

**Bruning-Davenport USD  
Student Handbook 2018-2019**

**Foreword**

**Section 1            Intent of Handbook**

The purpose of this handbook is to serve as a guide to all students, parents, and teachers in the everyday affairs of the school. Specifically, the handbook will inform the student and parent of the policies, procedures, rules and regulations that the Board of Education and administration feel are necessary to fulfill the educational goals of Bruning-Davenport Unified School. The primary goal of the school will be to provide the best possible education experiences for the students and to provide those opportunities for education in an atmosphere and environment which will be conducive to learning for all students.

Every student should become familiar with the policies, procedures and rules as set forth in this handbook. The handbook is intended to serve as your guide and to assist you in being a respected member of the student body.

The contents of this handbook are not to be considered all encompassing. The Bruning-Davenport Unified Board and administration reserve the right to make additions or corrections as the need may arise. Students, parents and teachers are permitted and encouraged to make constructive suggestions for possible adoption by the School Board. Any constructive suggestions, respectfully submitted, to the administration or directly to the Bruning-Davenport Unified Board will receive due consideration at any regular meeting of the School Board.

If there should be any conflict with these policies and Nebraska or United States statutes, the applicable Nebraska or United States statutes shall govern.

The Bruning-Davenport Unified School is fully accredited by the Nebraska Department of Education. The accreditation standards are the basis for determining our class offerings.

**Section 2            Members of the Board of Education**

**Unified Board**

Michael Schroeder, President  
Dan Domeier, Vice President  
Sarah Bolte, Sec/Treas

**Bruning Board**

Sarah Krehnke, President  
Dan Domeier\*  
Ted Norder, Vice-President  
Sarah Bolte\*  
Katrina Ozenbaugh\*  
Jodi Weber, Secretary

**Davenport Board**

Jeff Hoins\*  
Jamie Koch, President  
Ryan Miller, Vice-President  
Nathan Schardt, Secretary  
Mike Schroeder\*  
Rod Tegtmeier\*

\*denotes Unified Board members

**Section 3            Administration**

Dr. Trudy K. Clark, Superintendent  
Mr. Damen Kugel, Principal

**Section 4 Faculty**

Ivan Aguilar	7-12 Spanish
Beth Ardissono	5-8 Math, 5 Reading
Chris Ardissono	9-12 Math
Richard Ault	5-8 Language Arts
Laura Baird	Grade 4
Denise Carlson	Grade 1
Jill Catlett	5-8 Social Studies
Beth Dolnicek	Media Specialist, 2-8 Keyboarding
Rodney Drews	2-4 Music, 5 <sup>th</sup> Band
Cameron Freitag	Grade 3
Wendy Friesen	K-12 Art, Yearbook
Shawna Garland	9-12 Business Education/Computers
Cathleen Hergott	Grade 2
Alicia Hoffman	Guidance Counselor, 7-12 FCS
Lichelle Houchin	PK-1 & 9-12 Special Education
Fred Kluck	9-12 Social Studies
Ruth Kowalski	9-12 English, Speech/Drama
Jennifer Krupicka	2-8 Special Education
Siera Meyer	7-12 Agriculture
Doug Otto	PK-8th P. E., Drivers Education
Aaron Peterson	9-12 Science
Daina Philippi	Pre-Kindergarten
Debra Pope	Title I, 5 <sup>th</sup> Science
Patricia Remmers	Grade Kindergarten
Alex Rudolph	PK-1 and 5-12 Vocal, 6-12 Instrumental
Ali Strong	Pre-Kindergarten
Mark Rotter	9-12 P. E., 6-8 Science

**Section 5 Support Staff**

**OFFICE PERSONNEL**

Sara Dierking	Denise McGinley
Andrea Domeier	Diane Smith

**MAINTENANCE/CUSTODIAL**

Dean Dirks	Mary Houser	Lynn Houser
Berdon Pedersen	Barb Williams	

**PARAS**

Joy Lentfer	Donna Schweer	Jackie Swartzendruber
Michelle Sybrant	Alexis Trauger	Elaine Werner

**HOT LUNCH PROGRAM**

Amanda Barney	DeEtta Christensen
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**TRANSPORTATION**

Dean Dirks	Marv Holtzen	Mary Houser	Michelle Sybrant
Berdon Pedersen	Chris Ardissono		

## **Article 1 – Mission and Goals**

### **Section 1 School Mission Statement**

“To Prepare Today’s Students For Tomorrow’s Society By Providing Opportunities To Learn  
In A Safe Environment Where Students Are Recognized As Valued Individuals”

### **Section 2 Goals and Objectives**

The goals and objectives of Bruning-Davenport USD are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extra-curricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the district and its needs exist;
8. A staff necessary to fulfill the above objectives; and,
9. Facilities necessary for the above objectives.

Bruning-Davenport USD teachers, administrators, and board of education have adopted the following vision statements to serve as a basis for decision-making concerning the education of Bruning-Davenport USD students.

1. The goal of our educational program is to develop a deep understanding of essential knowledge and skills in students, but also to develop the capacity to apply their learning, and to reason, solve problems, and produce quality work to become contributing members of society.
2. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
3. A safe and supportive learning environment promotes student achievement.
4. Teachers, administrators, parents and the community share the responsibility for advancing the school system’s high quality standards, expectations and performances.
5. Bruning-Davenport USD is dedicated to the belief that all students can learn.

### **Section 3 Mutual Respect**

Bruning-Davenport USD expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

### **Section 4 Multicultural Policy**

It is the policy of the Bruning-Davenport USD to utilize the resources of curriculum instruction, in-service, counseling and guidance to reflect the racial, ethnic, language and cultural heritage of both historical and modern-day United States of America by observing the following objectives:

1. To select materials and methods that will eliminate bias and stereotype in our schools.
2. To conduct in-service programs for our staff that will help them to understand a multi-cultural approach and to reflect it in their teaching and administrative duties.
3. To encourage all students to grow in self-esteem and to understand and develop their academic and human potential.
4. To guard against tracking systems that reflect racial, ethnic, language, or cultural bias.

### **Section 5 Complaint Procedures**

Constructive criticism of the school or its employees is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school more effectively for the tasks they are designed to perform.

Owing to the public nature of the teaching profession, school personnel are not exempt from criticism. The

Board of Education places trust in its employees and desires to support their actions as far as it is possible, so that they are free from unnecessary or negative criticisms and complaints.

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. No anonymous correspondence may be considered officially by the Board of Education.

Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.  
Written appeal should be made within five (5) days of the Superintendent’s decision.

It shall be understood by all parties involved in the complaint procedure that no reprisals of any kind, implied or intended, shall be brought against the person or persons involved in the resolution of the complaint.

2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

**Article 2 – Calendar and School Day**

**Section 1 Daily Schedule**

The school day will begin at 8:10. They then may go to their rooms. Elementary school will dismiss at 3:30 Monday through Thursday. On Friday, the elementary will be dismissed at 2:20. From 2:21 – 3:00 on Fridays, teachers will be available for conferences and students who have missed assignments or were referred for disciplinary measures will be expected to stay and catch up on work during this time. Parents will need to provide transportation when students stay on Friday.

Middle School (Monday-Thursday)

8:10	Day Begins
8:20-8:33	Family
8:35-9:17	Period 1
9:19-10:02	Period 2
10:05-10:48	Period 3
10:50-11:33	Period 4
11:36-12:19	Period 5
12:19-12:51	Lunch
12:53-1:36	Period 6
7	
1:38-2:21	Period 7
2:24-3:36	Period 8

9-12 Schedule (M-Th)

8:05	Day Begins	
8:10-9:00	Period1	
9:01-9:52	Period 2	
9:53-10:44	Period 3	
10:45-11:36	Period 4	
11:36-12:06	Lunch	
12:07-12:58	Period 5	
12:59-1:50	Period 6	
1:51-2:42		Period
2:43-3:35	Period 8	

Middle School (Friday)

8:10	Day Begins
8:20-8:33	Family
8:35-9:17	Period 1
9:19-10:02	Period 2
10:05-10:48	Period 3
10:50-11:33	Period 4

9-12 Schedule (Friday)

8:05	Day Begins
8:10-8:51	Period1
8:53-9:34	Period 2
9:36-10:17	Period 3
10:19-11:00	Period 4
11:02-11:43	Lunch

11:36-12:19      Period 5  
12:19-12:51      Lunch  
12:53-1:36        Period 6  
1:38-2:21        Period 7

11:43-12:13      Period 5  
12:15-12:56      Period 6  
12:58-1:39        Period 7  
1:41-2:22        Period 8

**Section 2            Severe Weather and School Cancellations**

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent’s staff may notify local news media when inclement weather warrants such action. The information is broadcast regularly by the following television stations: KHAS-TV, Hastings; KOLN/KGIN TV, Lincoln; and KLKN, Lincoln. The announcement of school cancellations will also be posted on the school Facebook page and may be communicated via the telephone automated system.

Decision to Close Schools: A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9:00 p.m. for announcement during the 10:00 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6:00 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed and may include a telephone notification.**

After School Starts: Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions: **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do: Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions: Bruning-Davenport USD has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

## 2018-2019 SCHOOL YEAR CALENDAR

6 Mon – Start of FB/VB Practice

9-10-13-14 – Fri – Mon – Tues –  
Teacher Inservice

15 Wed – First day of school – 1 PM  
dismissal

AUGUST '18						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 Mon – NO SCHOOL – Labor Day

4 Thurs – P/T Conf. @ Brun  
2:00-9:00

5 Fri - No School/ Teachers report  
12 Fri – End of 1<sup>st</sup> Quarter **41Days**

26 Fri-Fall break

OCTOBER '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Fri – Teacher Inservice

21 Wed – 1:00 Early dismissal

22 Thur – NO SCHOOL

23 Fri – NO SCHOOL  
Thanksgiving Vacation

21 Fri – End of 2<sup>nd</sup> Quarter –Early  
Dismissal – **46/87 Days**

24 Mon – NO SCHOOL  
Christmas Vacation

22-26 Moratorium

DECEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

7 Mon – Classes Resume  
Bus route reverse

18 Mon – Teacher InService

FEBRUARY '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Fri – NO SCHOOL  
7 Thurs – End of 3<sup>rd</sup> Quarter – **42 Days**  
8 Fri – NO SCHOOL

19 Fri – NO SCHOOL – Good Friday  
22 Mon – NO SCHOOL – Easter  
Vacation

APRIL '19						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '19						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

11 Sat – Graduation 2:30  
@ Bruning

17 Fri – End of 4<sup>th</sup> Quarter  
Last day of school  
Dismiss @ 11:30 – **48/90 Days**

Indicates NO SCHOOL  
 Teacher Inservice  
 Indicates Early dismissal  
 P/T Conferences  
 Indicates beginning/end of  
school year

June '19						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July '19						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

177 School days  
7 In-service/Work days  
**184 Teacher days**

First day – 8/15/2018 (half-day)  
Last Day – 5/17/2019 (half-day)

## Article 3 – Use of Building and Grounds

### Section 1 Entering and Leaving the Building

Beginning of School: Students should not be on school grounds prior to 8:00 a.m. During fair weather conditions the first class bell will ring at 8:10 a.m. allowing students to enter the building and to proceed to their lockers and classrooms. During bad weather the entrance will be open by 7:40 a.m. for students to enter the building. Students are to stay in the commons areas or the cafeteria and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office. Parents must pick up their child. Parent consent does not alleviate district liability when permission is given for students to leave the grounds unattended.

