time missed that is unexcused will be made up

#### **E. Activity Absences**

If a student is a participant in some school activity, they will not be counted absent but will be asked to make up their work in advance. Students will be required to get activity slips from the office or their sponsor. Failure to get all teachers to sign your activity slip means that the student will not be able to participate in the activity. All activity slips should be turned into the sponsors, who in turn will give them to the high school office with the bus list.

#### **F. Tardies**

A student is tardy if he/she is not in the assigned room when the bell rings announcing the end of the passing time. If a student is late leaving a previous class because of being excused late or staying to get extra help, then he/she should receive a tardy pass from the teacher (Teacher excused tardies do not count). Each student will be allowed three (3) tardies during the term. After 3 tardies the student will begin serving a 30 minute detention for each tardy that occurs during the remainder of that term. The main emphasis is to establish punctuality.

#### **G. Health**

If you are ill, do not come to school. If you become ill at school, report to the office so that arrangements may be made to transport you home. If you do not check out through the office you will be considered truant.

#### **H. Leaving School**

If you find it necessary to leave school at noon and not return, or if you have to leave school at any time during the day, report to the office to check out properly.

#### **I. Planned Absence**

If you know that you will be absent in advance of the absence, report to the office so that plans may be made accordingly. If makeup work is to be permitted, it should be accomplished in advance. Students should try to make up missed work prior to any plan absence. This includes students who will be gone or dismissed early for school activities.

#### **J. School Dismissal for State Tournament**

The decision to dismiss school for the entire student body and staff whenever the athletic teams qualify for state competition will be determined by the administration.

**K. State Competition Attendance/ When Local School is not involved** When a District #100 team or individuals are not involved in state competition for a given sport activity, students will be excused for attendance only with parental permission.

## ARRIVING AT SCHOOL

Students and staff are to park in the parking lot east of the gym and enter the building using the east doors. When a student is tardy three times to any class the student will serve a 30 minute detention for that tardy and any other tardy after that. The doors to the hallway will be opened at 7:45. No bags of any type will be allowed to be taken into classrooms.

## BOOKBAGS

No bags of any type will be allowed to be taken into classrooms.

## BULLYING / DATING VIOLENCE

Students are prohibited from engaging in any form of bullying behavior on or off school grounds that interferes with or interrupts the educational process. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication to threaten, intimidate, ridicule, humiliate, or harass any person. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff. Dating violence will mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control a dating partner. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

## BUS REGULATIONS

The school staff member in charge of a trip has the overall authority and responsibility over passenger behavior, decisions, and safety if he/she determines that the bus should not proceed, return, or be used under the present condition for transportation of students. The sponsor is in sole charge for these decisions EXCEPT when the driver determined that the bus may pose a safety concern and decided to return home or to proceed no further. Concerns about the school transportation vehicles or the safety in their usage are to be directed in writing and signed to the school administration. The administration has the responsibility of following up including the grounding of the particular vehicle if that becomes necessary. To insure uniformity and understanding, the following regulations pertaining to the school bus uses for activities and field trips, and for sponsors and students shall apply:

1. The school bus driver shall have a current valid school bus driver's license and shall have the sole responsibility to drive the bus and help insure a safe trip.
2. The school activity bus **shall not** make any trips **without** an assigned sponsor(s) or coach(s) on board.
3. The sponsor(s) or coach(s) shall have responsibility for discipline, student behavior, and to insure that passengers abide by behavior that help assure safe transportation to and from the destination.
4. All trips must be authorized by the school administration.
5. A written list of all passengers shall be provided to the office. The coach or sponsor shall have a duplicate list and shall have the responsibility of checking the list prior to leaving and again prior to returning.
6. The school may require one or two parents to help sponsor high school trips where such additional help is needed or desired.
7. All passengers must return on the bus from an event unless the parent is at the event and makes a personal and written request to the **office prior to** the event. Exceptions are not to be made.
8. When an activity busload is small, additional spectator students shall be allowed to ride the bus upon payment of a transportation fee and upon authorization of the Principal.
9. A transportation charge may be made to an organization to help defray costs for the use of the bus.
10. The only additional adults that can be on the bus are the driver's spouse or a parent(s) of one of the students on the bus who is assisting the sponsor.
12. Bus drivers are hired to drive the bus safely and are not expected to serve in disciplinary capacity. Drivers are to report sponsors who maintain poor discipline that, in any way, interferes with the driver's responsibilities.
13. The coach(s) or sponsor(s) are required to check the bus after every trip for any damages and report it to the administration.
14. The coach(s) or sponsor(s) are also required to assign a clean-up group to remove from the bus any debris or equipment that was not on the bus when the trip began. This cleaning shall take place immediately upon arrival of the bus back at the school.
15. Passengers shall:
  - a) Be seated at all times and are not to stand or move about until the bus is completely stopped.
  - b) Maintain silence at all railroad crossings.
  - c) Keep arms, hands and other parts of the body inside the bus at all times.

- d) Keep the aisles free of articles or equipment.
- e) Never open the emergency door unless requested to do so in emergency. The emergency door is not to  
Be used as a regular entrance or exit.
- f) Do not sit in the driver's seat at any time or mess with any of the bus equipment.
- g) Refrain from visiting with the driver while he/she is driving.
- h) Refrain from yelling to others inside the bus or to others who are outside or in other vehicles.
- i) refrain from bringing nuisance items on the school bus-such as toys, games, balls, radios, and items that have no direct relationship to the activity.
- j) shoes with cleats (track shoes with spikes and football shoes with hard cleats) will not be worn when on a school bus.

### **SEVER WEATHER PROCEEDURE**

An alert for a possible disaster, such as a tornado or sever weather, is a two to three (2-3) minute continuous blast of the intercom tone. This may be duplicated by the city's serein.

1. Classrooms will be notified by the intercom system in case of an emergency.
2. Students should exit the classrooms and proceed east down the hallway. The first 40 students should go into the girl's restroom, the next 40 should go into the boy's restroom, and the rest should go into the boy's locker room. All students and staff east of the double hallway doors should go into the girl's locker room. Sit on the floor and cover your face and the back of your head.
3. No student will be permitted to leave the building unless a parent or guardian comes into the building to get the student.
4. DO NOT STAY IN THE GYMNASIUM, COMMONS ROOM OR OTHER AREAS WITH A WIDE ROOF SPAN. Get away from windows and doors and move to interior rooms.

### **CLOSING SCHOOL DUE TO EMERGENCIES**

On occasion, it may be necessary to dismiss school early or close school for a period of time due to emergency situations such as inclement weather or other conditions. Notice of any unplanned closures will first be through the ADT alert system and then through radio, TV. Parents are encouraged to register with the schools ADT system and keep the contact information current. The PRIMARY station to listen to will be KNLV RADIO in Ord, since it is the closest, easiest, and surest station that can be reached quickly. Parents are always encouraged to use their own discretion as to the advisability of sending their children to school or picking them up early anytime that weather conditions dictate.

### **DANCES**

School dances, proms, and parties are to be scheduled by the Principal. Guest that are not Burwell Jr. Sr. High School students are not to be invited by any student to any school-sponsored dance or party EXCEPT by making arrangements with the Principal. It is recommended that each above named affair be sponsored by at least two (2) faculty members and by two (2) parents. Controlled substances in any form are not to be tolerated on such occasions by any person present. Students can not leave the building and return during dances or parties without permission. All organizations and classes will be allowed one (1) class party or dance per year. If situations permit, the Student Council may sponsor two (2) dances during the year that will be all school.

On weeknights, the schoolhouse must be cleared by 10:00 P.M. following a dance or party. On Friday or Saturday nights, the school will be cleared by 12:00 A.M.

### **DRINKS/JUICE**

Students are not to have drinks in the classrooms unless granted permission by the classroom teacher. No drinks are to be brought into the building. Drinks are not to be in lockers. Drink machines are not to be used during the designated breakfast and lunch times. No open drinks in the hallway.

### **DIRECTORY INFORMATION**

Federal regulations require the school to inform parents of the school's intent to comply with Public Law 90-247 concerning the rights of the student's parents regarding the privacy of student records and parental access to student records. The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records: The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. An exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as administrator, supervisor, instructor or support staff member; a



person serving on the school board; a person or company with whom the district has contracted to perform a special task. 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 district can disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Certain personal information, directory information, may be periodically requested. Directory information includes the student's name, address, phone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and lists of degrees or awards received. Notice is hereby given that Burwell Public Schools considers all of the above directory information and it may be released without prior notice to parents or students. The exception being, that if a parent or eligible students objects to the release of such information by informing the school in writing that such personally identifiable information is not to be designated as directory information for that student, such information about that student will not be released. Any such objection must be sent to the school on or before the first of September.

