



BURWELL JR./SR. HIGH SCHOOL

STUDENT HANDBOOK

2022/2023

DALE MAYNARD SUPERINTENDENT
ADAM STOLZER PRINCIPAL

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 eight classes each semester. (8 period day schedule)

Students will enroll in eight full period classes that will run an entire year.

Students may enroll in classes that are only 1 semester long depending on course offerings.

REQUIREMENTS FOR GRADUATION FROM BURWELL SR. HIGH:

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.

Please see policy for option students and part time students.

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** Technical 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 10th Grade. American History in 11th Grade. American Government in 12th 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 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 has 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 would 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

A class that is an entire year and meets 5 days a week will earn 5 hours of credit each semester. If a class is only a semester long the course will earn 5 hours of credit.

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.

ACTIVITY LETTERING AND AWARDS

BASKETBALL: Each athlete must meet one of the following requirements to letter in basketball.

- 1. Play in one-quarter (1/4) of each regular season game.
- 2. Play in ten (10) quarters of varsity games.
- 3. Seniors out for three (3) or more years out for basketball and remain out each season.

CROSS COUNTRY: Each athlete must meet one of the following requirements to letter in cross country.

- 1. Place in any meet with four (4) or more teams entered.
- 2. Any senior out for three (3) years in good standing.

DANCE

- 1. Dance in 80% of dances.
- 2. Any senior out for three (3) years in good standing.

FOOTBALL: Each athlete must meet one of the following requirements to letter in varsity football.

- 1. Average one quarter (1/4) per varsity game.
- 2. Must play in at least nine (9) quarters of varsity games.
- 3. Seniors who complete the season in good standing may letter with less than the minimum requirements.

GOLF: Each athlete must meet one of the following requirements to letter in golf.

- 1. Place in any meet with four (4) or more teams entered.
- 2. Any senior out for golf for three (3) years in good standing.

TRACK: Each athlete must meet one of the following requirements to letter in track.

- 1. Place in any meet with four (4) or more teams entered.
- 2. Break any Burwell High School record.
- 3. Any senior out for track for three (3) years in good standing.

VOLLEYBALL: Each athlete must meet one of the following requirements to letter in volleyball.

- 1. Play in one-half (1/2) of the total games.
- 2. Play in one-half (1/2) of the reserve games and one-fourth (1/4) of the Varsity games.
- 3. Participate in a tournament game. (Invitational, Conference, District, or State)
- 4. All seniors in good standing who have been out for three (3) years and remain out for each season.

WRESTLING: Each athlete must meet one of the following requirements to letter in wrestling.

- 1. Earn a medal at a varsity meet.

JUNIOR HIGH ATHLETICS:

Football:	One quarter (1/4)	Grades 7 & 8
Basketball	One quarter (1/4)	Grades 7 & 8
Track:	Score in a major meet	Grades 7 & 8
Wrestling:	Score in (2) duals or (1) major Meet	Grades 7 & 8
Volleyball:	Play in one-half (1/2) of the total games	Grades 7 & 8

RULES FOR ATHLETIC LETTER AWARDS:

7th and 8th Grade:

To earn a letter in Jr. High, a student must participate in the sport of his/her choice for both 7th and 8th grades and meet the requirements both years. This will make him/her eligible to receive a letter certificate in the 8th grade.

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 in 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.

If a student is 15 minutes or more late they are unexcused. You must be at school all day to participate in extracurricular activities.

Students who have 4 more unexcused absences in a semester are ineligible for extracurricular activities. This resets every quarter.

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 the 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 any school activity, they will not be counted absent but will be asked to make up their work by the next scheduled class they attend. 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. If a teacher is gone and cannot sign, only the high school principal can sign in place. All activity slips should be turned into the sponsors, who in turn will give them to the high school office with the bus list prior to leaving.

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 15 minutes or more late, they are considered unexcused. 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 for each class during each quarter (9 weeks). After 3 tardies in a class 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 completed by the next scheduled class.

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.