End of School: Our regular school day ends at 3:36 p.m. Make-up work, special help, and extra-curricular activities begin after the school day. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

### Section 2 Visitors

#### **ALL VISITORS MUST CHECK INTO THE OFFICE UPON ARRIVING AT THE SCHOOL BUILDING.**

Parents are welcome at all times. **Please report to the office before visiting a classroom.** Friends and relatives of elementary students may visit school only if arrangements have been made in advance with the administration.

### Section 3 Smoke-Free Environment

Bruning-Davenport USD declares all of our schools' buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke- and tobacco-free and abide by our District's policy.

### Section 4 Care of School Property

All property belongs to the school and has been provided for you at taxpayers' expense. This property is for the use of students and teachers for the purpose of education.

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Any student defacing, mutilating, or destroying school property or equipment will be required to pay for the damage done or replace the item.
3. Lost or damaged books will be paid for on a depreciation basis. In other words, during the first year, the student will pay 100% of the purchase price; the second year, 80%, etc. A lost book returned in excellent condition after the student has paid for it will result in a refund of the money paid.
4. Please review the Acceptable Use of Computers Policy regarding care and loss of computer hardware protocols.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

### Section 5 Lockers

Lockers will be assigned to Middle and High School students at the beginning of the school year and any changes regarding lockers will be done only through the office. These lockers are to be used for storing the personal belongings of the students, and due to the limited size, it is recommended that unnecessary items not be kept in them. **Valuables should not be kept in lockers unless they are kept locked.** Each student is responsible for his/her belongings. The school can assume no responsibility for student property that is lost or stolen. Lockers will be periodically inspected by the administration. **In the interest of sanitation, open food or beverage containers may not be stored in or above lockers.**

**Section 6 Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student’s personal property and to the seizure of items in a student’s possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”) may be removed from student possession.

**Section 7 Use of Telephone**

Telephones are for official school business. School phones may be used, with administrative approval. You will not be called from class for a telephone call except in an emergency. If you receive a telephone call, the message will be taken and delivered to you at the earliest possible convenience. If you are asked to call back, you will have to do so before school, between classes, at noon, or after school. Students are expected to obtain permission from the office staff before using the phone. Use of the phone is not an excuse to be tardy to class.

**Section 8 Bicycles**

Bicycles must be parked in the racks provided. The school is not responsible for damage or theft of parts while bicycles are on school property.

**Section 9 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If possible, school bills should be paid with exact change or a check. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student’s property will not be subject to loss, theft, or damage. Children need not carry excessive amounts of money to school. The school cannot be responsible for personal property which is lost or stolen.

**Section 10 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Any items not claimed within two weeks of school being dismissed for the year will be donated to a charitable organization.

**Section 11 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the teacher, coach, office personnel, or administrator.

**Section 12 Laboratory Safety Glasses**

As required by law, the use of approved safety glasses will be required of every student and teacher while participating in agriculture and science classes when a potential danger exists.

**Section 13 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District encourages all student participants in athletic programs have injury and accident insurance. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier.

**Section 14        Bulletins and Announcements**

Bulletin boards are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal’s office.

**Section 15        Copyright and Fair Use Policy**

It is the school’s policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purpose;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair”. Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

**Article 4 – Attendance**

**Section 1        Bruning-Davenport USD Attendance Policy**

The Nebraska School laws require regular school attendance for all pupils of school age for the entire year. The statutes are very specific and leave little option, if any, for schools to excuse their pupils. In addition to this, schools have found that irregular attendance is the most frequent cause of failure; therefore, parents will greatly aid the school in promoting the welfare of the pupils if they will not ask to have them excused except in cases of extreme emergency. Appointments with dentists, doctors, trips out of town and the like should be made outside of school hours when possible. No pupils should be expected to earn a passing grade if they have been absent an unreasonable number of days. Chronic and excessive absenteeism may be grounds for loss of credit or suspension from school.

## **Section 2 Attendance and Absences**

The school is not in a position to ever tell a parent that their student cannot miss school, but if the student does go over the limit of **ten (10)** absences in a semester, they risk losing academic credit. This may be the consequence for going exceeding ten absences per semester. Good judgment is a must in deciding when absences are to occur.

Those students who are absent from school must bring a written excuse from their parents to be submitted to the office. This excuse must state the REASON for the absence, not simply that the student was absent. The administration will decide the classification of the absence if there is a question. Middle School students will be given a make-up slip to present to each teacher of classes missed. The teacher will initial the make-up slip when the class work is completed. The make-up slip will then be returned to the office, no later than the due date indicated. **If the make-up slip is not returned to the office by the due date, the student will serve time during lunch access or other consequences determined by the principal.**

Students are required to attend school on a regular basis. **Parents should call the school before 9:00 a.m. each time that their child is absent or intends to be absent.** The call should be made the day of the absence or before when possible. Parents should be aware at all times the total number of days missed from school. These days can be checked with the school office. Responsibility for making up work rests entirely with the student. If a call is not received before 9:00 a.m. the student will be considered truant. The Principal or his/her designee may place a call to the student's home.

The board feels that an exception should be made for students who have a major illness or accident which prohibits school attendance. Such an absence should be verified by a physician, and if it is to be an extended period of time, arrangements can be made for assistance in maintaining grades. It will be up to the Principal/Superintendent to make judgments pertaining to whether an absence will be excused or unexcused.

1. After five (5) days absence per semester, parents will be notified by mail.
2. After ten (10) days absence per semester, the student may be considered not passing his/her classes and a meeting between the parent(s) and principal will be set up as soon as possible to determine what interventions, if any, the school district needs to make.
3. If the child is absent more than 20 days per year or the hourly equivalent, the principal shall file a report with the County Attorney of the county in which the person violating the compulsory attendance laws (i.e. the child, the child's parent, or the person who has legal or active charge or control of the child) resides. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. When reporting excessive absenteeism, the principal shall inform the county attorney whether the excessive absences are due to documented illnesses that make attendance impossible or impractical. This may be done by informing the County Attorney of either the number of absences due to such illnesses or that the principal is of the opinion that prosecution is not warranted. (Neb.Rev.Stat.79-201, 79-209, 79-527)

**Absences From School – Definitions:** Absences are classified two ways, excused and unexcused. An absence from school will be reported as (a) an excused absence or (b) an unexcused absence.

1. **Excused Absences:** Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
  - (A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
  - (B) Illness which causes a student to be absent from school,
  - (C) Doctor or dental appointment which require student to be absent from school

- (D) Court appearances that are required by a court order and the student is not responsible for needing to be in court,
- (E) Family trips in which student accompanies parent(s)/legal guardian(s)
- (F) Inclement weather
- (G) Working for parents
- (H) Other absences which have received prior approval from the Principal

Discontinuing Enrollment or Withdrawal Only children who are at least 16 years of age may be withdrawn from the district. The person seeking to withdraw the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form provided by the school district. The district will follow the procedures outlined in school district policy when considering requests to disenroll or withdraw.

Only children disenrolling or withdrawing to attend a non-accredited school may be exempt from this requirement. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

### **Section 3 Absences and Academic Responsibility**

- (1) Students that are not taking part as a participant and wish to attend an activity MUST make arrangements with their instructors in advance of the event.
  - a. Students wishing to attend an activity or participating in the activity must be in attendance **for the full school day on the day of the activity unless it is an excused absence, ( an illness or medical appointment both of which require a doctor's note). The student needs to be in attendance by 9:00 a.m. prior to leaving for the activity.**
  - b. Bruning-Davenport USD requests that students leaving school to attend an activity (not a participant) be excused from school by their parent or guardian prior to the activity and must be accompanied by their parent or guardian.
  - c. Students that are absent attending a school sponsored activity as a non-participant must make arrangements for their classes before the absence, credit will be given for work done if turned in before the absence.
- (2) Many times students are involved in activities during school time. As academics are higher in priority than activities, students should have their work made up before they participate in the activity.
- (3) Extended absences for other than illness require make-up work to be done in advance or reasonable arrangements need to be made with the student's instructors. (Ex: vacations, hunting trips, ski trips, shopping, etc.)
- (4) Pertaining to Students "making up" School Work.
  - a. There will be two school days allowed for make-up for every day missed, except in cases of truancy or class-skipping where only one school day will be allowed for make-up. The make-up work in cases of absence shall be made up within two days after the student returns (two days for each day missed). The one school day in cases of truancy will be defined as the day the student misses. The make-up work must accompany the student upon his/her return. Make-up work not completed within the allotted time will be recorded as a "0" grade for that assignment.
  - b. The only use of an "incomplete" will be when a student's absence occurs so late in the nine-week period that his/her make-up would extend into the next nine weeks.
  - c. In no case, other than extreme illness, will make-up time extend over ten (10) days past the end of a semester. (School days are defined as Monday thru Friday.)

### **Section 4 Truancy/Class Skip**

- (1) Truancy is defined as when the student leaves the school or never comes and the school knows or has not been notified of the student's whereabouts. Class-skipping is defined as when a student fails to attend class but remains in the building or on the school premises.
    - 1<sup>st</sup> Offense: The student will make up double the time they missed as arranged by the administration.
    - 2<sup>nd</sup> Offense: The student will make up double the time they missed as arranged by the administration.
    - 3<sup>rd</sup> Offense: The student may be suspended for up to three days.
- With the fourth (4<sup>th</sup>) truancy and/or class-skip, the student may be expelled for the remainder of the semester and will be recorded as dropped from classes with no grades issued. (The long-term expulsion procedure, as found elsewhere in this handbook, will be strictly adhered to.)

Senior Pictures: Seniors will not be excused from school to have senior pictures taken. Any senior missing school to have pictures taken will have the absence recorded as unexcused. Students are encouraged to have pictures taken

during the summer before their senior year or on a day when school is not in session. **Dress code applies for yearbook, composite, and newspaper pictures.**

**College Visitation:** Seniors who plan on furthering their education may make two trips to the college of their choice on a school day if they bring a written statement from their parents as to when they are going and with whom they are going. At least one parent of the student(s) must accompany the student(s) to the college. The student(s) will not be counted absent on these days if they bring the required parental permission statement and turn in all assigned homework before they leave. Juniors are allowed one college visit between January and May, with the same guidelines. The school counselor may help in making arrangements for college visitations.