### **DOORS**

Outside doors will be locked during the school day. Students will buzz to gain entrance. Visitors will need to buzz the office, be recognized, and then will be granted entrance.

### **DRIVING OF CARS**

Students driving cars, motorcycles, or scooters, to school are to park their vehicles in the student parking area, east of the gym. Care shall be exercised to park in rows with no blocking of driveways to provide clearance for fire and/or emergency vehicles. All vehicles driven to the school shall be registered in the office by owner, driver, license number, registration, and vehicle description. **All vehicles are off-limits to students during school hours unless permission for use has been granted by the High School Office.** This includes driving between the two school buildings. Students will not park on the street or in the teachers' parking lot south of the Elementary.

### **ENCORE PERIOD**

The Encore Period will run from 3:25 to 3:55, Monday through Thursday. The overall purpose of the Encore Period is to provide time for students to have access to all their teachers. All teachers are required to be available during the Encore Period.

#### **Basic Guidelines:**

1. The Encore Period is an opportunity for "all" students to go to their teachers and receive extra help.
2. All students who have grades C and below or Incompletes in any class, are required to attend the Encore period. Teachers have the option to require Encore for any student.
  - a) A weekly Encore-list will be configured on Monday as to what students need to stay for the Encore periods. A student whose name appears on the weekly Encore-list is required to attend Encore for the entire week. Failure to stay for the Encore is an automatic detention, which will be served the next night after the Encore Period
  - b) If a student is down in more than one class the Encore-list will show which day will be for which class/teacher. It is important that teachers and students communicate during this process.
  - c) Students who are in Encore are required to stay in the classroom with the teacher.
3. **Please avoid from being in the hallways during the Encore period.** The Encore Period is part of our school day, therefore, no jobs or appointments should be made during the Encore Period. If you are required to attend Encore then you must be there. Failure to show up for Encore is an automatic detention served after the next school day.
4. Students who maintain grades C or above are not required to attend the Encore Period. However, the Encore Period is an opportunity for all students to receive extra help on their studies, work on computers or do research in the library. Students who are not required to attend may leave the building.

**If you remain during Encore, you must be involved with an academic activity. Stay out of the hallways and no horseplay will be tolerated.**

5. Students will not be allowed to play in the gym or be in the locker rooms during the Encore Period.
6. **No practices can start until the Encore Period is over at 4:00.**
7. All Detentions are to begin after the Encore Period is over.

## **FAME and ALEKS**

Burwell Jr.-Sr. High has implemented a program to help the struggling reader. The *Reading is FAME* course is a reading program developed by Boys Town specifically for students in grades 7-12. This four-course program has helped many students acquire basic reading skills and enhance vocabulary and comprehension skills necessary for success in school and in the future.

Incoming students are evaluated using the language portion of the spring MAP (Measure of Academic Progress) Test to determine if a student would benefit from the *Reading is FAME* program. If the student did not take the spring MAP Test the test will be scheduled during orientation. This test should take approximately 20-40 minutes. If it is found that your child could benefit from the FAME reading program, the Diagnostic Assessments of Reading (DAR) test is administered to decide which level of the FAME program would best suit your child's needs. The DAR reading inventory consists of several short tests that evaluate phonetic analysis, auditory vocabulary, reading vocabulary and comprehension.

In order to participate in the *Reading is FAME* program, your child must: 1) read at least two grade levels below actual grade level, 2) be recommended by a teacher or parent, and 3) have taken the Diagnostic Assessments of Reading.

Burwell Public Schools has also implemented a program to help the struggling math student. This program is called ALEKS Math. The course is a web-based program developed for student in grades 2-12. This program has already been used by our school for several students and we feel it has been an effective intervention for those students who need support in the math area.

To be able to participate in ALEKS Math, the student must: 1) score below the 50<sup>th</sup> percentile on the math component of an achievement test and/or 2) be recommended by a teacher or parent. If it is determined that your child would benefit from the ALEKS Math program, their schedule will be modified to include at least a 45 minute period for this course.

## **FEES, FINES, AND BREAKAGE**

The District's general policy is to provide for free instruction in accordance with the Nebraska State Constitution. The District also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is permitted to charge student fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administration or Board regulations. Students are encouraged to contact the administration, teachers, or coaches for further specifics.

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 the United States Department of Agriculture child nutrition programs shall be provided the necessary material or equipment without charge for: (1) participation in attending extracurricular activities (2) admission fees and transportation charges for student spectators attending extracurricular activities (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

Each individual grade level will set an amount for class dues each year. The dues will be disbursed by the sponsors and class officers.

Students damaging books, marking or marring furniture intentionally, or willfully destroying school property are expected to pay for all damages. Fines for damaged or lost books will be assessed according to NEW replacement costs.

## **FIRE DRILLS**

A fire drill will be held monthly to acquaint pupils with the correct procedure in leaving the building in case of an actual fire. Please observe the following plan. Do not panic. Please do not talk or run while filing out of the building. Walk single file. Do not talk out loud while in line outside. Directions on where to exit are posted in every room. Remember that for the safety of everyone, each person is responsible for keeping himself/herself in single file. Please stand clear of the building at least 100 feet. The outside bell will be sounded for the return into the building.

## **HOMEWORK**

All preparation cannot be completed during the class period. Thus a certain amount of home study will be necessary. An important objective of school life is the development of the ability to work independently of the teacher. Recreation, home duties, and studying need to be coordinated so that the three activities may all be given the required amount of time.

## **IMMUNIZATIONS**

In Nebraska, children can't attend classes in public or private school until the school has written proof of their immunization status (Neb. Rev. Stat. §§ 79-217 through 79-253).

To attend school, children in Nebraska are required to be immunized against the following diseases:

- Diphtheria, tetanus, and pertussis
- Polio
- Measles, mumps, and rubella
- Hepatitis B
- Varicella (chicken pox)

Each school in Nebraska is required to keep the immunization history of the students enrolled on file. In addition, schools are required to report information on student's immunization status annually to the Nebraska Immunization Program. School reporting is conducted on-line via survey, and the deadline is November 15 of each year.

Exemptions shall be granted for: (1) Medical exceptions for health reasons substantiated by a signed statement from a physician; or (2) Religious conflict substantiated by a signed affidavit from the student or the student's legal guardian, if the student is a minor.

## **LIBRARY PHILOSOPHY AND OBJECTIVES**

One of the important purposes of the educational program is to provide a variety of self-enriching ideas and experiences, which lead to intellectual curiosity, achievements, and the establishment of a lifelong pattern of learning for the students.

Burwell Jr.-Sr. High School Library strives to meet this purpose by serving the students, faculty, and community through reading, support of the school curriculum, and as a center for instructional materials. All services of the media center are easily accessible to students and faculty.

The following are objectives of the library-media center:

1. Maintain a pleasant surrounding and atmosphere conducive to learning.
2. Provide a collection of a variety of media for curriculum support, study and also for pleasure and enjoyment.
3. Provide a balanced and current collection of media.
4. Maintain and make easily accessible all materials and equipment.
5. Teach students to make the best use of the library and to understand the general principles of library science.
6. Collaborate with teachers in the selection and use of all types of media/technology materials that contribute to the teaching program.
7. Cooperate with community and area libraries.

## **LOCKERS**

Lockers are the exclusive property of the district, not the student. Lockers therefore can be inspected at any time. Each student will be assigned a locker. Periodic inspections will be made by the Administration to see that they are kept neat and orderly. **DO NOT PASTE ANYTHING IN THE LOCKERS.** Students are to use only the locker that is assigned to them. Students are not to change lockers without permission from the Principal's office. All items such as books and notebooks used for your classes should be kept in your locker when not in use. **NEVER** leave you billfold or purse in your locker--don't tempt other students.

The school cannot assume responsibility for money, personal electronics, or other articles stolen from your locker. Personal electronic devices such as digital cameras, cell phones, MP3 players, and head phones should not be left in lockers. All coats, gym shoes, notebooks, etc. should be carefully marked so that they can be identified in case they are lost.

Students in PE and athletics will be assigned a dressing room locker. Locks will be issued for these lockers and students should keep the lockers locked at all times.