REGULATIONS FOR ATHLETIC TEAMS AND INDIVIDUALS WHO QUALIFY FOR STATE TOURNAMENT COMPETITION AND DISTRICT OBLIGATIONS FOR SCHOOL DISMISSAL TIME AND RELATED EXPENSES

1. Dismissal and Departure Times for state and district tournament events will be left up to administration.
2. Lodging, at school expense, will be provided only as follows:
 - a. For the night prior to the activity when required in (b).
 - b. For each succeeding night, as long as the team or a competitor in an individual sport qualified for competition on the following day, or when the last competition time for the day is completed later than 7:00 p.m.
 - c. Any additional lodging will be at the expense of the individuals.
3. Meals paid for at school expenses are as follows, \$12.00 per meal/per person, with a maximum of \$36.00 per day/per person.
4. Travel expense costs using the school bus or individual transportation shall be compared by the Activities Director and the least expensive mode shall be used. When using individual vehicles, every effort shall be made to utilize large capacity vans. Mileage payments will conform to established school payment and mileage schedules.
5. Arrangements for lodging, when required, will be the responsibility of the Activities Director. Reservations shall be for a minimum of two (2) per room to a maximum of four (4) per room in the same facility and located close to each other to provide adequate supervision. Efforts will be made to acquire reasonable lodging rates.
6. Supervision of the competitors shall be the responsibility of the head coach. Good judgment shall be used to provide adequate supervision at all times but not to the extent that students feel they are in complete confinement.
7. Expenses for the following persons will be considered obligations of the school:
 - a. The exact number of individuals who qualify as individuals or the exact number specified by the NSAA in team competition. Should an athlete(s) who, in all probability, would have been on the eligibility roster but due to injury cannot be listed, such person(s) shall be added to the list of those person whose expenses are obligations of the school, if the person desires to and is able to accompany the team with minimum special care.
 - b. The head coach of the activity and one (1) assistant if there is an assistant.
 - c. Two (2) student managers; statisticians that served in that capacity during the regular season.
 - d. The bus driver(s) or vehicle driver(s).
8. Expenses for spouses will not be an obligation of the district. Spouses may, however, stay in the same room with the coach or driver with the District paying the cost of the double room.
9. Spouses of coaches, when both are school employees, will be permitted to attend with their coach using a personal leave day if one is available. If no personal leave day is available, they will still be permitted to attend but without pay.
10. Payments for mileage will be paid directly to the driver(s).
11. Payments for lodging will be paid directly to the motel/hotel.

12. Payments for meals will be paid directly to the head coach. The head coach shall be directly responsible to pay for all meals and will submit receipts for all of these expenses. Funds not expended will be returned to the activity fund.

13. Any arrangements or expenses not covered above must be cleared with the Administration prior to the activity. Any items not cleared in this manner will not receive approval after the fact.

14. A coach who has no team or individual qualifiers for state competition and desires to attend the state meet may attend at his/her own expense.

K. State Competition Attendance When Local School is not involved

When District #100 teams or individuals are not involved in state competition for a given sport activity, students will be excused for attendance only with parental permission.

ACTIVITY TICKETS

Activity tickets may be purchased and can be used for home activities. Activity tickets are not accepted at Conference, District, or State activities that Burwell hosts. Activity tickets are not accepted at the Burwell Wrestling Invite. Student Tickets are \$20.00, Adult Tickets are \$40.00, and Family Tickets are \$90.00.

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 7:50. 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. Book bags will be stored in student lockers or gym lockers.

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 ensure that passengers abide by behavior that helps 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 an 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.

SEVERE WEATHER PROCEDURE / SHELTER

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

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.

CATASTROPHIC INSURANCE COVERAGE

1. The Nebraska School Activities Association provides Catastrophic Insurance coverage on all athletes, grades 9-12, who compete in interscholastic competition. This does not cover any expenses due to injury, unless the injury and resultant costs are catastrophic in nature.
2. District 100 will provide similar coverage as is provided to the high school athletes and for all other students in grades 7-12.

CONCUSSION POLICY

The Nebraska Unicameral has found that concussions are one of the "most commonly reported

injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - Concussion Wise
 - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed healthcare professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student’s parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual’s qualifications.

Students who have sustained a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school’s “return to learn protocol” shall be the guidance provided by the Nebraska Department of Education entitled “Bridging the Gap from Concussion to the Classroom,” and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

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 SwfitAlert PowerSchool 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. Guests 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.

DANCE TEAM

Every year in the spring there will be auditions for a dance team made up of 4 - 12 students in grades 9th - 12th. If there is ever less than 4 there will not be a dance team. Students making the dance team will learn the routine prior to the tryout at the dance clinic. Once tryouts are complete students will be notified in 24 hours.