**Absence for District/State Activities & Tournaments:** Students wishing to miss school to attend a district/state activity & tournament, i.e., volleyball, football, basketball, track, drama, speech, etc. can only do so under parental or school supervision. This does require that he/she travel with his/her parents, or they can travel with a Bruning-Davenport USD teacher as part of a sponsored group. State tournaments which are conducted during our normal school day at Bruning-Davenport include: volleyball, girls' and boys' basketball, combined girls and boys track, speech, and one-act plays.

Students absent from school to attend a state tournament, who are not under parental or school supervision to and from the tournament, will have the absence recorded as unexcused.

**Section 5 Tardiness**

(1) Tardiness shall be defined as when a student is late to any class without a reasonable explanation. (The teacher will determine "reasonable".)

(2) Students will be allowed three (3) tardies in each class per semester grading period without penalty. With the fourth tardy and each one thereafter, the student WILL BE REQUIRED TO REMAIN AFTER SCHOOL AS ASSIGNED. A tardy is defined as arrival during the first fifteen minutes of the scheduled class. (Students arriving after the class has been in session for fifteen (15) minutes shall be charged with an absence.)

**Section 6 Leaving School**

Bruning-Davenport USD is a closed campus. Students are to remain on campus unless excused in accordance with school policies. Parents must pick up their child. Parent consent does not alleviate district liability when a student leaves the building unattended. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

**Article 5 – Scholastic Achievement**

**Section 1 Grading/Progress Reports**

If there is any concern by the parent over a grade, they may feel free to consult with the teacher, counselor, or principal.

**Elementary:** Grades are a form of evaluation as to what your child has learned and/or accomplished. Grades will be sent home at the end of each quarter.

**Middle/High School:** The grades recorded for Bruning-Davenport junior/senior high students will be letter grades. The letter "I" recorded on a student's work means that the work is incomplete and must be made up before credit will be granted in a course. Letter and percentage grades will be recorded on report cards and they will be within the following parameters:

Grade	Percent	Grade	Percent	Grade	Percent
A+	97-100	C+	83-85	F	0-69
A	95-96	C	80-82	S	Satisfactory
A-	93-94	C-	78-79	U	Unsatisfactory
B+	90-92	D+	75-77	I	Incomplete
B	88-89	D	72-74	E	Excellent
B-	86-87	D-	70-71		

## Section 2 Teacher Grading Requirements

As grades are an integral part of the educational process, and necessary to assessing the academic level of students, teachers will be required to enter no less than one (1) grade per week in the grade book, per student, per class. This is an essential step to ensuring the continued academic success of the students.

## Section 3 Graduation Requirements

To be eligible for graduation from Bruning-Davenport Unified Schools, a student must have earned a total of 260 hours and must have participated in the following programs of studies and activities:

English	40 hours	English 9, 10, 11 and English 12 (in class or online)
Social Studies	30 hours	10 Hrs Government, 10 Hrs American History, 10 Hrs World History
Mathematics	40 hours	10 Hrs Algebra I, and three others
Science	30 Hours	Biology and two others
Fine Arts	20 Hours	Art, chorus, band, music, drama
Physical Education	10 hours	Physical Education 9
Computers	20 hours	Information Technology App I & II and one other*
Vocational Education	10 Hours	Agriculture courses, Family/Consumer Science, and Business (beyond 10 hours of computers)
World Language	10 Hours	
Speech	10 Hours	<b>(Intro to speech course or 2 semesters of competitive speech)</b>
Required Hours - Core Curriculum		220 Hours
Electives		40 Hours
Total Hours Required for Graduation		260 Hours

*\*students enrolled in online courses may count the course as computer credit only if it is not used to meet core graduation requirements*

## Section 4 College Prep Recommendations

Students intending to pursue a four-year college or university degree are advised to obtain the following credits:

English - Include English 12 in the 40 hours toward graduation

World Language - 20 hours

Science - 30 hours, Biology, Chemistry, Physics, Earth Science, one of which must be a laboratory class

Social Science - include history in the 30 hours toward graduation

Mathematics - 40 hours, must include Algebra I, II and Geometry, as well as one 10 hour course that builds on a knowledge of Algebra

Those students who have not met the graduation requirements upon completion of high school shall be granted a Certificate of Attendance.

The administration may deviate from the above requirements as circumstances and current demands on individual students deem advisable.

Students who wish to earn dual credits through online courses, who are not designated as high-ability learner, must first obtain the recommendation of the counselor and of the mentor teacher. If a student does not obtain the required recommendations, he/she may appeal to the administration. In addition to the recommendations, the student's parent must sign a statement indicating that the student/parent understands the demands of online course work. If the student is identified as High-Ability Learner, the school will pay for online courses and textbooks, **however if the student fails to earn a passing grade or drops the course after payment has been made, the parent will reimburse the school. Parents of students in the SENCAP (Southeast Nebraska Career Academy Partnership) are also required to reimburse the school if their child fails the course.** The grades for students who have taken courses for dual credit will reflect the grade earned under the post-secondary school's grading system (e.g. a 90% is an A in college system but a B+ under Bruning-Davenport USD's system).

## Section 5 Dual Credit Courses

Dual credit courses offer high school and college credit. Each course taken equals 5 high school credits (one semester). The grade earned under the college grading system is the grade earned for high school credit. It is placed

on the transcript and is used to calculate GPA. The course is used for elective credit if the student has fulfilled graduation requirements in the course discipline. Dual credit courses are not used to determine placement on the honor roll.

**Students taking dual credit courses are required to provide their weekly grade on the first day of the week to the counselor or the student will be considered ineligible. Students have until 4 pm of that day to provide the grade. They may do this through providing a screenshot of the grade book.**

#### **Section 6 High Ability Learner – Identification Process**

A student must meet one of five criteria for identification as a High-Ability Learner. The three criteria in grades 5-8 are: earning a 95% or higher on the student percentile range for the Math, Reading, Language Usage, or General Science tests on the norm-referenced test, Measure of Academic Progress; earning an “exceeds standards” on the state reading, state math test, or state science assessments (i.e. NSCAS-R, NSCAS-M, NSCAS-S); or, teacher recommendation. The additional criteria for grades 9-12 are: sustain a 3.75 GPA in core studies (math, English, science, and social studies); **AND** earn at least a 26 on the ACT in English or Math. If a student meets the criteria during his or her middle school years, he or she must re-qualify under the stated criteria during grades 9-12 in order to be considered a part of the High-Ability Learner program and be eligible for benefits. Membership will be for two (2) years then the student must requalify. Additions to membership will occur bi-annually each year.

Students taking online classes either through PLATO Learning or OdysseyWare are required to complete at least 90% of the assigned classwork to earn credit for the class. The grade earned will reflect the grade assigned by the online system. These platforms are NOT dual-credit and are used primarily for credit recovery. **Students must demonstrate a 5% increase in completed content per week to remain eligible.**

#### **Section 7 Senior Recognition**

The two (2) graduating seniors compiling the highest grade point average during their four (4) years of high school shall be honored as the class Valedictorian and Salutatorian, respectively. The class will select one student as their representative to speak at commencement, and the speaker will be approved by the administration.

#### **Section 8 Academic Eligibility**

Maintenance of high academic standards in the Bruning-Davenport Unified Schools is very important and must be enforced at all times. Students involved in extra-curricular activities are reminded that they are students first and foremost. If they are not meeting the minimum academic standards established for participation in activities, they shall not be permitted to represent the school in activities.

#### **Section 9 Weekly Eligibility**

All activities held outside of the regular school curriculum will be treated as extracurricular activities and thus come under our present eligibility policy. Activities that are an extension of the regular school curriculum will not come under the eligibility policy. Students demonstrating poor self-discipline, poor study habits, and/or failure to do required work may be declared ineligible.

1. The school will implement a one week “in jeopardy” period whenever a student has a cumulative failing average during the nine week period, **in any one or more classes**. The student will be verbally notified by the teacher(s) for that subject area(s) on Monday (or first school day) each week. The teacher(s) will explain to the student the reasons for the failing grade and what the student should do to remedy the problems. It is the student’s responsibility to seek additional help (if appropriate) from the teacher to improve the failing grade(s). **Students who fail to pass a class for a quarter or semester will be ineligible until the beginning of the third (3<sup>rd</sup>) week of the following quarter. If they are not passing the class at that time, they will remain ineligible until the next grade check in which they are passing.**
2. If the student is still failing in any one or more classes the following week (i.e. the same course(s)), the student would then be ineligible for a one week period. The student could participate in practice but not in competition. Ineligibility would continue until the student is no longer failing in any one or more classes.

3. In Middle School, the student's parents will be notified by letter or phone when their child is placed on the "in jeopardy" list.
4. In Middle School, teachers, when turning in their list of students "in jeopardy", will note reason(s) for failing grade(s) to the administration.
5. In Middle School, teachers will list all students who have earned a cumulative grade of 76% or below during the current grading period. If a student is on this "endangered" list (76% or below), he/she will have restricted privileges until they are no longer considered to be in danger of failing, but will be restricted for a minimum of one week.
6. In Middle School, if a teacher believes that a student is working to his/her full potential in a class, but is failing, the teacher may give a student a (temporary) grade of 70% when reporting.
7. Students demonstrating poor self-discipline in regard to attitude and/or behavior may be declared ineligible for participation in school activities by the principal. A teacher may recommend such, to be determined by the principal. Coaches/Sponsors may take additional measures in regard to participation, as it relates to this policy.
8. In regard to this policy, activities defined for ineligibility are any/all activities of interscholastic competition between schools. Activities not included are intra-school in nature, and generally social or non-competitive.

#### **Section 10 Middle School - After School Guided Study and Detention**

School is dismissed at 2:21 on Fridays. However, a guided study session and detention period will run from 2:21 until 3:00 on most Fridays (exceptions for certain Fridays such as early starts for extracurricular activities). **A student's attendance at after-school guided study or detention will be required in the following situations.**

##### Guided Study:

1. Any student on the ineligible list (not jeopardy).
2. Any student who is failing a class or has failed to submit work in a timely manner.

##### Detention:

1. Unexcused or habitual tardiness
2. Behavior problems, referred by teacher or bus driver. Note: Friday detention should not be construed as exclusive of other detentions, Monday-Thursday, as required by teachers or administration. Buses will run after early dismissal on Fridays.