The District may use drug dogs to detect illegal drugs and/or contraband at any time, announced or unannounced. Illegal objects or substances found in lockers may be seized. All cars parked on school property shall be subject to a sniff search at any time and illegal objects or substances may be seized. Classrooms and all common areas are subject to a sniff search at any time. If any illegal drugs or contraband are found on a student's person or in his/her vehicle, locker or any other place on school property that the students has placed illegal drugs or contraband, the student may be subject to appropriate disciplinary action, including suspension or expulsion.

## **MEDICATION**

1. Medication permit forms must be completed and signed by the parent/guardian prior to the administration of any medication (including non-prescription) at school. Permit forms are available in the office and in this handbook.
2. Prescription medication must be in the original pharmacy labeled container bearing the student's name. Non prescription medication must be in it's original container with the student's name written on the container. **Pills and medicine brought in small containers or plastic bags will not be given.**
3. All medication must be kept in the office.

## **NATIONAL HONOR SOCIETY**

National Honor Society is an organization under the auspices of the National Association of Secondary School Principals, which recognizes scholarship, leadership, character, and service. Membership in National Honor Society is a privilege, not a right. Students do not apply for membership, but rather, provide information to be used by the five-member Faculty Council in the selection process.

The Rodeo Chapter of National Honors Society at Burwell Jr. Sr. High School will hold its annual induction ceremonies in late February or early March of each year. To be eligible, a student must be a sophomore, junior, or senior with at least a B+ cumulative average and who has been in attendance at Burwell Jr. Sr. High School for at least one semester.

The faculty advisor will distribute Information Sheets to all students who meet the above criteria. The eligible student must fill out and return the form by a specified deadline to continue in the selection process. Each of the five Faculty Council members will be given copies of the completed Information Sheets and will rate each candidate from one to five in each of the areas of character, leadership, and service, with one being low and five being high. Every faculty member will be given the opportunity to provide input on the character of the candidates, but only the five appointed Faculty Council members will make the final selections. To be selected, the student will need to accumulate at least eleven of the fifteen total possible points from a majority of the Faculty Council (three members of the five)

## **NON-DISCRIMINATION AND GRIEVANCES**

Burwell Public School does not discriminate on the basis of race, color, national origin, sex, marital status, disability, or age or in admission or access to, of treatment of employment or educational programs and activities.

The following person has been designated to handle inquiries regarding Burwell Public School's non-discrimination policies: David Owen, who may be contacted in writing at PO Box 670, Burwell, Nebraska, 68823, at [dave.owen@burwellpublicschools.com](mailto:dave.owen@burwellpublicschools.com) by e-mail, or by telephone at (308)346-4150.

Any person may also contact the Office for Civil Rights, U.S. Department of Education, by e-mail at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816)268-0550; or by fax at (816)268-0599, regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws.

## **OPEN CAMPUS**

The campus over the lunch hour is open. Students leaving campus at lunch must sign out and back in at the High School Office. Students are to park in the parking lot east of the gym when they return. Students are to be to class after lunch on time. The first time a student is tardy after lunch or fails to sign out or in, they will receive a warning. The second time a student is tardy after lunch or fails to sign out or in, the student will serve 5 days of closed campus. The third time a student is tardy after lunch or fails to sign out or in, the student will have closed campus for the remainder of the semester. Students are allowed to drive home for lunch if they have a waiver signed by their parents and they are at least 16 years old. If a student is ticketed or pulled over by law enforcement, the student may lose open campus privileges.

## **ORGANIZATIONS AND ACCOUNTS**

Every organization shall elect a President, Vice President, Secretary, and a Treasurer for a period of one (1) year. The elected officers shall be active members of the organization that they represent. The Treasurer shall be the news reporter. Each Treasurer and sponsor shall check with the office secretary monthly as to the financial status of each account. The secretary of each organization will be expected to maintain a neat and correct copy of the minutes and business of each meeting.

All orders for purchasing items for any class or organization must be made out by the sponsor, who will initial the receipt before it is presented to the office. Only orders described above will be honored by the Student Activity Account.

## **OVERNIGHT TRIP POLICY**

1. There will be no overnight trips unless the time of participation absolutely mandate that it is the only

feasible way to participate in the event.

2. On overnight trips, a predetermined time will be set when all students will return to and stay in their rooms. Violation of this time will result in disciplinary action.
3. The areas of prohibited conduct as defined in the student handbook and the statute of the State of Nebraska shall be in effect during all school activities.
4. The use of any controlled substance while participating as a member of the official party representing Burwell at a school activity shall result in a 5-day suspension from school and a 20-day suspension for all school activities following the return from out-of-school suspension, if this is a first offense.
5. Students shall not have members of the opposite sex in their rooms or be in the room of a member of the opposite sex.
6. Students shall not be in rooms not under the direct supervision of a Burwell sponsor nor shall they have people in their own room who are not under the direct supervision of a Burwell sponsor.
7. All students, parents, and sponsors shall sign a document prior to leaving on an overnight activity that indicates their understanding of the rules and agreement, to abide by the rules, or accept the consequences.
8. When an incident occurs which violates the rules, parents shall be notified and arrangements made for the student's immediate return home at the parents' expense.
9. Sponsors shall know the where about of all students on an hourly basis.
10. Sponsors shall obtain a key to all rooms in which students under their supervision are staying.
11. Sponsors shall not consume alcoholic beverages while on a trip in which they have students under their supervision.
12. Sponsors shall schedule the day in a manner in which there is minimal period of time that students are not involved in supervised activities.

#### **PASS OR TRANSFER**

Students will be expected to have a place to be each period. In order to leave this area and proceed to another, such as the office, restroom, another teacher, etc., the teacher who has charge of you must issue you a pass. Otherwise, you are not to be in the halls or other area during school hours.

#### **PROM**

Juniors will host the JR. SR. Prom and banquet. Juniors will sell magazines in the fall of their junior year to raise money for the Prom. Payment in lieu of selling magazines must be made by the beginning of winter break. The junior class sponsors must approve all class expenditures and plans. Guests to the Prom banquet and dance include seniors, juniors, Sophomore Prom servers, guest speakers, the previous year's king and queen, the junior and senior class sponsors, faculty/staff/board and their spouses.

The juniors, seniors, and Prom servers must register all dates that are not Burwell Juniors or seniors at the office before Prom night in order for their dates to attend the dance. The dance and banquet are closed to the public. The families, friends, and special guests of the students involved with the Prom will be invited to see the Grand March and Crowning after which they will leave. Junior high students will not be allowed to attend the Prom Dance.

#### **PUBLIC DISPLAY OF AFFECTION**

The display of affection between students in public by such acts as holding hands, hugging, kissing, and similar behavior cannot be condoned. It is embarrassing to those around the parties involved and it tends to hold those who behave in this manner up to ridicule by others. Such actions will result in loss of privileges, detention, and possible suspension from school, depending upon the frequency and nature of the behavior.

#### **SCHOOL LUNCH/BREAKFAST PROGRAM PRICES (Prices subject to change at any time.)**

A hot lunch program and a breakfast program will be operated by the school where lunches and breakfast will be served to pupils and teachers. The program is associated with the National School Nutrition Program making it possible to serve well-balanced meals at a very nominal cost. Students will need to have money in their account to be able to eat.

**Lunch Prices:** Per Day K-12 \$2.55 Per Day Adult \$3.25

Second servings will cost \$1.15 and extra milk \$.65. Salad Bar will be an additional \$1.75 with lunch. Students who pay Full price or are on the Free or Reduced price program, will have to pay for all additional items, including the salad bar.

**Breakfast Prices:** Day K-12 \$1.75

Second servings will cost \$1.15, extra milk \$.60, and extra juice \$.60. Student who pay Full price or are on the Free or Reduced price program, will have to pay for all additional items.

In accordance with Federal Law and US Department of Agriculture policy, this institution is prohibited from discriminating 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, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish) USDA is an equal opportunity provider and employer.

If a Junior-Senior High Student has no funds available to pay for a meal, the student will be notified that they have a negative balance and will be permitted to charge up to \$10.00. Once the student has reached a negative balance of \$10.00, the student will not be allowed seconds or extras. Once a student has reached a \$20.00 negative balance no food will be provided. A message will be sent electronically to parents notifying parents of the negative balance.

#### **SECURITY CAMERAS**

The Board of Education has authorized the use of video security cameras on School District property for the safety of all staff, students and visitors and to safeguard District facilities and equipment. Security cameras may be used in locations 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 of 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.

#### **SPINNERS**

Spinners or fidget spinners will not be allowed in the building.