The dance team will only compete at home events and state events at administration approval.

The dance team will follow all school policies and rules.

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 student 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.

ELIGIBILITY

At 8 am on the first school day of the week an eligibility report will be run off powerschool and an ineligible list will be created by the high school principal and shared with staff. If a student has two or more F's they are ineligible. If a student has any combination of 4 D's or F's they are ineligible. If you are on the ineligible list you are out until the next eligibility report is run.

STUDENT ATHLETIC ELIGIBILITY RULES / NSAA GUIDELINES

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. If you do not understand the summary of the following rules, or you need an explanation of other requirements, consult the High School Principal or Athletic Director.

1. Student must be an undergraduate.
2. Student must be enrolled in at least 40 hours per week and regular in attendance. Exempt or home school students from authorized Rule 13 schools must be continuously enrolled in a minimum of ten credit hours of instruction per semester at the school the student represents in interscholastic competition.
3. Student must be enrolled in some high school on or before the 11th school day of the current school year.
4. Student is ineligible if 19 years of age before August 1 of the current school year.
5. After a student's initial enrollment is grade nine (9), he/she shall be ineligible after eight (8) semesters of school attendance. (After a student's initial enrollment in grade ten (10), he/she shall be ineligible after six (6) semester of school attendance.)
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received 20 semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student shall be ineligible for 90 days to represent a school in interscholastic competition at the Varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in a district.)
12. A student is ineligible for 90 days if his/her parents have changed their domicile to another school district and the student has remained in the former school which is in a different school district (EXCEPTION: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve(12) and has attended the high school for two or more years. The student is eligible for that school year in the school district from which the parent moved.)
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive

Director for his review and a ruling.

14. A student shall not participate in a contest under an assumed name.

15. A student must maintain his/her amateur status.

The coaches will reserve the right to withhold any student from participation if a student has received disciplinary action for violation of school rules and conduct.

ENCORE PERIOD

The Encore Period will run from 2:23 to 3:10, Monday through Thursday during Horn Time. 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 77 and below (D) or Incompletes in any class, are required to attend the Encore period. Teachers have the option to assign Encore for any student.
 - a) A weekly Encore-list will be configured on Monday mornings as to what students are assigned to what teachers for the Encore periods. A student whose name appears on the weekly Encore-list is required to attend Encore for the assigned days. 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.

Please avoid being in the hallways during the Encore period.
3. 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 78 or above (C) are not required to attend the Encore Period. They will have an assigned study hall during the Horn Time. 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, they just need a pass from a teacher.

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 NSCAS Test to determine if a student would benefit from the *Reading is FAME* program. If the student did not take the spring NSCAS 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 an intervention for math. This program is called ALEKS Math. All students in grades 6 - 12 will have access to ALEKS and will get individualized intervention built into the math curriculum. The course is a web-based program developed for students in grades 6-12. 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.

We will still offer ALEKS as a dedication class for students who: 1) score below the 50th 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 47 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 a 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 your 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 student 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 its 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.

MEDICAL INSURANCE

School District 100 does not provide medical insurance coverage on students. It is highly recommended that EVERY family with students in school carry medical coverage should an injury occur. The school is not in the insurance business but as a service to patrons has made available limited medical coverage plans for those who may not have any coverage or desire additional coverage. **BE ADVISED THAT THESE ARE INEXPENSIVE PLANS AND AS SUCH THE COVERAGE IS LIMITED PLEASE READ THE PLANS SO THE PLAN IS UNDERSTOOD** when they are sent home with the student near the beginning date for school. **IF YOU HAVE QUESTIONS OR CONCERNS**, contact the Principal or Superintendent.