**Students in guided study or detention will be responsible for arranging their own transportation.**

**Any student in 7<sup>th</sup> or 8<sup>th</sup> grade who fails one or more semesters of a core academic class (i.e. English, math, science, social studies) will be required to attend a five-week summer session. The academic work will be delivered through an online course. If the student does not attend the five week session or pass the online work, the student will repeat the course.**

**\*\*Students on the Friday Detention list are required to attend, unless prior arrangements have been made with the teacher or the administration. Failure to attend or make prior arrangements will result in a one (1) day In-School Suspension, to be served the following Monday.\*\***  
**Students in detention will be responsible for arranging their own transportation.**

#### **Section 10 Parent-Teacher Conferences**

**Parent-teacher conferences are scheduled once a school year.** Although formal communications will take place in the fall semester, parents are encouraged to utilize the student management, PowerSchool, to access their

student's courses and communicate any concerns they might have with the teacher. Teachers will be expected to communicate concerns as well. Conferences supplement the report card's evaluation. As parents, you have a very special insight into what your child is like at home. The teachers have an insight into what your child is like in a learning environment away from home. Conferences enable the teacher to plan the teaching of your child more effectively, and will provide clues for you to work with the teacher to help your child. Everybody gains, especially your child.

Other conferences may be held if deemed necessary. Parents and teachers should feel free to ask for a conference if they so desire.

### **Section 11 Honor Roll**

The purpose of the honor roll is to recognize those middle and high school students who demonstrate academic excellence. Bruning-Davenport Unified Schools shall publish two secondary honor rolls after the end of each nine-week and semester grading period. A student may earn a place on either the "A" or "B" honor roll. Students will be recognized accordingly:

1. Students receiving all "A's" will be listed on the "A" honor roll
2. Students receiving no other grade lower than a "B" will be listed on the "B" honor roll

### **Section 12 National Honor Society**

The National Honor Society chapter of Bruning-Davenport USD is a duly chartered and affiliated chapter of this prestigious national organization.

#### Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year. (See NHS By-Laws)

### **Section 13 Plagiarism**

Plagiarism is defined as "the reproduction, in whole or essential part, of a literary, artistic, or musical work by one who falsely claims to be its creator." (*Encyclopedia Americana*. 2003)

Some examples might include but are not limited to:

- Downloading a paper from a "paper mill"
- Submitting another student's work
- Copying a portion of another's work without citing it
- Changing a few words but keeping the majority of the work word-for-word
- Copying material, supplying proper documentation, but leaving out quotes or indents
- Paraphrasing ideas without documentation
- Submitting a paper that had been submitted for a previous class without the instructor's approval.

Plagiarism is regarded as a very serious offense. Many institutions of higher education expel students found guilty of plagiarism. In our effort to prepare all Bruning-Davenport USD students for the future, we have established the following guidelines.

The Bruning-Davenport USD penalty for plagiarism is:

First offense: The teacher notes the plagiarism and contacts the parent. The student earns "0" credit for the assignment. The teacher will discuss the assignment with the student and determine if the student will re-do the assignment.

Second offense: The teacher notes the plagiarism and refers the student to the principal who makes contact with the student's parents. The student earns "0" credit for the assignment. The teacher will discuss the assignment with the student and determine if the student(s) will re-do the assignment.

Third offense: The teacher notes the plagiarism and refers the student to the principal who makes contact with the student's parents. The student earns "0" credit for the assignment and the principal may assign one day of in-school suspension. The third offense will result in failure of the class.

Students need to recognize that a documented case of plagiarism on their record will prevent them from being inducted into the National Honor Society.

## Article 6 – Support Services

### Section 1 Special Education

#### What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

#### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child.

### Section 2 Guidance Services

Bruning-Davenport USD employs a guidance counselor for the purpose of assisting with the District's testing program, assisting with scheduling, and helping students plan for careers. If you wish to see the counselor, stop by the counselor's office and make arrangements for an appointment.

### Section 3 Health Services

#### Student Illnesses

School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100 degrees F., vomiting, diarrhea, unexplained rashes, live head lice or nits, fleas, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school office staff of health related information you feel is important for your student's success in the classroom and /or safety at school.

Parents, should your child become ill or injured, the child will not be sent home unaccompanied. The parents will be asked to come for the child. If parents cannot be reached, the school will contact the responsible adult you have listed on the emergency form. It would be wise to let your child know where you can be reached if you will not be at home during the day.

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted.

It is the policy of Bruning-Davenport Unified School that prescription medication be administered by school personnel only when permission has been received, in writing, from either the parent or guardian, with information on what the medication is, how often it is to be administered, and possible side-effects. No other medicine, including

aspirin, will be given by the school because of a possible connection with Reye’s Syndrome. Elementary children may take aspirin or a substitute if the parent has sent it to school with a permission note. Bruning-Davenport administrators have the right to refuse to give medication to the child and refuse to permit another staff member to administer the medication. (Board Policy 508.02)

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician’s assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

**Summary of the School Immunization Rules and Regulations For 2018-2019 School Year**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423. The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) Updated 5/2015

#### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

#### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school. \*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

### **Section 4            Communicable Disease Policy**

## **I. Preface**

This policy is based upon known scientific and medical evidence. It provides for the implementation of Section 79-4,177 of the Nebraska Revised Statutes when it is determined that an infected student poses an imminent threat to the health and safety of the school community; that the student's conduct presents a clear threat to the physical safety of himself, herself or others; or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Section 79-4,177 of the Nebraska Revised Statutes provides:

1. Any student may be excluded from school in the following circumstances, subject to the provisions of subsection (3) of this section:
  - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community; or
  - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
2. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described in subsection (1) of this section.
3. If the superintendent or his designee determines that such emergency exclusion shall extend beyond five (5) days, the school board shall adopt a procedure for a hearing to be held and a final determination made within ten (10) school days after the initial date of exclusion. Such procedure shall substantially comply with the provisions of sections 79-4,179 to 79-4,200 and such provisions shall be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

## **II. Procedure**

1. This policy shall apply to students who have a "dangerous communicable disease" as that term is used in section 79-4,177 of the Nebraska Revised Statutes, including but not limited to, those students diagnosed as having "AIDS" (Acquired Immune Deficiency Syndrome), "ARC" (Aids Related Complex), Human Immunodeficiency Virus (HIV), and to those who have been infected by these viruses and are capable of transmitting them, but who have not developed any of the symptoms.
2. It shall be the responsibility of the student's parent or guardian to advise school officials if the student is the victim of a dangerous communicable disease.
3. It shall be the responsibility of school personnel to report all students suspected of having a dangerous communicable disease to the principal. The school may then require the student to submit to an appropriate medical evaluation. The sexual orientation of a student shall not be required to provide information as to his or her sexual orientation. Reasonable cause does include, but is not limited to, knowledge that the student has had sexual relations with an individual infected with AIDS, ARC, or HIV; or if a school nurse or other qualified medical person documents that the student is suffering from identifiable symptoms of AIDS, ARC or HIV.
4. A student found to have a dangerous communicable disease other than AIDS, ARC, or HIV shall be temporarily excluded from school with notifications to the student's parent or guardian explaining treatment and procedures for returning to school when student's communicability no longer exists.
5. Those students infected with AIDS, ARC, or HIV who are neurologically-handicapped students who lack control of their body secretions, or who display behavior such as biting, vomiting, lack of toilet training, lack of self-restraint; and infected students who have sores or lesions that cannot be hygienically covered or concealed, shall not be permitted to attend classes or participate in school activities with other students.
6. The determination of whether an infected student, who is not excluded pursuant to paragraph 5 above, shall be permitted to attend classes or participate in school activities with other students shall be made on a case-by-case basis by a team composed of public health personnel, a physician representing the school district, the student's physician, the student's parents or guardian, and appropriate school personnel. In making this determination, the team shall consider:
  - a. The behavior, neurological development, and physical condition of the student;
  - b. The expected type of interaction with others in the school setting; and
  - c. The impact on both the infected student and others in that setting.
7. During the time a student is excluded from the classroom or from participation in school activities with other students, an appropriate alternative or adjustment to the student's education will be provided. A school employee shall not be required to teach or provide other personal contact services to a student excluded from classes or from participation in school activities with other students.

8. The school shall take the appropriate steps to insure that the proper equipment for cleanup, disposal, and handling of blood or body fluids is available in all school buildings.

### **III. Confidentiality**

One of the most difficult elements in dealing with the concern for communicable diseases in the school community is to provide essential information while maintaining confidentiality. To protect the rights of the individual and the family, no information will be given out about the individual, his or her specific medical record, or the family without the written permission of the individual or the parent or guardian of the student. If an infected student is permitted to remain in the school setting after a determination has been made pursuant to paragraph 6 above, school employees who are likely to have regular personal contact with the student shall be informed of his or her identity by the school, and shall be provided with appropriate information as to the student's medical condition, including information as to any factors that may warrant a reconsideration of whether the student should be permitted to remain in the school setting.

## Article 7 – Drugs, Alcohol and Tobacco

### Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

### Section 2 Education and Prevention

#### Drug and Alcohol Use and Prevention

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

### Section 3 Thayer County Schools Policy on Student Use of Alcohol, Drugs and Tobacco

#### I. OBJECTIVE AND PURPOSE OF THE POLICY:

Bruning-Davenport School has established a drug abuse policy to provide a drug and alcohol-free school environment for its students that helps ensure the highest possible standards of learning, safety, health and well-being for our students. Thus, the purpose of this policy is to provide a clear message to students, parents, and the citizens of the community that the use, possession, distribution, or being under the influence of illegal drugs will not be tolerated in school, on school property, or during school-related functions. It is important for any reader to understand that the use of the word "drug" includes alcohol and tobacco. The only drugs permitted are prescription medications used appropriately. Bruning-Davenport recognizes that the illegal use and misuse of alcohol, drugs, and tobacco is a common problem in our community and society. The school further recognizes that any and all use of these substances is prohibited to minors by the laws of the State of Nebraska.

#### **IT SHALL BE THE PHILOSOPHY OF BRUNING-DAVENPORT SCHOOLS TO:**

- a. Educate the students about the dangers and consequences of the use of alcohol, drugs and tobacco.
- b. Encourage the students to live in accordance with the laws of the state concerning alcohol, drugs and tobacco.
- c. Develop the life skills that will prepare students to better handle the social pressures that prevail.
- d. Provide help and guidance for alcohol and chemically-dependent students.
- e. Continue to provide, without penalties, assistance to any student voluntarily seeking alcohol and drug treatment or advice.
- f. Establish and enforce rules prohibiting the use of alcohol, drugs and tobacco for all students

#### II. POLICY

The following rules and guidelines are provided to give teachers, parents and students a process for governing students' misuse of alcohol, drugs and tobacco. These rules and guidelines pertain to the school year and school-related functions.

#### **RULE: IT SHALL BE UNLAWFUL FOR A STUDENT TO USE TOBACCO, DRUGS (OTHER THAN PRESCRIBED BY A PHYSICIAN) OR ALCOHOLIC BEVERAGES.**

Use shall be defined as:

- a. Consumption
- b. Possession shall mean "on the person" or "on property owned and/or used by the person".
- c. Intoxication evidenced by abnormal and/or disruptive behavior.
- d. Physical presence in a situation in which alcohol or drugs were being used or illegally possessed

#### III. APPREHENSION

A student may be turned in for violating the above rule by:

- a. Parents/guardian of said student
- b. Coach or moderator
- c. Officer of the law

Apprehension by a person other than those above will be used only if the accuser agrees to sign an affidavit confirming his accusations. At this point, the matter will be taken up by the administration in accordance with the manner described below.