#### **STUDENT DRESS AND GENERAL APPEARANCE**

It is the responsibility of the school to maintain an environment that facilitates learning and prepares students for the adult world. The Administration is responsible for determining on a case by case basis whether a student's attire violates Board policy. Factors include:

1. The appearance of students must not present a danger to student health, safety, cause an interference with work, or create a classroom or school disorder.
2. Students must be clean.
3. Wearing shorts is permitted throughout the school year. Skirts, dresses and shorts must be mid thigh or longer and conform to all requirements of decency. Short skirts, dresses and shorts are not allowed
4. All students must wear shoes at all times for health reasons.
5. Clothing usually worn as undergarments may not be worn as an outer garment.
6. Hair must be clean and neat.
7. Students are not to wear hats or hoods inside the school building.
8. Offensive or inappropriate clothing will not be permitted.
9. Clothing with alcohol or tobacco advertising will not be permitted.
10. Any clothes with holes will not be allowed.
11. Bare midriffs are not acceptable school dress.
12. Wearing blouses or shirts with narrow straps is inappropriate unless a shirt is worn underneath.
13. Shirts with large armhole and baggy tank tops are not permitted.
14. Pants that are too baggy and that fall below the hips are not permitted.
15. Chains displayed on the outside of clothing will not be permitted.

#### **STUDENT AIDES**

Students need to be encouraged to take classes rather than to serve as aides to staff members. Permission of an assignment as an aide to a staff member must be cleared by both the Guidance Counselor and the Principal. Each student who is approved to serve as an aide can use ONE PERIOD ONLY for this purpose. Only Seniors are eligible to be aides.

#### **STUDENT ROYALTY**

Student Council will sponsor homecoming activities. Homecoming royalty will be elected by the Student Body grades 7-12. Homecoming King and Queen will be elected by grades 9-12. Any senior boy and any senior girl may be elected as Homecoming King or Queen. Votes are confidential.

Prom royalty shall be selected by the Juniors and Seniors ONLY. The King and Queen must be seniors, but may not be the Homecoming Royalty; however they may be prom attendants. The junior class will be in charge of the election.

## **STUDENT USE OF BUILDING**

Students are encouraged to make use of their school building for worthwhile pursuits related to the school program, but for obvious reasons are not to be in the building during the part of the school day or school year that the school is not in session except under direct supervision of a member of the teaching faculty.

Students are encouraged to remain after school to receive needed aid from teachers or to study in the library. In respect for these persons and the custodians who must have ample opportunity to perform their duties, **students are asked not to loiter in the building**. If students have other needs in the building after normal school hours, make arrangements with your teacher or Principal so as to avoid possible conflicts and insure that the administration is aware of the activity planned.

## **TELEPHONE**

A phone for student use is located near the east main entry. Students are to use this phone only during their lunch break and between classes. Students will not be allowed to use the phone during class time. A business telephone is maintained in the school office. **Please do not ask to use it for social purposes**. Please limit your time on the telephone to one minute. Students will be called to the telephone only in cases of emergency. When the need arises, messages from parents will be relayed to the student. **Cell phones are not allowed for student use during instructional time**.

## **TEXTBOOKS**

All textbooks are assigned to students by number. Be sure to safeguard such items from mutilation or loss, as all cost for replacement or damage, other than normal wear and tear, will become the obligation of the student assigned responsibility. Be sure to inform the teacher of any undue damage you notice upon receipt of the text so that you will not be charged at the close of the term.

## **VISITING STUDENTS**

Any person who comes to school to talk to or take a pupil from school must obtain permission from the Administration prior to contacting the pupil. The Administration shall not grant such permission unless the person has a clearly valid and proper reason for contacting the pupil. Ordinarily, such contact will be restricted to the parents of the pupil or a close friend of the family when a dire emergency exists. Law enforcement officers must contact the parents before they will be allowed to see a student.

## **WORK RELEASE**

A work release program has been approved for the Senior Class members providing they can meet the following qualifications:

- 1) Be able to work it into their daily class schedule.
- 2) Obtain employment somewhere other than at home or for a relative.

The student must have a request approved by the parent and the employer must verify the part-time student employment. A conference will be held with the Principal of the school, parent, students, and employer prior to receiving an approval to be released from school to participate in a work release program. If a student quits the job or the employment is terminated by the employer, the student must return to school full time. A student must maintain passing grades in his/her schoolwork to continue in the work release program. All students must receive approval from the Principal to participate in a work release program. The Guidance Counselor shall supervise this entire program with approval of the Principal.

## **STUDENT DISCIPLINE**

### **DETENTION**

Detention is for students with undesirable patterns of attendance, tardiness, or conduct. Students who fail to stay on the day that has been assigned will be given double time. Detention will begin at 3:55 in a location determined by the principal.

### **DISCIPLINE**

When rules are broken, the school is interested in more than simple discipline. The goal of the Burwell Jr.-Sr. High School is to develop positive, constructive behavior. Discipline is administered with the goal of changing behavior problems. Counselors, teachers, and administrators are available to help all students. However, when all other approaches fail, the school will suspend students who are interfering with the education of other students or with the operation of Burwell Jr.-Sr. High School.

### **POSSESSION OF PROHIBITED ITEMS**

It shall be the policy of the Burwell Jr. Sr. High School that students shall not possess illegal, dangerous or prohibited items in school, on school grounds, or school related activities whether at home or

away. These items shall be deemed contraband and shall be subject to seizure by school officials and, if appropriate, can be turned over to law enforcement authorities. Students possessing such items are subject to disciplinary procedures up to and including expulsion from school.

Contraband items shall include, but not be limited to: illicit drugs and other controlled substances within the meaning of state law, alcoholic beverages, behavior-affecting substances, weapons, tobacco in any form, poisons and other items deemed dangerous to the health of the possessor or others, drug paraphernalia, look-alike drugs, lighters, missing and stolen property. In addition, the Administration may prohibit, at its discretion, items that create a nuisance or threaten to cause disruption to the learning environment of the school.

a) Possession is defined as a situation in which a student has on his/her person, within his/her personal property, or under his/her control a contraband item on school property or at a school-sponsored or school-related activity.

b) Behavior-affecting substances include alcoholic beverages or any other behavior-affecting chemical or any controlled substances within the meaning of Nebraska statutes, including but not limited to: uppers, downers, barbiturates, amphetamines, LSD, heroin, marijuana, hashish, cocaine and its derivatives, methamphetamines, and non-controlled substances, such as glue, to the extent to which any such substances is used for the purpose of mood or behavior alteration. This definition excludes medication properly prescribed by a physician for the possessor and used in conformity with school regulations on the use of medication.

c) Drug Paraphernalia includes all equipment, products and materials of any kind, which are used, intended for use, or designed for use, in manufacturing, injecting, ingesting, inhaling or otherwise introducing into the human body any contraband item.

d) Look-alike drugs are defined as any substance that is not a controlled substances but which, by the appearance of the dosage unit, including, but not limited to color shape, size, or markings, or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

School officials may inspect school properties, including student lockers, at any time to seek out contraband items or in the general interest of the maintenance of health and safety. Although lockers are assigned to students for their use they are exclusively the property of the school district. Students are to be informed as to the nature of items that can be properly kept in a locker and items that are prohibited. It shall be the duty of the Administration to inspect student lockers.

If items, of contraband which are illegal are found during a search, these items may be turned over to law enforcement authorities and the possessor may be referred for prosecution. Drug dogs may be used to conduct a search. In addition, the administration shall take appropriate disciplinary action. As in all disciplinary matters, the Administration shall, in making its decision on appropriate discipline, take into account the nature of the offense, previous offenses, the behavioral history of the student and considerations relevant to maintaining an appropriate learning environment. In all cases, it is the policy of the school district to take positive action through education, counseling, parental involvement, medical referral and law enforcement or social services in the management of students in possession of contraband items.

## **SUSPENSION**

In dealing with problems for which suspension is a disciplinary action indicated, the school administration may, at any time, take a lesser summary action, such as reprimand, detention or restrict the student based on the severity of frequency of the problem. A student who infrequently proved disruptive in the classroom may receive a lesser punishment than the student who has been referred frequently for the same offense. In this way, it is possible to allow for administrative discretion without altering the basic principle of uniform and impartial disciplinary action.

### **A. PURPOSE OF SUSPENSION**

The purpose of suspension is threefold:

1. It causes a close school/home contact providing the opportunity for parents and administrators to review the situation together.
2. It separates a student from friends and social activities at school.
3. It protects the rights of others to an education.