ATHLETIC MEDICAL INSURANCE TO COVER PARTICIPATION IS REQUIRED

Every student in grade 7-12 who participates with or participates in any athletic programs MUST HAVE MEDICAL INSURANCE COVERAGE that does cover the particular sport or activity participated in. If the family has medical insurance, read the policy or check with your agent to be sure that coverage is provided. If coverage is provided you may not want to take out any other insurance. If you desire additional coverage, OR IF YOU HAVE NO FAMILY PLAN THAT PROVIDES NEEDED COVERAGE, it will be necessary to secure that coverage. Coverage should be available with most family plans and we encourage you to proceed in that manner. However, LIMITED COVERAGE PLANS ARE AVAILABLE THROUGH THE SCHOOL AS A SERVICE ONLY AND DO MEET THE NEED. BUT BE AWARE THAT THESE ARE VERY INEXPENSIVE PLANS, COSTING \$424.00 AND UNDER, AND DO NOT PAY AS WELL AS A FAMILY MEDICAL PLAN THAT MAY COST AROUND \$5000. The school requires that the form enclosed near the back of this manual be signed as required to indicate to the school that the student athlete is either covered by your own family plan or you have secured the needed coverage for the sport participated in. INSURANCE IS REQUIRED AS A CONDITION OF PARTICIPATION BECAUSE SUCH PARTICIPATION ALWAYS PRESENTS SOME ELEMENT OF RISK, AND THE SCHOOL NEEDS ASSURANCE THAT THIS IS UNDERSTOOD AND PROVIDED FOR BY THE FAMILY. As an option to all parents with students who participate in athletics, a copy of the plan made available thorough the school is provided to each prospective athlete before participation is allowed. THE SCHOOL WILL NOT PERMIT ANY PRACTICE OR PARTICIPATION BY A STUDENT UNTIL THE INSURANCE FORM PROVIDED IS SIGNED AND TURNED IN TO THE HIGH SCHOOL OFFICE TO INDICATE THAT SOME FORM OF COVERAGE IS PROVIDED TO THE ATHLETE.

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: Dale Maynard, who may be contacted in writing at PO Box 670, Burwell, Nebraska, 68823, at dale.maynard@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 email at 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 go 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. Students must drive alone at lunch unless they have a sibling. 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 mandates 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 be punished using school policy.
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 whereabouts of all students on an hourly basis.
10. Sponsors shall not consume alcoholic beverages while on a trip in which they have students under their supervision.
11. Sponsors shall schedule the day in a manner in which there is a 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 is in charge of you must issue you a pass. Otherwise, you are not to be in the halls or other areas during school hours.

PRACTICE REGULATIONS

PRE-PRACTICE REQUIREMENTS:

Each athlete going out for any sport must meet the following requirements:

1. Return a medical physical form to the head coach.
2. Return an insurance verification form.
3. Return Athletic Guideline Receipt
4. Return NSAA Student and Parent Consent Form
4. Return Extracurricular Substance Abuse Policy, Signature Page

STARTING, DISMISSAL AND LENGTH OF PRACTICE SESSIONS:

All starting times for practices will be designated by the head coach of each sport. Coaches will

arrange between themselves and the Activities Director early/late practice starts and division of practice times using the old gym/new gym. The length of organized practice sessions shall be governed by each coach, provided that all sessions shall terminate so students are out of the building and off school premises by 6:30 p.m. whenever one team uses any one facility (example: when using both the High School gym and the Elementary Gym.) When two teams use the same facility and arrange for an early/late start, the last team to practice shall be off the school premises by 8:00 p.m., no practice session should exceed 2 ½ hours. When pre-season practice sessions are held several times a day, coaches will take into consideration adverse weather conditions that could result in severe physical problems for the participants. All evening practice sessions (after 7:30 p.m.) shall be arranged with the Activities Director. These will only be allowed when particular circumstances require an evening session.

Participants are expected to report within 10 minutes from the time the school dismisses (4:00 PM/After Encore Period) to the designated area in the required uniform. Coaches will use fair judgment in seeing that this is enforced equally for all.

CHURCH NIGHTS AND SUNDAYS:

There shall be no activities scheduled (practice as well as games/meets/matches) on Wednesday evenings (students out of the building no later than 6:30 p.m.) or Sundays. EXCEPTION: When an athletic team is required to play in a conference tournament, district or state meets which are beyond the control of the local school.

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. Any non-Burwell Jr./Sr. high School students younger than 16 or older than 19 are not normally considered appropriate dates and must have the approval of the building principal. 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 \$3.00 Per Day Adult \$3.85

Second servings will cost \$1.50 and extra milk \$.70. Salad Bar will also be available. 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 \$2.20

Second servings will cost \$1.50, extra milk \$.70, and extra juice \$.50. Students 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 Jr./Sr. 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.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-05080002-508-11-28-17 Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

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.