#### IV. VIOLATIONS

##### A. Class I Violations

- Alcohol/Drugs/Tobacco - The possession of, the use of, or having under his/her control any chemical substance with the intention of selling, giving away or otherwise distributing the same on school grounds, or while in any/or at any school function or activity.

The following procedures will be used in dealing with Class I violations:

- Notify the administration
- The administration will verify the incident with parties involved
- Discuss concerns with the student
- The principal will attempt to notify the parents/guardians by phone to explain the incident and arrange a conference
- The principal will administer an out-of-school suspension for five (5) days in compliance with student due process procedures
- The principal will notify the parents/guardian, in writing, of the suspension

#### V. WAIVER OF FIVE (5) DAY SUSPENSION:

Bruning-Davenport Schools strongly recommend that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident such early intervention can benefit the student before significant harm or dependency results. Students agreeing to be evaluated, educated, and treated will be able to have their suspension commuted upon completion of such programs according to school guidelines. Fees, transportation, etc. for this assessment and treatment are the responsibility of the student and parents.

##### First Violation:

- For a first offender, the out-of-school suspension of a student who agrees to be evaluated and treated will be commuted; however, a 5-day in-school suspension will be required.
- The student and parents will be responsible for contacting the agency.
- Upon proper authorization, the agency will notify the school, and out-of-school suspension will be commuted at that time.

##### Second Violation:

**Option A:** Long-term suspension

**Option B:** A five (5) day out-of-school suspension and participation in a school-approved rehabilitative/counseling program.

Subsequent Violations: Handled in the same manner, with the exception that expulsion will be recommended.

##### B. Class II Violations

Drugs/Alcohol/Tobacco - Physical presence and participation in a situation in which drugs or alcohol were being used in a violating manner or illegally possessed. The following procedures will be used in dealing with Class II violations:

- Notify the administration of the incident
- The administration will verify the incident with parties involved
- Discuss concerns with students
- The principal will attempt to notify the parents/guardians by phone to explain the incident and arrange a conference, if needed

- The principal will suspend the student with an in-school suspension for one (1) school day in compliance with student due process procedures
- The principal will arrange an in-school counseling session for the student

Subsequent Violations

- The in-school suspension is for a period not more than three (3) days
- The principal may recommend an out-of-school suspension or participation in a school-approved rehabilitation counseling program.

## Article 8 – Student Rights, Conduct, Rules and Regulations

### Section 1 Forms of Discipline

The common goal of students, parents, faculty and administration of Bruning-Davenport USD is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Bruning-Davenport USD will continue to review and distribute a set of reasonable and fair rules and policies. Bruning-Davenport USD will follow the **Nebraska Student Disciplinary Act and Student Conduct Act §79-267**:

**Student conduct constituting grounds for long-term suspension, expulsion, or mandatory reassignment; enumerated; alternatives for truant or tardy students.**

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

- (1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- (2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- (3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- (4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- (5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- (6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section §28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section §53-103.02 or being under the influence of a controlled substance or alcoholic liquor;
- (7) Public indecency as defined in section §28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
- (8) Engaging in bullying as defined in section §79-2,137;
- (9) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section §28-319, sexual assault in the second degree as defined in section §28-320, sexual assault of a child in the second or third degree as defined in section §28-320.01, or sexual assault of a child in the first degree as defined in section §28-319.01, as such sections now provide or may hereafter from time to time be amended;
- (10) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- (11) A repeated violation of any rules and standards validly established pursuant to section §79-262 if such violations constitute a substantial interference with school purposes.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from required school activities.

**VIOLATIONS OF THE BRUNING-DAVENPORT USD RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.**

### **Suspension and Exclusion**

**In-School Suspension:** Discipline infractions that disrupt the educational process of others will be grounds for an in-school suspension. The rules to be followed during an in-school suspension are as follows:

- Student will not talk to classmates from detention room and will not sleep while in detention
- Student will not leave room under any circumstances, unless directed to do so. Student will remain at desk
- Student will study and do extra assignments as directed
- Student will report to the principal's office immediately upon entering the building each morning
- Violations of above rules will constitute grounds for more severe penalties
- 25% will be deducted from grades on all work while student is in in-school suspension

### **Out-of School Suspension:**

- 50% will be deducted from grades on all work while student is serving an out-of-school suspension

**Short-Term Suspension:** The superintendent may suspend a student up to five school days for conduct which:

- Constitutes grounds for exclusion under the law
- Violates the rules of the board of education

**Long-Term Suspension:** The following procedures will be adhered to if suspension is for a period longer than five days. The procedures will be those set forth in the Student Discipline Act.

- Written charge and written summary supporting charges shall be filed with the superintendent on date of decision to suspend.
- Within two days, written notice will be sent by certified mail to the student, parent or guardian informing them of their rights. This note will include the following:
  - Rule violated and summary of evidence
  - Penalty which has been recommended
  - Notice of defendant's right to a hearing
  - Hearing procedures and appeal process
  - Statement concerning right to examine records
  - Statement concerning right to know names of witnesses and substance of their testimony
  - A form to the student's parents to request a hearing

**Emergency Exclusion:** A student may be excluded from school for the following reasons:

- Dangerous communicable disease
- Creating a danger to self or others
- Disrupting others' opportunities to learn

The exclusion may last only as long as a clear, factual situation warrants it. It may initially last up to five school days and the following procedures will be followed:

- The superintendent/principal will make a reasonable investigation of facts and circumstances.
- The student should receive oral or written notice of the charges and reasons for the exclusion.
- The student should be told the basis of the evidence used to make the decision.
- Student should be given the opportunity to present his/her version of the events.
- Parents should be notified within 24 hours regarding the circumstances, violation of rules or standard, and reasons for the actions taken.
- The superintendent/principal should try to hold a conference with the parents before or when the student returns to school.
- The student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the superintendent or principal.

**Long-Term Exclusion:** Students may be excluded from school for the following reasons:

- Use of violence, force, coercion, threat, substantial interference with school purposes
- Damage of substantial value to school property
- Physical injury to any student or school employee
- Use of a cell phone to transmit inappropriate material
- Threat to obtain money or anything of value
- Possession of a controlled substance or alcoholic beverage
- Engaging in activity forbidden by law which interferes with school purposes
- Repeated violation of rules and regulations

**Detention:**

On occasion, it may be necessary to keep a student after school. When students receive detention, the time will be made up before or after school. When this happens, the teacher will require the student to call home to inform his/her parents. If the parent cannot be notified by telephone, a note may be sent home and the child retained the following night. Students who ride the bus will be given one day notice and will stay the following night. It is the parents' responsibility to pick up the child if they are unable to ride the bus because of detention time. **A student will not be excused from after-school detention because they ride the bus.**

If a teacher wishes a student to remain after school for any reason, it must be with the knowledge of the parents.

**Section 2 Student Conduct**

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. Students are to maintain an excellent degree of self-discipline. If a student has not maintained the desired self-discipline and needs to be reprimanded by a teacher, or substitute teacher, the problem is to end immediately. Teachers, or his/her substitute, are encouraged to maintain control and are not to be subjected to verbal abuse or other disobedient actions by students. If the teacher needs to refer a misbehaving student to the administration, further action may be taken.

To help maintain a quality instructional environment for all students attending Bruning-Davenport USD, all students are expected to follow the following general rules.

**Elementary Handbook:**

Animals/Pets: Students are allowed to bring pets to school only with the permission of the teacher. Animals/Pets will not be allowed unless they are brought by a parent. Parents will stay with the animal/pet and take it when the parent leaves.

Physical Education: Students must have a pair of tennis shoes for gym class. The shoes are to be clean for use on the gym floor and will be kept at school for the entire year.

Homework: Homework is deemed an important and necessary part of the Bruning-Davenport curriculum. Finishing all homework in the time allotted is essential for sustaining learning process. When students are late in completing homework, they fall behind and struggle with new concepts. Therefore, teachers maintain the right to take action if late homework becomes a problem. Possible consequences may include, but are not limited to, the following:

- Loss of privileges – may include loss of recess, staying after school, loss of Friday's early dismissal, loss of field trips or extra activities, or loss of classroom parties
- Reduction in grades
- Appropriate behavior plan between parents, teachers and student.

Parties: Individual teachers will determine the arrangements for holiday parties. Any treats that will be given out for special occasion must be arranged with the classroom teacher. Treats are not to be given out during the lunch period.

Home Party Invitations: Invitations for home parties (i.e. birthday, slumber, etc.) are not to be distributed at school.

Elementary/Middle Courtesy Rules: To promote a proper learning climate in the Bruning-Davenport Unified School District, all students are expected to follow these rules of safety, responsibility, and respect:

1. No fighting or rough play, even in fun
2. No throwing snowballs
3. No grabbing or pulling on other students' clothing
4. Be careful of eyes, yours as well as others. Do not throw gravel, sticks or stones
5. Respect other classes by being quiet and orderly in the halls
6. Walk, do not run, in hallways
7. Demonstrate kindness and good manners at all times. Take your turn at being last, as well as first, in line and while playing games
8. Profanity will not be tolerated
9. Respect and obey all teachers, aides, office personnel, custodians, cooks and bus drivers
10. Take proper care of all school equipment and the school building itself
11. Children shall not bring personal possessions, such as skateboards, radios, boom boxes, knives, matches, lighters, lasers, or instruments which may cause injury
12. Students are not to bring sunflower seeds, gum or candy to the classroom
13. No caps or hats are to be worn in the building – includes removing hats at extra-curricular activities, both at home and away
14. Students must check out through the office when leaving the school grounds during school hours
15. Students are subject to rules implemented by classroom teachers, playground supervisors and aides

Elementary Students Attending Middle/High School Activities:

Elementary students who attend middle/high school activities are under the supervision of their parents. They are expected to behave in a manner that is consistent with our school policies. During ball games, students are expected to remain in the bleachers and watch the ball game, **not run around the school or field.**

We also ask all elementary students to remove their hats at school activities. We believe this helps to teach students good manners.