### **B. IN-SCHOOL SUSPENSION**

In-school suspensions may be used in some instances. The Principal will make the determination for this action. In-school suspension allows the student the opportunity to be disciplined and yet remain in the school to study under close supervision in a restricted area. Generally in-school suspensions will be served in



the office. Students who receive an in-school suspension will have a notice sent to parents, stating the following:

- a) Reason for being removed from classes.
- b) Length of time being removed from classes.
- c) Regulations the student must follow while serving in-school suspension.

The student must report on time. The student will not be allowed to leave the assigned area. The student may leave to see a teacher or counselor to get daily assignments. It is the student's responsibility to make arrangements for any makeup work. The student's lunch period will not be at the same time as his/her peers.

Absences from school whether excused or unexcused will not count toward reduction of the suspension period. Students must behave in an acceptable manner while assigned to in-school suspension. Students are governed by existing student regulations in the school.

#### **UNEXCUSED ABSENCES / SKIPPING SCHOOL**

If a student skips school (no parental permission or school permission) the consequence will be that the student will be expected to make up double time for time the student has missed. Failure to make up the time will result in a short-term suspension. Making up time for skipping will be done in detention.

#### **STUDENT DISCIPLINE INFORMATION**

#### **DISCIPLINARY PROCEDURES / STUDENT DISCIPLINE POLICY**

It shall further be the policy of the district of Garfield County School District No. 100 in order to comply with the Student Discipline Act. To ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergency exclusions, short term or long term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures.

#### **ACT PURPOSE**

The purpose of the student Discipline Act is assuring the protection of all elementary and secondary school students' constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process. The sanctions defined in the act shall be interpreted at all times in the light of the principals of free speech and assembly protected under the Constitution of Nebraska and the United States Constitution and in recognition of the right of every student to public education.

#### **TERMS DEFINED**

For purposes of the Student Discipline Act, unless the context otherwise requires:

- (1) Long-term suspension means the exclusion of a student from attendance in all schools with the system for a period exceeding five school days but less than twenty school days
- (2) Expulsion means exclusion from attendance in all schools within the system in accordance with section 79-283o
- (3) Mandatory reassignment means the involuntary transfer of a student to another school in connection with any disciplinary action.
- (4) Short-term suspension means the exclusion of a student from attendance in all schools within the system for a period not to exceed five days. (Laws 1976o 1994o 1996.)

#### **SCHOOL BOARD OR BOARD OF EDUCATION EMERGENCY DISCIPLINARY ACTIONS AUTHORIZED.**

The school board or board of education may authorize the emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment of any pupil from school for conduct prohibited by the board's rules or standards established pursuant to the Student Discipline Act. If such emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment complies with the procedures required by the act. (Laws 1976o 1994o 1996.)

#### **ADMINISTRATIVE AND TEACHING PERSONNEL AUTHORIZED ACTIONS.**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation (Laws 1976o 1994o 1996.)

#### **STUDENT SUSPENSION EXPULSION OR EXCLUSION NOT A VIOLATION OR COMPULSORY ATTENDANCE COMPLIANCE WITH OTHER LAWS REQUIRED.**

If a student is suspended, expelled, or excluded from school or from any educational function pursuant to the Student Discipline Act, such absence from school shall not be deemed a violation on the part of any person any compulsory school attendance statutes. Any suspension or expulsion under the act shall comply with the requirements of the Special Education

Act and the requirements of the federal Individuals with Disabilities Education Act, 20 U.S.C. 1401 et seq. (Laws 1976o 1994o 1996.)

**NOTICE WHEN GIVEN**

Any statement, notice, recommendation, determination, or similar action specified in the Student discipline Act shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian. (Laws 1976o 1994o 1996.)

**SCHOOL BOARD OR BOARD OF EDUCATION RULES AND STANDARDS ESTABLISH DISTRIBUTE AND POST.**

(1) The school board or board of education shall establish and promulgate rules and standards concerning student conduct which are reasonably necessary to carry out or to prevent interference with carrying out any educational function, if such rules and standards are clear and definite so as to provide clear notice to the student and his or her parent or guardian as to the conduct prescribed, prohibited, or required under the rules and standards. Notwithstanding any other provisions contained in the Student Discipline Act, the school board or board of education may by rule specify a particular action as a sanction for particular conduct. Any such action must be otherwise authorized by section 79-258, 79-265, or 79-267. Any such rule shall be binding on all students, school officials, board members, and hearing examiners. Expulsion may be specified as a sanction for particular conduct only if the school board or board of education finds that the type of conduct for which expulsion is specified, has the potential to seriously affect the health, safety, or welfare of the student, other students, staff members, or any other person or to otherwise seriously interfere with the education process. (2) All rules and standards established by school officials, other than the board, applicable to students shall not conflict with rules and standards adopted by the board. The board may change any rule or standard in accordance with policies that it may from time to time adopt. (3) Rules or standards which form the basis for discipline shall be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if figuring the school year, and shall be posted in conspicuous places in each school during the school year. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to each student and his or her parent or guardian. (Laws 1976o 1983o 1994o 1996.) Annotated, R.R.S.

**SCHOOL DISTRICT POLICY REGARDING FIREARMS REQUIREMENTS.**(1) Each school district shall adopt a policy requiring the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school —sponsored activity or athletic event. For purposes of this section, firearm means a firearm as defined in 18 U.S.C. 921. The policy shall authorize the superintendent or school board to modify the expulsion requirements on an individual basis.(2) Each school district shall provide annually to the State Department of Education: (a) An assurance that the school district has in effect the policy required by subsection (1) of this section and (b) A description of the circumstances surrounding any expulsion imposed under the policy required by subsection (1) of this section, including: i The name of the school concerned: ii the number of students expelled from the school and iii The types of weapons concerned. (Laws 1995o 1996.)

**STUDENT EXCLUSION CIRCUMSTANCES EMERGENCY EXCLUSION PROCEDURE.** (1) Any student may be excluded from school in the following circumstances, subject to the procedural provisions of section 79-265, and , if longer than five school days, subject to the provisions of subsection (3) of this section(a)If the student has a dangerous communicable disease transmissible through normal school contacts and poses imminent threat to the health and safety of the school community or(b)If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.(2) Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer that is necessary to avoid the dangers described in subsection (1) of this section.(3) If the superintendent or his or her designee determines that such emergency exclusion shall extend beyond five days, the school board shall adopt a procedure for a hearing to be held and a final determination made within ten school days after the initial date of exclusion. Such procedure shall substantially comply with the provisions of sections 79-266 to 79-287, and such provisions shall be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period. (Laws 1976o 1996.) Annotated, R.R.S.

**PRINCIPAL SUSPEND STUDENT GROUNDS PROCEDURE WRITTEN STATEMENT CONFERENCE**

**GUIDELINES FOR COMPLETION OF CLASSWORK.**

(1) The principal may deny any student the right to attend school or to take part in any school function for a period of up to five school days on the following grounds:(a)Conduct constituting grounds for expulsion as set out in the Student Discipline Act or(b) Any other violation of rules and standards of behavior adopted under the act.(2) Such short-term suspension shall be made only after the principal has made an investigation of the alleged conduct or violation and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.(3) Any student who is suspended pursuant to this section may be given an opportunity to complete any class work, including, but not limited to, examinations, missed during the period of suspension. Each public school district shall develop and adopt guidelines stating the criteria school officials shall use in determining whether and to what extent such opportunity for completion will be granted to suspended students. The guideline shall be provided to the student and parent or guardian at the time of suspension. (Laws 1976o 1994o 1996.) Annotated R.R.S.

**STUDENT CONDUCT CONSTITUTING GROUNDS FOR LONG-TERM SUSPENSION, EXPULSION, OR MANDATORY REASSIGNMENT ENUMERATED ALTERNATIVES FOR TRUANT OR TARDY STUDENTS.**

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school sponsored activity or athletic event: (1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes (2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property (3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision (4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student (5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (7) Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age. (8) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in section 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended (9) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes or (10) A repeated violation of any rules and standards validly established pursuant to section 79-262 if such violations constitute a substantial interference with school purposes. It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from required school activities. (Laws 1976o 1983o 1988o 1994o 1995o 1996.) Annotated, R.R.S.