SENIOR PICTURES

For the use of senior pictures in the yearbook, seniors are required to submit one digital vertical picture that adheres to school dress code, with no hats, no weapons, and no animals. Pictures can be emailed to jennifer.critel@burwellpublicschools.com.

For the paid senior ad families may submit any pictures digitally to jennifer.critel@burwellpublicschools.com. Again, pictures must adhere to the dress code and no weapons. Pictures with hats, animals, and any other school appropriate backgrounds or props will be allowed.

For the paid banner families may submit any pictures digitally to jennifer.critel@burwellpublicschools.com. Again, pictures must adhere to the dress code and no weapons. Pictures with hats, animals, and any other school appropriate backgrounds or props will be allowed.

All pictures used will be approved by the school administration in collaboration with the journalism sponsor.

SPINNERS

Spinners or fidget spinners will not be allowed in the building unless written in an IEP or 504 plan.

SPORTS SEASONS

All programs offered by this school will comply with all rules and regulations of the Nebraska School Activities Association and those rules shall take precedence over any rules or regulations that are in effect at this school should there be a conflict. Each coach has the responsibility to ensure that this school does comply.

SPORTS SEASONS

Senior High Sports Season: 2022-2023 Nebraska School Activities Association

All interscholastic sports are divided into three (3) seasons: fall, winter, and spring. The division of sports, the date of the first organized practice, and the closing of the season shall be as follows: No individual may participate simultaneously in more than one (1) sport per season.

Fall Sports	Opening Practice	Close of Season
Football	August 8, 2022	Football Playoff Finals, November 21
Volleyball	August 8, 2022	State Tournament, November 3-5
Cross Country	August 8, 2022	State Meet, October 21
Winter Sports	Opening Practice	Close of Season
Wrestling	November 14, 2022	State Dual Championships, February 4, 2023 State Meet February, 16 - 18
Girls Basketball	November 14, 2022	State Tournament, March 1- 4
Boys Basketball	November 14, 2022	State Tournament, March 8 - 11
Spring Sports	Opening Practice	Close of Season
Track	February 27, 2023	State Meet, May 19 - 20.
Golf	February 28, 2023	State Meet, May 23 - 24

7th & 8th Grade Sport Season

All interscholastic sports are divided into four seasons: fall, early winter, late winter and spring. The division of sports, the date of three first organized practices, and the closing of the season as established shall be as follows. No individual may participate simultaneously in more than one sport per season. 7th and 8th grade seasons shall not be over nine (9) weeks in length.

7th & 8th grade athletics

A senior high school team shall not compete against any team which is composed of 7th and 8th grade students who participate on a senior high school team. EXCEPTION: If a student in grade 7 or 8 reaches age 15 prior to September 1, that student may participate on a senior high school team. If a student in grade 7 or 8 reaches age 15 prior to September 1, the student shall be ineligible for interscholastic competition in grades 7 or 8. The student may participate on a high school team. Teams composed of students in grades 7 or 8, or teams composed of students in 7 & 8 which represent a junior high school in interscholastic competition, shall be limited to the following number of contests:

- a. Football - four (6) games.
- b. All other athletic competition - eight (8) contests.
- c. In boys and girls basketball, volleyball, wrestling and baseball, (a tournament counts as one contest even though a team or individual may participate in more than one (1) game or match during the tournament.)

The coaches will reserve the right to withhold any student from participation if a student has received disciplinary action for violation of school rules and conduct.

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 above acceptable short length 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 armholes 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 costs 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, grades will be checked weekly with eligibility report. 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.

YEARBOOK

Individual class pictures will be provided by the school through Studio B. All pictures in the yearbook used by the journalism class will adhere to all school rules and regulations as it pertains to normal student life. Administration discretion will be used in collaboration with the journalism sponsor on any pictures in question.

STUDENT DISCIPLINE

Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

1. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

2. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a

description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b.Suspensions Pending Hearing. 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.

c.Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d.Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e.Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f.Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

a.If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

b.If the student’s conduct presents a clear threat to the physical safety of themselves, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other

students to pursue an education.

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

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

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not 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. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school

employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation of this subdivision.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.

7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. 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. Use of a controlled substance in the manner prescribed for the a student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute substantial interference with school purposes.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and

safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observers would interpret it as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.

17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.