High School Rules: In the broader sense, there are three basic rules which all students should observe so that they can gain the highest possible academic achievement: (1) Have a concept of and practice the rules of good citizenship; (2) Do the best possible work in school, within their individual capabilities; (3) Be in attendance at school to receive the best possible education. The following guidelines are established to enable the student to observe these basic rules. Any need for disciplinary action, when students are attending activities away from Bruning-Davenport, will be administered by the host school instructional and administrative personnel. Follow-up disciplinary actions will be handled by home school administration, following a conference with the host school principal. Student rules and expectations for behavior are the same in both schools with the exception of the Cell Phone Policy. **Any violation of student conduct rules and regulations may result in suspension or expulsion.**

- This handbook is given to all students. It should be kept near at all times.
- Students need to practice constructive leadership and citizenship and are responsible for helping to create a good classroom situation. They should have a quiet, attentive attitude in the classroom, study hall or hallway and should give the teacher complete cooperation.
- Pupils shall not loiter in the building before or after school unless they are studying or attending a supervised meeting. No pupil shall remain in the building after the teachers and coaches have gone. Students are not to be in the building after 4:00 p.m. unless sponsored. Students should clear the halls as soon as possible after school is out.
- Bruning-Davenport USD is a closed campus. Students must obtain special permission from the office to leave the school at any time. All students departing the premises during the school day must be sure to

sign out in the office and sign back in if they return prior to the end of the school day. Students leaving without permission will be considered truant and subject to penalty.

- Students will be expected to be in one of 3 places during the school day: (1) Classroom; (2) Supervised study areas, or (3) A sponsored activity. We are asking students to use discretion when they want to talk to a teacher or student during a class period because of the interference it causes that class.
- High School Cell phones will be permitted for use in the school building, for grades 9-12, until 8:10 a.m., during the lunch period, and after 3:35 p.m. Cell phones must be turned off and out of sight, but may be carried on the students' person or in their book bags at all times. Cell phones will not be permitted for use between class periods, in locker rooms, in restrooms, or in classes except under the direction or supervision of the classroom teachers. Teachers will/may have set rules for the handling of cell phones in their individual classroom that will follow school handbook, but may go above and beyond what is stated here. Students will have their cell phones confiscated by school personnel if the rules within are not followed and the punishments for such confiscations are as follows:
  - 1<sup>st</sup> Offense: Phone will be confiscated and taken to the principal and may be picked up at the end of the day.
  - 2<sup>nd</sup> Offense: Phone will be confiscated and taken to the principal and the parents will be notified and must pick up the phone at the office.
- Students need to remember to conduct themselves responsibly when in the hallways, lounge, parking lot, etc. While we encourage the students' socializing and dating, they must remember that physical contact, hugging, etc. is not acceptable behavior in a school setting. Your cooperation in this area will alleviate problems.
- Students are expected to conduct themselves in an orderly manner at all activities. They assist the teacher in charge by giving them the same cooperation as is given in the classroom.
- Noise must be held to a minimum while students are moving from class to class. The schedule of the elementary school differs from the secondary; excessive noise disrupts their classes.
- The restrooms are provided for the use of students. They will be used properly.
- Promptness is an associated learning process in all schools. It is expected that students will be on time.
- Students are to respond courteously and immediately to the request of **any** employee of the Bruning-Davenport Schools, including a substitute teacher, during the school day or at any school-related function.
- Classes are intended as educational opportunities and behavior that distracts from the activities of the teacher is not acceptable. Cooperation will result in greater enjoyment and learning. Each teacher, or his/her substitute, has defined the acceptable behavior and expected production for his or her classroom.
- Hazing and Initiation: Freshman initiation or any other type of hazing will not be tolerated. There will be no "wills" or "prophecies", either under those or any other term, permitted at the prom.
- Disc players, MP3 players, iPods, or other devices that use headphones, PSPs, lasers, electronic games such as Game boys, two-way radios/walkie talkies, or any other device that causes a disruption in class are not permitted in school. Teacher discretion will be used when allowing students use of electronic devices in the classroom. Under no circumstances will devices be allowed during testing sessions.
- Card playing is not allowed during class, in hallways or student areas at any time during the school day.
- Gambling will not be allowed at any time during school hours, school activities, or school sponsored trips.
- When taking group pictures, by the yearbook advisor or photographer, students will be expected to conduct themselves appropriately. Efforts to draw attention to themselves by tilting heads, looking in different

directions, making faces, using hand gestures, joining a group picture when not a member, or any other inappropriate act will result in detention and the picture being retaken. Group pictures are of organizations and are formal pictures. For some students, that activity may be the only one they participate in and are entitled to a good picture.

- Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others.

**Dress Code:** Student dress is a reflection upon our community, school, and the individual. Dress affects our attitude and behavior, as well as the attitude and behavior of those around us. Therefore, clothing should be clean, **free from tears and holes**, and appropriate for the school environment. In the event a student and administrator disagree about the appropriateness of a student's attire, the principal or superintendent shall have the ability to use their discretion to the maximum extent permitted by law. The student dress code applies to all school events, including but not limited to Graduation, Awards Ceremonies, Homecoming activities, etc.

Students will not be permitted to wear an article of dress that depicts alcohol, tobacco, drugs, or other such substance; cut-off T-shirts; tank tops; spaghetti straps; low-cut necklines; bare midriffs; bandannas; kerchiefs; chains; jewelry deemed unsafe or inappropriate for school; clothing that is so tight-fitting as to be revealing (such as jeggings, leggings, yoga pants, etc.) without covering the student's private parts; or other items or apparel deemed inappropriate or which cause a distraction to the learning environment. Shorts must be walking short length or longer. Students found to be in violation of one of the above by the administration may be instructed to change clothes or put on additional clothes.

**Rule Relating to Hats & Caps:** We expect all students to remove their hats upon entering the school building and not wear them while in the building. When students attend activities at a school-sponsored event, they will be expected to remove their hats upon entering the building, both at home events and away. Remember to remove your hat/cap when the National Anthem is played during an outside event.

**Elementary Students:**

Coats, mittens, boots and hats are needed during inclement weather. It is a good idea to have these and all other personal items marked with your child's name.

**DANGEROUS WEAPONS IN THE SCHOOL**

The Board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a

display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. (Board Policy 504.11)

**Harassment and Bullying Policy:**

It is the policy of Bruning-Davenport USD that “bullying” type of behavior is not to be permitted (e.g. hurtful teasing, deliberately leaving students out of activities, threatening gestures or actions, name-calling, hitting/kicking or inappropriate touching). **Bullying is: 1) unwanted aggressive behavior that is purposeful, 2) is repeated or has the potential to be repeated over time, and 3) involves an imbalance of power that is observed or perceived.** Students who engage in any act of bullying while at school, at any school function, in connection to or with any school sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion. This includes inappropriate e-mails (i.e. cyber-bullying.) (Board Policy 504.19)

- (i) **Step One:** The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed and the student’s parents will be notified. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) **Step Two:** The second time school personnel become aware of a harassment incident, the student’s parents will be notified and a conference will be scheduled at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) **Step Three:** If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

**Dating Violence Policy:**

Bruning-Davenport Unified District strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.  
(Board Policy 504.20)

- (i) **Step One:** The first time school personnel become aware of a possible dating violence situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of dating violence behavior is severe, the school may move immediately to any of the four steps in

the dating violence policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

- (ii) Step Two: The second time school personnel become aware of a dating violence incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the dating violence behaviors. If it is determined that there is no basis for the violence accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) Step Three: If the school authorities determine that the student continues to engage in dating violence against another student or the student fails to agree to not harass in the future; or, if a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

#### **School Buses:**

All students who are to be transported to school by bus will be notified of the schedule prior to the start of the school year. Those riding the school buses will adhere to the following:

- The driver has the authority to assign each student a seat, for which the student will be held responsible
- Any damage to the bus will be reported to the driver at once
- The bus has a schedule to maintain and must arrive on time; it cannot wait for students. Students must be at pick up points on time. Therefore, buses are required to wait a maximum of three minutes for students to load.
- It is the responsibility of students to assist the driver in keeping the bus clean
- Conversation with the driver must be held to a minimum
- Students must not extend any part of the body outside the bus while it is in motion
- When waiting for the bus, do not approach the bus until it comes to a complete stop and the doors are open
- When leaving the bus, students who must cross the road will walk in front of the bus, looking both ways for traffic
- Students must comply immediately with any request from the driver

Any student who places himself or another in danger will be given detention. Repeated offenses may result in loss of bus privileges.

**For students who are fifth (5<sup>th</sup>) grade or younger, the bus driver will wait until the student enters the house to which the bus driver has taken the child. The bus driver will not leave until s/he is assured that someone is home with the child.**

#### **School Bus Discipline Policy**

The following rules and regulations were written in the hope that these guidelines will help us to provide safe transportation to and from school for students. Students should be at the bus stop at least 5 minutes prior to the scheduled time. Just a reminder, **it is a privilege, not a right, to ride school buses in the State of Nebraska.**

#### **I. BUS DISCIPLINE POLICY**

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal/superintendent is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for

the offending students should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day; or until released to the parent/guardian in a manner consistent with guidelines on release of students.

## II. TRANSPORTING OF SCHOOL RELATED/NONRELATED ITEMS

Band instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in the aisle or take the space of a student.

Tape recorders/CD players used for instructional purposes should be appropriately packed.

Damage to personal items is not covered by the District's insurance coverage.

## III. BEHAVIOR GUIDELINES AND CONSEQUENCES

### a. Offenses

- i. Eating or drinking on bus. Bottled water will be allowed.
- ii. Excessive noise
- iii. Excessive horseplay
- iv. Spitting
- v. Leaving seat/standing while bus is in motion
- vi. Squirt guns/liquid containers in any form, except those intended for lunch box use.
- vii. Radios, tape recorders, and electronic games are not allowed on the bus (may be permitted with principal approval).
- viii. Riding in an unassigned seat.
- ix. Other offenses as reported by the driver or principal.
- x. Hanging out of the window
- xi. Crawling under bus
- xii. Throwing/shooting of any object inside or out of the bus
- xiii. Physical aggression against any person
- xiv. Use of tobacco or any controlled substance
- xv. Vandalism to bus
- xvi. Lighting of matches, fireworks, or any flammable object or substance.
- xvii. Unauthorized (a)entering or leaving bus, (b)use of emergency door, (c)tampering with bus equipment
- xviii. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material

### C. Consequences (PreK-6<sup>th</sup> Grade)

Listed below are consequences for behavior problems encountered on the bus. Consequences may include, but are not limited to, the schedule listed below. Severe and habitual problems may also carry further disciplinary action as outlined in the Student Handbook and Code of Conduct.

- a. First Offense – Warning and phone call to parents.
- b. Second Offense
  - i. 1 to 5 days of bus service suspension and phone call to parents.
- c. Third Offense
  - i. 1 to 5 days of bus service suspension and phone call to parents.
  - ii. Possible loss of all bus service for 90 days.
  - iii. Parent/Principal/Bus Driver/Bus Monitor Meeting
- d. Fourth Offense
  - i. 5 to 10 days of bus service suspension and phone call to parents.
  - ii. Possible loss of all bus service for 90 days.
  - iii. Parent/Principal/Bus Driver/Bus Monitor Meeting
- e. Fifth Offense
  - i. **Loss of all bus service for 90 days**

**NOTE:** The bus is an extension of the school day. The bus driver has the authority to assign seats. The Student Handbook will be strictly enforced on the school bus as well as at school. Video/Audio equipment may be in use at any time. Students will not be told when recording is in progress.