**LONG-TERM SUSPENSION, EXPULSION, OR MANDATORY REASSIGNMENT PROCEDURESENUMERATED.**

If a principal makes a decision to discipline a student by long-term suspension, expulsion, or mandatory reassignment, the following procedures shall be followed: (1) On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two school days after the decision, send written notice by registered or certified mail to the student and his or her parent or guardian informing them of the rights established under the Student discipline Act (2) Such written notice shall include the following: (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student: (b) The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject (c) A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary can be invoked, the student has a right to a hearing, upon request, on the specified charges. (d) A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing (e) A statement that the principal, legal counsel for the school, the student, the student's parents, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witness to appear at the hearing and the substance of their testimony and (f) A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail as prescribed in sections 79-271 and 79-272o and (3) When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. The Student Discipline Act does not preclude the student or the student's parent, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage. (Laws 1976o 1994o 1996.)

**NEBRASKA CRIMINAL CODE VIOLATION PRINCIPAL OR PRINCIPAL'S DESIGNEE NOTIFY LAW ENFORCEMENT AUTHORITIES IMMUNITY.**

(1) The principal of a school or the principal's designee shall notify as soon as possible the appropriate law enforcement authorities, of the county or city in which the school is located, of any act of the student described in section 79-267 which the principal or designee knows or suspects is a violation of the Nebraska Criminal code. (2) The principal, the principal's designee, or any other school employee reporting as alleged violation of the Nebraska Criminal Code shall not be civilly or criminally liable as a result of any report authorized by this section unless (a)

such report was false and the person making such report knew or should have known it was false or (b) the report was made with negligent disregard for the truth or falsity of the report. (Laws 1994o 1996.)

**REMOVAL OF MINOR FROM SCHOOL PREMISES RELEASE TO PEACE OFFICER PRINCIPAL OR OTHER SCHOOL OFFICIAL DUTIES PEACE OFFICER DUTIES JUVENILE COURT REVIEW WHEN.**

When a principal or other school official releases a minor student to a peace officer as defined in section 49-801 for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the peace officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held or that the disclosure would cause the custody of the minor to be disturbed, the peace officer may refuse to disclose the place where the minor is being held for period not to exceed twenty-four hours. The peace officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at any subsequent detention hearing. (Laws 1994o 1996.)

**ANABOLIC STEROIDS ADDITIONAL SANCTION.**

(1) In addition to the penalties provided in the Uniform Controlled Substances Act and section 79-267, any person under nineteen years of age who is a student at any public elementary, secondary, or post secondary educational institution in this state who possesses, dispenses, delivers, or administers anabolic steroids as defined in section 28-401 in violation of the Uniform Controlled Substances Act may be prohibited from participating in any extracurricular activities for not more than thirty consecutive days for the first offense. For the second or any subsequent offense, the student may be barred from participation in such activities for any period of time the institution deems appropriate pursuant to the written policy of the institution. (2) Any sanction imposed pursuant to this section shall be in accordance with a written policy of the institution. The institution shall post the written policy in a conspicuous place and shall make a copy of the policy available to any student upon request. (Laws 1990o 1992o 1996.)

**FIREARMS AND WEAPON POLICY**

**Firearms.** No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

**Definition of Firearm.** The term firearm is defined as any object which is designated or may be readily converted to expel any projectile by the action of an explosive or frame or received of any such weapon.

**Exceptions Regarding Firearms.** This prohibition does not apply to: (1) the issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this state, or Reserve Officers Training Corps or peace officers or other duly sworn law enforcement officers when on duty or training; (2) firearms which may be lawfully possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor; or (3) firearm contained within a private vehicle **operated by a non-student adult** which are not loaded and are encased or are in a locked firearm rack that is on a motor vehicle.

**Definition of encased.** The term encased shall mean enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of the firearm exposed.

**Exceptions for Students.** The only exceptions for a student to bring or possess a weapon, including firearm, are as follows: 1) The firearm or weapon has been brought to the school grounds or to an activity or event off school grounds for some educational purpose; 2) The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and 3) All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

**Consequences.** Federal law requires a student who brings a firearm onto school grounds be expelled for a period of not less than one year. State statute and this policy provide that any student who violates this policy may be expelled for a period of not less than one year or an alternative educational placement assigned. Nothing in this policy shall be construed to require the District or Administration to suspend the enforcement of any expulsion nor to require the District to enter into any contract or other arrangement with another school district or districts to provide any programs unless required by the Nebraska Department of Education. Nothing in this policy shall be construed to require a hearing officer to avoid making a finding recommending suspension or expulsion without an alternative educational placement. Nothing in his policy, however, shall

prohibit the superintendent or Board of Education from modifying such required expulsion on an individual basis.

**Confiscation of Firearms.** Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm which confiscated by school personnel shall be delivered to a peace officer as soon as is practicable. Such firearms are subject to being destroyed by law enforcement authorities. All school personnel are required to report any violations of this policy to the principal or superintendent.

**Weapons.** Students and visitors under the age of 19 may not knowingly possess, handle or transmit any weapon while on school grounds or at any school activity or event on school grounds except as permitted by this policy.

**Definition of Weapon.** The term weapon is defined as a firearm or object or material that is ordinarily or generally considered a weapon.

**Knives.** Students are not allowed to possess knives on the school grounds, in school property, including buildings, sheds, storage areas and/or vehicles. This policy shall exclude such knives as the school may provide for student use, such as for dining, use within a class, classroom, shop and such times when the student is under the direct supervision of certified school personnel.

### **A Parent's Guide to Concussions**

#### **WHAT IS A CONCUSSION?**

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

#### **CONCUSSION FACTS**

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girl's soccer, boy's lacrosse, wrestling and girl's basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

#### **WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?**

##### **Signs Observed by Parents or Guardians**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

##### **Symptoms Reported by Athlete**

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

### **WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?**

An athlete who is suspected of having a concussion must be removed from play immediately, whether it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

#### **WHEN IN DOUBT – SIT THEM OUT!**

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

#### **WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?**

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

*Step 1:* Light exercise, including walking or riding an exercise bike. No weight-lifting.

*Step 2:* Running in the gym or on the field. No helmet or other equipment.

*Step 3:* Non-contact training drills in full equipment. Weight training can begin.

*Step 4:* Full contact practice or training.

*Step 5:* Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

#### **HOW CAN A CONCUSSION AFFECT SCHOOLWORK?**

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete’s class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

#### **WHAT CAN YOU DO?**

- Both you and your child should learn to recognize the “Signs and Symptoms” of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season’s sports.

#### **OTHER FREQUENTLY ASKED QUESTIONS:**

##### **Why is it so important that an athlete not return to play until they have completely recovered from a concussion?**

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

##### **Is a “CT scan” or MRI needed to diagnose a concussion?**

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

**What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

**How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

**How many concussions can an athlete have before he or she should stop playing sports?**

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

**I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?**

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent’s Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

## **Burwell Public Schools-Computing Device Guidelines**

In an effort to provide 24-7 access to technology and learning, Burwell Public Schools will issue students a computing device and case. The following guidelines pertain to the school-issued computing device, case and any personal electronic devices brought into the school and connected to the device. These guidelines summarize student responsibilities under our district’s Acceptable Use Policy, regarding use of the school-issued computing device and case.

**Responsible Use and Care Guidelines**

1. The school-issued device may be used 24-7. Students losing school-issued device privileges due to a violation of these guidelines and/or the Acceptable use Policy will be responsible to check out a temporary use device from the technology center, take it to all classes for the day, and then check it back in at the end of the school day.
2. Computing devices must be attended to or secured at all times. Unattended devices and cases will be picked up and retained in the Principal’s office. Devices should always be with the student and brought to class daily. Confiscated devices may be retrieved from the Principal’s office.
3. Devices issued to students are to be used for school work and learning. In case of device failure, students will be able to check-out a temporary replacement from the technology center at Burwell High School. Personal devices from home cannot be used as a substitute for school-issued device as they do not have the appropriate software or settings for maximum classroom efficiency.
4. Each student is responsible for bringing their school-issued device to class, fully charged and functioning.
5. Students are responsible for assuring that they take the device to each class.

6. Students must carry the school-issued device in the school-issued case when transporting it between classes or anytime it is being transported outside of the building.
7. The device and case will have a school-issued ID or labeling that the student is responsible for maintaining. The label must be attached and readable at all times.
8. The student is responsible for keeping the school-issued device clean. Proper cleaning supplies are available at the BHS technology center.