- a. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- d. Head wear including hats, caps, bandannas, and scarves.
- e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- f. Clothing or jewelry that is gang related.
- g. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Students to Take Tests. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work

is presented.

- (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from the home is encouraged, but the work must remain the student's.
- (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(2) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(3) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the students must either place the work in quotations or give a citation to the outside source.
- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(4) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

b. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional

sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

- (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
- (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
- (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student does not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

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

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally

comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of

the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Students will be confronted and directed to cease.
2. 2nd Offense: Students will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and students will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Students are expected to bring all books and necessary materials to class. This includes study halls.
4. Assignments for all classes are due as assigned by the teacher.
5. Students are not to operate the mini-blinds or the windows.
6. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
7. Students are to be in their seats and ready for class on the tardy bell.
8. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
9. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
10. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
11. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which

may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, 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 during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) 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 parents or guardian.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296

Date of Adoption: July 16, 2018 (First Reading)/August 13, 2018 (Second Reading)

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 statutory authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm which is 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 is 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 healthcare professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a stepwise 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 for more information.

Burwell Public Schools-Technology 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 devices 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 take responsibility 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 providers 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 at 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 chrome book 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 user 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 while 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 a site, they should report it to their teacher or technology specialist immediately.

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Burwell Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition

- of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
 3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
 4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
 5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
 6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
 7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
 8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.

5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.
- Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.
- The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks

and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)
LB 512 (2017). Date of Adoption: August 14, 2017

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 Email 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 schools 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, vapor products (such as e-cigarettes) 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 boys golf meet, whichever 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.

Drugs and Alcohol.

An activity participant who violates the drug or alcohol rules (.other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

- 1. First violation:** 28 calendar days and at least two activities.
- 2. Second or any Subsequent Offense:** 56 calendar days and at least 4 activities. ***A third violation will be removal for the remainder of the school/nsaa calendar year.
- 3. Reduction for Self-Reporting:** If the student has self-reported, the first violation shall be reduced to 14 calendar days and at least one activity, for the first violation. For a second violation if a student self reports its 28 calendar days and at least two activities.
- 4. Reduction for Participation in Chemical Dependency Program:** If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to one week and at least the next activity in which the student was to participate (including at least one contest) in the case of a first violation.

The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the Principal. Failure to participate and successfully complete the approved chemical dependency programs may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

- 5. More Serious Violations:** In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration. Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

Steroid Offenses.

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive calendar days.

2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions

Self-Reporting: A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made earlier of: (1) within three calendar days after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self report such offenses and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

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 by 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, tobacco use is prohibited on school grounds. This regulation applies to all students, staff, patrons, and visitors.

Parental / Guardian Authorization

DISPENSING MEDICATION DURING THE SCHOOL DAY

Student Name _____ Date of Birth _____

Grade _____

I give permission for _____ to be given medication by the school nurse or other unlicensed trained school personnel.

Name of Medication _____

Dosage of Medication _____

Date(s) to be given _____

Time to be given/Intervals in between doses _____

Route of Medication _____

Purpose of Medication _____

Prescription Medication: The medication must be in the original container with a current pharmacy label that includes: student name, medication, dose and time, and the physician's name. Medication can only be given as instructed on the label.

Over the Counter Medication: The medication will be provided by the parent, be in the original container, and labeled with the student's name, dose and time. Medication can only be given as directed on the bottle for age and dose. Any changes in the manufacturer's recommendation will require a written order from a physician.

Any medication not properly labeled or stored cannot be given at school. No medication can be given without completion of this form. Medication can be withheld based upon health assessment. Parents will be notified.

All medications must be stored at the school office.

I am not aware of any side effects, adverse reactions or any other problems my student is experiencing with this medication. I understand that I am primarily responsible for monitoring the effects of this medication. The school nurse or her/his designee has my permission to contact Dr. _____ or his/her designee, regarding this medication.

Parent/Guarding Name (Printed) _____

Parent/Guardian Signature _____ Date _____

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT’S AGREEMENT

In order to make sure that all members of Burwell Public Schools community understand and agree to these rules of conduct, Burwell Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Burwell Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Burwell Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Burwell Public Schools, any of its employees, or any institution providing network access to Burwell Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____
Student's Signature _____ Date: _____

PARENT’S AGREEMENT

In order to make sure that all members of Burwell Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Burwell Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Burwell Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Burwell Public Schools, any of its employees, or any institution providing network access to Burwell Public Schools responsible for the performance of the system or the content of any material accessed through it.