#### **D. Consequences (7<sup>th</sup>-12<sup>th</sup> Grade)**

Listed below are consequences for behavior problems encountered on the bus. Consequences may include, but are not limited to, the schedule listed below. Severe and habitual problems may also carry further disciplinary action as outlined in the Student Handbook and Code of Conduct.

- a. First Offense –1 to 5 day of bus service suspension and phone call to parents.
- b. Second Offense
  - i. 1 to 5 days of bus service suspension and phone call to parents.
- c. Third Offense
  - i. 10 days of bus service suspension and phone call to parents.
  - ii. Possible loss of all bus service for 90 days.
  - iii. Parent/Principal/Bus Driver/Bus Monitor Meeting
- d. Fourth Offense
  - i. **Loss of all bus service for 90 days**

**NOTE:** The bus is an extension of the school day. The bus driver has the authority to assign seats. The Student Handbook will be strictly enforced on the school bus as well as at school. Video/Audio equipment may be in use at any time. Students will not be told when recording is in progress.

#### **School Library:**

The library is maintained for the purpose of study and research. Books and magazines will be checked out and in by the librarian or aides. Current issues of magazines will be kept in the open file; all others will be filed and are available, upon request, from the librarian.

Students are expected to treat magazines, papers, and books with respect and care. If any library material is mistreated, it will be paid for or replaced by the student. Students should also be aware that we consider it a serious offense to take any material from the library without permission. Material in school lockers that is not properly checked out will result in a conference with the principal. We have an excellent library, and the school spends a sizable amount of money making materials available to students and to the public when needed. We encourage you to use the library, but not to abuse it.

#### **Parking Lot/Vehicles:**

Students are to get out of the cars and come on the school grounds immediately upon their arrival at school. Students are not to re-enter their cars until the end of the school day, at which time they will exit the east end of the parking lot turning right to avoid buses and pedestrians. **Violators of the above rules may face consequences including detention.**

#### **Lunch Hour:**

During lunch period, students will be allowed in one of three places: (1) student lounge; (2) cafeteria; (3) gym. This will remain in effect as long as students act responsibly. Students may not be in any other area, either inside or outside the school, unless they have permission from the classroom teacher or administration. Students are to remain on the school grounds while school is in session, unless otherwise excused.

#### **Section 3 Reporting Student Law Violations**

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

- (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.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Bruning-Davenport USD to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - a. Knowingly possessing illegal drugs or alcohol
  - b. Assault
  - c. Vandalism resulting in significant property damage
  - d. Theft of school or personal property of a significant nature
  - e. Automobile accident
  - f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

**Section 4**            **Computer and Internet Use Policy**    See Computer and Internet Use Appendix

## Article 9 – Organizations and Activities

### Section 1 Organizations and Activities

#### **Class Organizations:**

Class organizations are a chance for all students to participate. Classes will elect officers at the beginning of each new school year as follows: President, Vice-president, Secretary/treasurer. Students will be directly responsible to their class sponsor. All meetings and get-togethers are under school jurisdiction and must be sponsored.

All money-making projects or class parties will be cleared by the sponsor and the administration and must be properly supervised.

#### **Student Council:**

Bruning-Davenport Unified School District will have a student council composed of elected representatives of each class within the school. The purpose of the student council will be to act as a barometer of student opinion in promoting the general social life and respect for the school and to stimulate student interest in activities. Representatives will be elected to the student senate during the first class meetings at the beginning of each new school year. Two representatives from each class, grades 9-12, will be elected. The president of the council will be chosen from the senior class representatives.

The administration shall have the right to veto any measure or function of the student council. However, the administrators are interested in promoting a successful student council, as it can do much to promote and improve our school. The student council, at its best, exemplifies democracy in action.

#### **Activities Recognition:**

For each athletic sport or activity, the head coach and/or sponsor is required to submit, prior to the season, a detailed lettering requirement statement to the athletic director for approval by the administration.

The lettering requirements are to be handed out to each participant/parents prior to the beginning of the season by the head coach/sponsor. If the participant or parents have any questions regarding these requirements, it is suggested that the coach/sponsor be first to discuss the question.

In all activities there is a "discretionary clause" which allows for any requirements to be waived by the coach/sponsor for any participant that is unable to complete the season due to injury, illness, or other extenuating circumstances. In all cases, the participant must have the recommendation of the coach/sponsor.

#### **Junior/Senior Prom:**

Bruning-Davenport students in grades 9-12 may attend the prom. Eligible dates for the prom will be high school students or older. The junior/senior banquet will consist of the juniors and seniors and their appropriate dates.

#### **Senior Trip:**

This will be a day(s) chosen from the last nine weeks of school, subject to the approval of the administration. The seniors, with their sponsors, may select a place to visit, within a 500 mile radius. The administration selects the bus driver. The parents of all seniors going must accept responsibility for the welfare of the students by signing a release form. The trip may not exceed a two-night stay and one school day. All costs will be assumed by the senior class. All trips must be approved by the school board. Information that will be presented for approval include: destination, duration, approximate itinerary, chaperones.

#### **Activity Affiliation:**

Bruning-Davenport Unified School District is a member of the CrossRoads Conference and the MUDECAS. All students are permitted to participate in conference activities, provided they meet the academic requirements of NSAA. In addition, for athletics, they must pass the physical requirements and provide evidence of protection through insurance for each sport in which they wish to participate.

**Letter Club:**

This is an organization of student athletes who have lettered in one or more sports.

**F.C.C.L.A.:**

The purpose of the FCCLA is to provide students with opportunities for self-development and to aid them in becoming good leaders in their homes, school and community. Monthly meetings and activities are held.

**FFA:**

The purpose of FFA is to provide students with opportunities to develop leadership skills and experience personal growth and career success through agricultural education.

**NHS:**

The purpose of National Honor Society (NHS) is to build character, build leadership skills, to stimulate a desire for citizen service, and to enhance respect for academics. A five (5) member Faculty Council selects qualifying students for membership.

## **Article 10 – Extra Curricular Activities – Conduct, Rules and Regulations**

### **Section 1 Extra-Curricular Programs**

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Bruning-Davenport USD will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

All participants in activities will be expected to maintain a standard of personal conduct and appearance that will promote pride in all activities and a favorable example to young people within the community who look with admiration toward the high school student.

### **Section 2 Activity Philosophy**

Activities are considered an integral part of the school's program of education which provide experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

#### Safety

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that all travel is to be by school bus or other furnished vehicles. All members will return from an activity by the same transportation provided for taking them to the activity. An exception can be granted if the parents submit a note prior to the activity and take physical custody of the student.

#### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

### **Section 3 Activity Code of Conduct**

The Bruning-Davenport Unified Schools are dedicated to the concept of extra-curricular activities being an important and vital educational component of a total education. These activities will be a positive learning experience for our students if they can recognize that they may achieve their highest personal potential only by embracing a lifestyle dedicated to competition, integrity, and self-discipline. In addition, selection to a team, organization or club is both an honor and a privilege, and as visible representatives of Bruning-Davenport Unified School District, these students have the obligation to conduct themselves in an exemplary manner at all times. That is the reason for establishing the Activity Code of Conduct.

Training rules are a matter of self/team discipline. The best performance that the individual is capable of producing comes only after the body and mind have been conditioned through a regular training program. This code is to be followed by all students and is to be in effect for the school year and related school functions. When a student participates in extra-curricular activities his/her responsibilities go beyond the school grounds, facilities, and school-related functions. Policies on tobacco, alcohol and other drugs are in effect for athletes and participants at

all times in all places. Bruning-Davenport USD will recognize any violation restrictions that a student coming into the district from another Thayer County school system accrued under his or her original school of attendance.

The following penalties for Class I and Class II violations will apply:

First Violation: Athletics

**Option A:** Suspension for 33% of the scheduled varsity contests beginning with the day of the first scheduled inter-scholastic contest the student is scheduled to participate in following the infraction. If the violation occurs between seasons or when a student is not involved in athletics, the disciplinary action will not start until the day of the first inter-school competition in which the athlete could participate. If a student's suspension is not completed by the end of a sport season, the count will be discontinued until the day of the next scheduled interscholastic contest in which the athlete participates in. He/She will be expected to practice during the suspension.

**Option B:** Same as Option A **except** students agreeing to be evaluated, educated, and treated will be suspended for 22% of the scheduled varsity contests instead of the 33% of the scheduled varsity contests.

The suspension will be lowered from 22% of the scheduled varsity contests to 11% of the scheduled varsity contests under the following conditions:

- a. The student and/or the parent report the violation within 48 hours of the infraction, violation or citation.
- b. The report **MUST** be made to the Superintendent or Secondary Principal. Reporting to a coach, teacher, guidance counselor or any other school employee will **NOT** satisfy this requirement.

First Violation: Non-Athletic Activities and Organizations

**Option A:** Consequences for violating the code of conduct for non-athletic activities will be a 14 calendar day suspension from participation in all non-athletic activities, the loss of membership for one (1) calendar year from date of violation, and the loss of any elected office and ineligibility of being elected to office for the remainder of the school year.

**Option B:** Students agreeing to be evaluated, educated, and treated will be able to have their suspension reduced to seven (7) calendar days upon completion of such programs, according to school guidelines, but he/she will still lose any elected office and will be ineligible to be elected to office for the remainder of the school year. This option must begin within five (5) calendar days.

Second Violation: Athletics

Suspension from all athletics for one year from violation date.

Second Violation: Non-Athletic Activities/Organizations

Consequences for a second violation of the code of conduct for non-athletic activities will be the suspension from all non-athletic activities for one year from violation date, and the loss of membership in the organization.

Subsequent Violations: Activities/Athletics/Organizations

Suspension from all extra-curricular programs for one year from violation date.

\*A student serving a suspension for a first violation must successfully complete the season of the sport/activity that the suspension is served in. The failure to do so will result in the suspension being served during the next sport/activity that the student participates in.

Some activities which are covered under the training rules include, but are not limited to:

<u>ATHLETICS</u>	<u>ACTIVITIES</u>	<u>ORGANIZATIONS</u>
Football (JH/HS)	(Extra-Curricular)	Student Council
Basketball (JH/HS)	(Interscholastic)	Letter Club
Track (JH/HS)	Pep Band/Band/Chorus	Honor Society
Volleyball (JH/HS)	Drama	FCCLA
Student Managers	Clinics	FFA
	Plays/Speech	
	Interscholastic Academic Contests	

## Field Trips

\*These rules include any activity/function that requires time beyond the typical school day or is of a competitive nature. This includes any activity involving other schools or transportation to other sites.