#### **Student Responsibilities of School-issued Device and Case**

1. Synchronization of the device is the responsibility of the student. Following checkout each student will need to turn the device on and login at the school. Students must act responsibly to ensure that they have synchronized documents from the network to their device for “offline” work at home.
2. The student is responsible for assuring that information on his/her device is properly backed-up.
3. Any cost incurred by public/personal use of the device outside of the school district is the responsibility of the student (i.e. Internet access fee at a hotel, internet fees to wireless provider at home, apps for personal use).
4. The student is responsible for managing the volume on their device so that it does not infringe upon the learning opportunities of others.
5. If a student has a specific need for additional software, he/she must request approval and provide the software to the BPS Tech Center for installation. An example would be the installation of a personal printer so that students can print at home.

#### **Termination of Device Contract Due to Damage, Student Moving, or End of Year**

1. A damaged device must be brought to the school principal. No repairs are to be attempted by anyone but school professionals, as warranties are provided with each unit.
  - a. Accidental damage costs will be covered through the school’s leasing company.
  - b. Intentional damage of the device (either deliberately or irresponsibly) may result in criminal charges. **It is suggested that parents place their child’s school-issued device on their homeowner’s or renter’s insurance policy to cover accidental and intentional damage to the school-issued device.**
2. Students who have repeated instances of device damage will be asked to check their device in at the end of each day. Devices then may be checked out again before classes begin the next day. Special permission to take a checked out device home for class work may be granted by the school principal.
3. Lost or stolen devices will be reported to the police by school administration. It is the student’s responsibility to report a lost or stolen school-issued device to school authorities immediately.
4. School-issued devices and cases must be returned to Burwell High School the end of the school year. Students who withdraw or terminate enrollment at Burwell High Schools for any reason must return their school-issued device and case on the date of termination.
5. If a school-issued case is found to have permanent damage that is not consistent with normal wear and tear, the student will be assessed a damage fee, just as he/she would be for a damaged textbook.
6. Through school administration, students may request approval to use a school-issued device and case for educational purposes during the summer months.
7. If a student fails to return the device and/or case at the end of the school year or upon termination of enrollment at BPS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or, if applicable, any insurance deductible. Failure to return the device and/or case will result in a theft report being filed with the appropriate law enforcement agency.

#### **Inappropriate Use of the Device and Case**

Burwell Public Schools reserves the right to define inappropriate use of the device as necessary. The following rules serve as a guideline in determining inappropriate practices. There may be other inappropriate uses as determined by school administration.

1. Students should not place excessive weight on the lid of the device.



2. Students should not erase, change, rename or make unusable computer files or software belonging to others i.e. Burwell Public Schools.
3. The student user shall not use or try to discover another's password or use another person's files.
4. The student user shall not use a device for any unlawful purposes such as illegal copying or installation of software, or illegal use of music files.
5. The student user shall not let others use his/her name, logon, password, or files for any reason.
6. The use shall not deliberately use the device to annoy or harass others with language, images, innuendoes, or threats in accordance with the Burwell Public Schools Policy on Bullying.
7. The user shall not deliberately access or create any obscene or objectionable information, language, or images using the school-issued device. All school-issued devices are equipped with mobile filters and anytime a user accesses the Internet, the device will be filtered.
8. Devices may not be used to make sound recordings without the consent of those being recorded.
9. Student users will not deface the device or case in any way (for example writing on either piece of equipment with pen or permanent marker, attaching stickers or tape that leaves any residue, etc.).

**Reminder of Device Use Guidelines**

Students, teachers, administrators, and employees are all part of an electronic community because of their common use of the school's devices, equipment, and computer networks. The Burwell Public School's Computer Use Policy describes acceptable behaviors in our electronic community. The following guidelines summarize student responsibilities under that policy. A copy of the full policy can be obtained from the Burwell Public Schools District Office.

1. Students and their parents agree to these rules when they return the sheet signed by both parties at the beginning of the school year. It is the student's responsibility to know what the policy says.
2. Computers and network access are provided for educational activities. Inappropriate and illegal activities are prohibited at all times.
3. Student network accounts give them access to what they will need for education. Attempting to access unauthorized resources is prohibited. This includes logging into the network whiles using someone else's password, using programs to disable or go around network security, intentional introduction of computer malware, or interfering with another student's ability to make use of their network account.
4. Students should not store personal information in their account or on the school-issued device.
5. Students should always log-out of the device as soon as they are finished using it.
6. Students should not attempt to access Internet sites that have offensive or illegal content. Students who feel that they have accidentally accessed an illegal site should contact a school staff member immediately to report this accidental access.
7. Access to the technology systems provided by Burwell Public Schools is a privilege, not a right. The school district retains the authority to revoke access and/or apply disciplinary measures if the terms of the Acceptable Use Policy or Internet Use Agreement are violated. Burwell Public Schools exercises exclusive control over its technology systems. Users expressly consent to monitoring by school officials and cannot expect privacy regarding device use. Devices and accounts are subject to inspection at any time, including e-mail; file storage, and current activity.
8. Students receive Internet access unless a parent or guardian has requested otherwise.

Federal law requires schools to block or filter offensive Internet materials. Attempts to deliberately access such material will result in disciplinary action. If a legitimate Internet source is blocked, preventing you from

completing assigned work, ask your technology specialists to assess the site and potentially unblock it for you. Additionally, while filters are in place, due to the high volume of Internet content becoming available each day, some inappropriate content may, for a short time, be available. If students accidentally access such as site, they should report it to their teacher or technology specialist immediately.

### **COMPUTER USE**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by District personnel and may be accessed by other computer users.

**SECURITY:** Security of any computer system is essential. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you can identify a security problem on the Internet, you must notify an administrator or faculty member. Do not demonstrate the problem to other users. Do not use another user's account without written permission from that individual.

**E-MAIL:** Students are not to send receive or check E-mail with the school computers other than with the school provided Gmail account.

**FILES:** Only public domain files and files, in which the author has given expressed written consent for on-line distribution, may be uploaded to the system. Students and teachers may download copyrighted material only for their own use following the fair use provisions in the US Copyright law.

**UNATTENDED DEVICES:** If students leave their computing devices unattended the first offense will be a warning issued to the student and the second offense of any other offenses after that will be treated as a First Offense with 5 school days with no access to the school computer systems.

**VANDALISM:** Vandalism will result in cancellation of privileges, damages and possible criminal prosecution. Vandalism is defined as any attempt to harm or destroy data or hardware on this system or any other system.

**SYSTEM RESPECT: Respect the integrity of the computing system.** Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer or system. This includes but is not limited to: revealing, or attempting to learn or use other users' passwords, spreading viruses, attempting to "hack" into restricted systems, **accessing programs not used for class assignments such as games**, access the control panel or window settings, use inappropriate or derogatory file names, access someone else's files or account, write inappropriate or derogatory messages, blank their screen when a teacher approaches their station.

**Violations will result in the following disciplinary action.**

First offense: 5 school days no access to school computer systems, 1 week to make up work at 100% credit.

Second offense: 10 school days no access to school computer systems, 2 weeks to make up work at 80% credit.

Third offense: No access to school computer systems for the remainder of the school year.

The intent of this computer use guideline is to list the basic rules and minimum penalties for violation of these rules. The administration of the school also has the right to make judgment on any situation not covered in these basic rules or on any conduct that interferes with any school purposes.

## **SUBSTANCE ABUSE POLICY**

### **Philosophy**

Burwell Jr.-Sr. High school recognizes the use of drugs and alcohol as a significant health problem for students, resulting in negative effects upon the behavior, learning and development of each individual. Students engaged in school related activities are considered representatives of the school; as leaders, whether elected or voluntary, they must reflect a positive image of the student body. Participation in school activities by Burwell Jr.-Sr. High School students is considered a privilege and therefore participants are expected to meet high standards as a condition of participation.

### **Conduct That May Lead To Ineligibility**

A student involved with the consumption, possession, acquisition, delivery, distribution or transportation of alcoholic beverages, tobacco or illegal substances will be subject to a minimum disciplinary action as described below, but not necessarily limited to such described disciplinary action. Dismissal from an activity may occur.

### **Duration of the Policy.**

This policy begins the first day of fall sports practice and ends with the closure of school or the state track meet which ever is last. This policy will be extended to cover student participation in a summer school

activity, such as, but not limited to, summer FCCLA or FFA workshops or seminars as well as summer sports camps. This policy shall carry over from year to year. *Example:* If a student violates the Substance Abuse Policy toward the end of one school year and no activities or contests remain for that year, the penalty portion of the policy shall carry over to the following school year. Penalties will be in effect until they are fulfilled.

#### **First Offense**

If the student admits, within three days of the violation, to the Superintendent, Principal, Coach or Sponsor, or is observed violating this policy, by a faculty or staff person, the ineligibility will be for all activities for the next two weeks; or, if no activities, then the minimum of the next two activities. Canceled activities do not count. Practice is required by the student if he/she is a participant in athletics, speech/drama, music, FFA, FCCLA or other such activity.