Parent's Name _____
Parent's Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

Burwell Jr-Sr High Schoolwide
Parent- Student-Teacher 2022-2023 Compact

It is the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.

Parent/Caring Adult:

I realize that my child's education is very important. I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- * Provide a quiet place/time to study.
- * Encourage my child to complete his/her homework.
- * Make sure my child gets adequate sleep and has a healthy diet.
- * Make sure my child is at school on time.
- * Make sure my child reads and writes on a daily basis
- * I will participate in decisions relating to the education of this child.

(Parent Signature)

(Date)

Student:

I know my education is important to me. It will help me become a better person. I agree to do the following:

- * Return completed school work on time.
- * Be at school on time unless I am sick.
- * Be responsible for my own behavior.
- * Help to keep my school safe.
- * Respect and cooperate with other students and adults.

(Student Signature)

(Date)

Classroom Teacher:

I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

- * Teach necessary concepts to your child.
- * Be aware of the needs of your child's progress.
- * Regularly communicate with you on your child's progress.
- * Provide a safe, positive and healthy learning environment for your child.
- * Respect the cultural differences of students and their families.

(Teacher 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 and did not take a hard copy of the Student Handbook.

Parent/Guardian Signature

Student Signature

Date

EMERGENCY MEDICAL RELEASE FORM (EMT)

This form is to be used in the event of an emergency and you CANNOT be reached. When completed, return it to the school.

I _____, _____ of
(Parent or Guardian's Name) (Relationship)

Student Name: _____ Date of Birth: _____

Hereby authorize in advance any necessary medical treatment needed during the 2022-2023 school year.

(Emergency Contact Name #1) (Phone 1) (Phone 2)

(Emergency Contact Name #2) (Phone 1) (Phone 2)

(Emergency Contact Name #3) (Phone 1) (Phone 2)

Medical Provider: _____

Medical Conditions: _____

Allergies: _____

Asthma: _____

Heart Condition: _____

Seizure Disorder: _____

Diabetes: _____

Specialty Diet: _____

Other: _____

PARENT OR GUARDIAN'S SIGNATURE

DATE

The signatures below simply verify that the student and parent have received a copy of the Extracurricular Substance Abuse Policy and will become familiar with the policy.

Student's Signature

Date

Parent's Signature

Date

NON-DISCRIMINATION AND GRIEVANCES:

It is the policy of Burwell Jr.-Sr. High School, District #100, not to discriminate on the basis of sex, race, color, national

origin, handicap, or age in its educational programs, activities or employment as required by Title VI, Title IX and Section 504 of Federal Law. As a student or employee of this district you are protected from discrimination in the following areas.

If you are a student, you may not be discriminated against on the basis of the following criteria:

Admission to school ; Access to enrollment in courses; Access to and use of school facilities; Counseling and guidance materials, tests, and practices; Vocational education; Physical education; Competitive athletics; Graduation requirements; Student rules, regulations and benefits; Treatment as a married and/or pregnant student; Housing; financial assistance; Health services; School-sponsored extracurricular activities; Most other aid, benefits of services.

If you believe that you have been discriminated against, you may make a claim that your rights have been denied. This claim of grievance may be filed with the Principal of the High School. You will be asked to write down the actions, policies or practices that you believe are discriminatory. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, practices or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is no agreement reached at this level, you may present the grievance to the Board of Education within thirty (30) days. The Board of Education will present a written decision to the grievance within ten (10) days following this hearing. You may also file a complaint of illegal discrimination with the Office for Civil Rights, Department of Health, Education, and Welfare, Washington DC, at the same time you file the grievance, during, or after use of the grievance process, or without the grievance process at all. If you file your complaint with the Office of Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination.

In preparing your grievance, you need to consider the following: The exact nature of the grievance, how you believe you may have been discriminated against and any persons you believe may be responsible; the date, time and place of the grievance; the names of witness or persons who have knowledge about the grievance; any available written documentation or evidence that is relevant to the grievance; and the actions that could be taken to correct the grievance.

The Superintendent of Burwell Jr. Sr. High School is designated as the employee to coordinate the compliance effort

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.