If the student does not admit his/her guilt within three school days, the ineligibility will be for four weeks; or if no activities, then a minimum of the next four activities, upon conviction in court or a Juvenile Court adjudication resulting in a penalty including, but not limited to, community service, a fine, probation or confinement in a jail or other such facility where juveniles and/or adults may be confined. Canceled activities do not count. Activities during the non-school year, *i.e.*, summer Marching Band participatory events will not be counted either. Practice is required by the student if he/she is a participant in athletics, speech/drama, music, FFA, FCCLA or other such activity.

#### **Second Offense**

If the student admits within three days of the violation to the Superintendent, Principal, Coach or Sponsor, or is observed by a faculty member, the ineligibility will be for all activities for the next four weeks; or if no activities, then a minimum of the next four activities. Canceled activities do not count. Practice is required by the student if he/she is a participant in athletics, speech/drama, music, FFA, FCCLA or other such activity.

If the student does not admit his/her guilt within three school days, the ineligibility will be for eight weeks; or if no activities, then a minimum of the next eight activities, upon conviction in court or a Juvenile Court adjudication resulting in a penalty including, but not limited to, community service, a fine, probation or confinement in a jail or other such facility where juveniles and/or adults may be confined. Canceled activities do not count. Activities during the non-school year, *i.e.*, summer Marching Band participatory events will not be counted either. Practice is required by the student if he/she is a participant in athletics, speech/drama, music, FFA, FCCLA or other such activity.

#### **Third Offense**

Any student involved with a third offense, Freshman through Seniors years in high school inclusive, of consumption, possession, acquiring, delivering or transporting of alcoholic beverages, tobacco or illegal substances shall immediately be ineligible for one calendar year. Violations shall be cumulative through the student's four years of high school, freshman through senior years. After one calendar year, the student may appeal to the Board of Education for reinstatement.

Your signature on this form acknowledges that you and your child(ren) who attend school in this school district understand the position of this school district with regard to drugs and alcohol, and that the parent(s), guardian(s), and student(s) have received notice of the standards of conduct of students concerning the prohibition against the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises, in any school vehicle, or during any school activity. This notice is provided to you pursuant to P.L. 101-226 and 34 C.F.R., Part 85, both federal legal requirements for the school district to obtain federal financial assistance. Any non-compliance with these standards can and will result in disciplinary measures taken against any student failing to comply with these standards

#### **TOBACCO USE PROHIBITED**

In order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, it is the board of education's policy that there will be no tobacco use in any school buildings or school vehicles at any time. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Furthermore, in a like manner, tobacco use is prohibited on school grounds. This regulation applied to all students, staff, patrons, and visitors.

**BURWELL JR./SR HIGH SCHOOL  
TECHNOLOGY USE AGREEMENT**

**Student:**

I understand and will abide by the above Technology Use Policy. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be instituted.

\_\_\_\_\_  
Student name (please print)

\_\_\_\_\_  
Student signature

Date\_\_\_\_\_

**Parent:**

As the parent or guardian of this student, I have read the Technology Use Policy. I understand that this technology is designed for educational purposes. I recognize it is impossible for Burwell Jr./Sr. High School to restrict access to all controversial materials, and that I do not hold the District (or any of its personnel) responsible for materials acquired on the network. Further I accept the responsibility for supervision if and when my child's use of downloaded materials is not in a school setting. I hereby give my permission to allow Technology access for my child.

\_\_\_\_\_  
Parent or Guardian name (please print)

\_\_\_\_\_  
Parent or Guardian signature

Date\_\_\_\_\_

**Parent "Option-Out" Form**

As the parent or guardian of the student named below, I am requesting that my child not have access to network resources and the Internet at school. I understand this will limit the amount of educational material that my child can access to the more traditional sources of information available at school or at home. My child understands my wishes and will cooperate with the school to carry out this decision. I understand that should I later decide to allow my child to use network services and the Internet that I must personally contact the school and request that such access be permitted.

Student Name (Please Print) \_\_\_\_\_

Parent or Guardian Name (Please Print) \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Permission to Drive Home During the Lunch Period

The Burwell Jr. Sr. High School offers its students the opportunity to leave school during the student's scheduled lunch period as long as they are not late in returning to school and do it in a safe and law abiding manner. Students are also allowed the privilege of driving their vehicles home for lunch. This waiver must be signed and returned to the Principal's office giving your son or daughter permission to drive home for lunch. The following rules must be followed if a student drives during their lunch period:

1. Safety is a must while driving. If a student drives recklessly then the student will lose the privilege of driving during their lunch period.
2. The student must return to their scheduled class on time.
3. Students must follow the laws established by the state of Nebraska (i.e. speed limit, valid license, properly registered vehicle, etc.)
4. Students are not allowed to just drive around during their lunch period. Multiple students driving around town together is not why this privilege was established. Student safety is a concern.

This is a privilege and should not be taken for granted. If a student does not follow these rules then they will lose their driving privilege during their lunch period. Again, student safety is primary concern.

This form will need to be signed and returned to the Principal's office.

\_\_\_\_\_ Yes, I give my son/daughter permission to drive during their lunch period.

\_\_\_\_\_ No, I do not give my son/daughter permission to drive during their lunch period.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**Parental / Guardian Authorization  
For  
Dispensing Medication During the School Day**

We the parent(s) or guardian(s) of \_\_\_\_\_ do authorize employees of Burwell Public Schools to dispense the medication(s) identified herein below to the above named child.

We the parent(s) or guardian(s) of the above named child agree to provide the medication(s) to be dispensed in a prescription container with child guard cap. Said prescription container will be properly labeled, including child’s name, physician’s name, the name of the medication, and directions for dispensing said medication.

We the parent(s) or guardian(s) of the above named child agree to consult the family physician as to and side effects of the medication being administered and to advise the school of said side effects and procedures to be followed should the side effects occur.

We the parent(s) or guardian(s) of the above named child agree that the authorization granted herein is limited to the medication(s) identified herein. It is further agreed that should additional medication(s) be prescribed, additional authorization will be required and will follow the terms and conditions of Burwell Public Schools.

It is further agreed that authorization to dispense the medication(s) identified herein is limited to the school year identified herein.

It is further agreed that the parent(s) or guardian(s) will notify the school in writing of the termination of the authorization to administer or dispense the medication(s) identified herein, and should modification in the dispensing or administering of medications occur, said modifications will be communicated by providing a new prescription container properly labeled, including the child’s name, physician’s name, the name of the medication, and the new directions for administering.

It is further agreed that the school cannot and will not honor verbal or written instructions from the parent(s) or guardian(s) to modify or alter the directions on the prescription container.

Medication(s) authorized to be dispensed by school employees:

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Authorization given this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the 2013-2014 school year.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

## Burwell Jr. Sr. High School School-wide Parent Student School Compact

It is the school's responsibility to provide high quality curriculum and instruction to enable students' to meet state academic achievement standards

As one of your student's Teachers I will strive to;

1. Teach necessary concepts to your student.
2. Regularly communicate with you on your student's progress.
3. Provide a safe, positive, and healthy learning environment for your student.
4. Respect the cultural differences of your student and their families.
5. Provide high quality curriculum and instruction that enables students to meet State academic achievement standards.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

As a Parent/Guardian I will strive to:

1. Provide the student a quiet place/time to study.
2. Encourage the student to complete their homework.
3. Help the student to get to school on time.
4. Notify the school if the student is going to be absent.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

As a student I will strive to:

1. Return completed schoolwork on time.
2. Be at school on time unless I am sick or have an appointment.
3. Be responsible for my own behavior.
4. Help to keep my school safe.
5. Respect and cooperate with other students and adults

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Parent/Guardian & Student review of the Student Handbook

In accordance with Nebraska State Law, Section 79-4,176 para (3) which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...". Parents or Guardians and students are requested to sign and return the receipt form below.

#### **Check One Box**

- This is to verify that we, Parent/Guardian & Student, received and read the Burwell Jr. Sr. High School Student Handbook via hard copy which includes rules and policies of Burwell Jr. Sr. High School.
- This is to verify that we, Parent/Guardian & Student, received and read the Burwell Jr. Sr. High School Student Handbook via electronic format from the Burwell Public Schools' website at [www.burwellpublicschools.org](http://www.burwellpublicschools.org) and did not take a hard copy of the Student Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date