Also, the Activity Code of Conduct includes taking disciplinary action against students who demonstrate:

- Unsportsmanlike conduct
- Fighting
- Profanity
- Lewdness
- Disrespect for teachers, substitute teachers, school officials, or other employees
- Absences or tardiness from practices and sessions without acceptable excuse
- Any other action which reflects poorly on Bruning-Davenport USD, the student body or the community
- Vandalism to school property or personal property
- Disregard for curfews
- Bullying
- Harassment

Action to be taken in the above circumstances is determined by the principal and/or sponsor.

### Attendance Extra-curricular Activities:

Participation by any student in athletics or any extra-curricular activity will be dependent on the student's regular attendance each day. If a student is not in school by 9:00 a.m., he or she will not be allowed to participate in any extra-curricular activity, whether it be games, concerts, play, etc. (Field trips, dental appointments, funerals, etc., which are known in advance and excused by the administration, do not result in a student's non-participation.)

### **Section 4 "Team Selection" and "Playing Time"**

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school and the community.

### **Section 5 Academic Grade Standard for Activities Participation**

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principle mission and responsibility for each student is to establish a firm academic foundation.

All activities held outside of the regular school curriculum will be treated as extracurricular activities and thus come under our present eligibility policy. Activities that are an extension of the regular school curriculum will not come under the eligibility policy. Students demonstrating poor self-discipline, poor study habits, and/or failure to do required work may be declared ineligible.

## **Article 11 – State and Federal Programs**

**Section 1 Notice of Nondiscrimination**

The Bruning-Davenport Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities, access to its facilities, treatment, or employment and provides equal access to the Boy Scouts and other designated youth groups. The persons who have been designated to handle inquiries regarding the non-discrimination policies are found in Section 2.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

**Section 2 Designation of Coordinator(s)**

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Bruning-Davenport USD, 106 N. Juniper, Davenport, NE 68335, (402) 364-2225.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless Student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

**Section 3 Anti-discrimination & Harassment Policy**

Elimination of Discrimination

The Bruning-Davenport USD hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students

Purpose: Bruning-Davenport USD is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Bruning-Davenport USD will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person’s race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person’s race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, constitute harassment when they unreasonably interfere with the person’s work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment, or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Bruning-Davenport USD. If a satisfactory arrangement cannot be obtained through the Superintendent of Bruning-Davenport USD, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Bruning-Davenport USD will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability
2. Have the school district advise you of your rights under federal law
3. Receive notice with respect to identification, evaluation or placement of your child
4. Have your child receive a free appropriate public education
5. Have your child receive services and be educated in facilities which are comparable to those provided every student

6. Have evaluation educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing request are to be made to the Superintendent).
11. File a local grievance.

### **Section 5 Notification of Rights Under FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapists); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Office of the Chief Privacy Officer (OCPO)  
 U.S. Department of Education  
 400 Maryland Avenue, S.W.  
 Washington, D.C. 20202-4605

### **NOTICE CONCERNING DIRECTORY INFORMATION**

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listings (if not unlisted),

e- mail address and work or other contact information of the student’s parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student; school and dates of attendance; student’s current grade; student’s enrollment status (e.g. full-time or part-time); student’s date of birth and place of birth; student’s extracurricular participation; student’s achievements awards and honors; student’s weight and height if member of an athletic team; student’s photograph; and school or school district the student attended before he or she enrolled in Bruning-Davenport USD. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

#### **ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION**

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

#### **Section 6 Notice Concerning Disclosure of Student Recruiting Information**

The Every Student Succeeds Act of 2015 requires Bruning-Davenport USD to provide military recruiters and institutions of higher education access to secondary school students’ names, addresses, and telephone listings. Parents and secondary students have the right to request that Bruning-Davenport USD not provide this information (i.e., not provide the student’s name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Bruning-Davenport USD will comply with any such request.

#### **Section 7 Notice Concerning Staff Qualifications**

The Every Student Succeeds Act of 2015 gives parents/guardians the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, Bruning-Davenport USD will give parents/guardians the following information about their child’s classroom teacher:

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

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

The request for information should be made to an administrator in your child’s school building. The information will be provided to you in a timely manner. Finally, Bruning-Davenport USD will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

#### **Section 8 Title I Parental Involvement Policy**

The Title I Parental Involvement Policy is established in compliance with the Every Student Succeeds Act of 2015. Bruning-Davenport USD has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Bruning-Davenport USD to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

**Section 9 Title IX and Student Rights**

A copy of the text of Title IX and Student Rights is maintained in the office of the superintendent for review. All teachers will comply with the provisions of Title IX and Student Rights.

**Section 10 Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Superintendent shall serve as the District's designated Homeless Coordinator.

**Section 11 Lunch Program**

The Bruning-Davenport USD has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

Copies of the general information, income guidelines and application forms will be sent home with all students during the first week of school. Please call the school office if you do not receive your copy, or have any questions.

Prices for school lunches for 2018-2019 will be: **PK-4 \$2.00 and 5-12 \$2.25 each meal**. Extra milk with lunch and elementary milk break will be thirty cents per container. Parents are invited to come and share lunch with us whenever you can. Please call by 8:30 if you will be eating with your child. **Adult lunches are \$3.55.**

Parents: Please remember the rule requires all lunches to be paid in advance. Since lunches are now scanned and counted by bar code, the computer will keep track of the balance and we will notify home when additional funds are needed. When a student is out of lunches, please pay promptly. If your student falls behind 10 lunches, he/she will be denied meals until the 10 lunches owed and 10 additional lunches (20) are paid in full.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and the U.S. 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, One Petting Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), (800) 845-6136 (Spanish), or ocr.kansascity@ed.gov. USDA is an equal opportunity provider and employer.

**ACCEPTABLE USE POLICIES FOR ONLINE SERVICES  
and CODE OF CONDUCT\***  
**BRUNING-DAVENPORT UNIFIED SCHOOL DISTRICT**  
**2018-2019**

Bruning-Davenport USD is committed to the use of technology to prepare students for a world of digital technology and expand learning opportunities. The use of technology facilitates global collaboration, which is a vital skill for 21<sup>st</sup> century learners in their preparation for college or the workforce. Students at the high school will utilize laptop computers on a wireless network that will provide students with immediate access to online resources, local network resources and other materials essential to an enhance learning environment.

With the issuance of each laptop also comes the need to establish rules, policies, and regulations that will govern the use of laptop equipment. These issues range from the need to protect students' access, to care and maintenance of laptops. Each student will have an option of being issued a laptop for their use. Before a computer is issued, students and parents must attend an evening workshop that will allow our staff to share important information. For those students registering during the year, a laptop will be issued as part of the registration process.

Technology immersion does not diminish the role of the instructor. On the contrary, laptop computers transform the instructor from a director of learning to a facilitator of learning. In preparation for this instructional advancement towards student learning, staff members have gone through extensive technology training.

Establishing this new environment for such learning takes careful planning and consideration. It is our hope that the information provided in the guidebook will be useful information for students and parents alike. This policy is not meant to be all-inclusive but will remain a work in progress as the one-to-one initiative develops in the years to come. The key to the success of this program lies with all parties; students, parents and staff. It is our hope that this program will enhance student learning and will benefit the needs of all students at Bruning-Davenport USD.

#### **E-Mail**

- E-mail during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail.
- No inappropriate e-Mail is allowed including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a violation and will be subject to disciplinary action.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.
- Only approved mail programs may be used for student mail.
- The school reserves the right to search and read e-mail as deemed necessary.

#### **Chatting and Blogging**

- Instant messaging is prohibited on campus except as part of an assigned, in class activity that is supervised by faculty or administration.
- Blogging done on campus is for academic purposes only.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

#### **Audio and Video**

- Audio on computers should be turned off unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted during class or homeroom.
- The use of laptops to watch movies and DVD videos is not permitted during the school day.

- Any audio or video recording may be conducted only with prior permission of all parties being recorded.
- Sharing music (including iTunes) over the school network is strictly prohibited and is subject to disciplinary actions.

### Games

- Games are not permitted during school hours except as part of an assigned, in-class activity.
- Games are not allowed to be played over the school network.
- Screensavers or wallpaper images that include gaming components are not allowed.

### Laptops

- All laptops are expected to be in good working order at all times. Laptops should be charged each evening. This will provide students with a laptop that is fully charged for each school day.
- Student laptops must not be left unattended at any time. If a laptop is found to be unattended, it will be turned in to Mrs. Garland.
- **Laptops must be carried and transported appropriately on campus. They should be carried in their cases from class to class.** Failure to close the lid before transporting could damage the hard drive and result in permanent loss of data. Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the district.
- No food or beverage should be in the vicinity of the laptop. Laptops may not be used in the cafeteria, during lunch.
- **Laptops should be handled with respect and care. Inappropriate treatment of school laptops is not acceptable.**
- Laptop and laptop bags are not to be written on, to have stickers applied to them, or to be defaced in any way.
- Students are not allowed to create any bios passwords on the laptops (bios passwords are set through the computer's hardware and are not the same as regular passwords).

### Network Access

- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilization of proxy avoidance IP numbers and program is strictly prohibited.
- Student may not use the school network for personal or private business reasons.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer virus, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- Bruning-Davenport USD is not responsible for damaged or lost data transferred through our network or stored on laptops or file servers.

### File Sharing

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on school computers including laptops. Examples of this type of software are Limewire, Bearshare, Kasaa, Torrent, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.

### Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet but are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of materials on their laptop.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.

- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music or text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, they are to notify a teacher, technology coordinator or administrator as quickly as possible so that such sites can be blocked from further access. This is not merely a request but a responsibility.

### Privacy, Use, and Safety

- Students may not give personal information regarding themselves or other through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm, therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, and administration to anyone outside of the school without permission.
- Students must secure and maintain private passwords for network and e-mail use as well as laptop access. This is important in order to protect the privacy of each student.
- Bruning-Davenport USD respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use including harassment or threatening e-mails are suspected the school administrator or technology coordinator has the right to view files in order to investigate suspected inappropriate behavior.
- **The school will monitor computer activities that take place on campus during the school day including logging website access, newsgroup access, bandwidth and network use.**
- Students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are prohibited from utilizing peer to peer networking or any method of file sharing between computers unless authorized by the technology staff.
- **Students are prohibited from using laptops or any computer for acts of cruelty.**
- Laptops that are provided by the school continue to be the property of Bruning-Davenport USD, and therefore the school has the right to view all content at any time.
- Any laptop used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including the right to view the content of the laptop at any time, the right to remove content from the laptop, and the right to retain the laptop in the school's possession if there is an inappropriate infraction.

### Copyright

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

### Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of the use of the computer for an amount of time determined by the administration and members of the technology department, possible disciplinary action and/or legal action. These consequences apply to students participating in the one-to-one program at Bruning-Davenport USD.
- Computers found with illegal or inappropriate software or materials will be reimaged and removed from student possession.
- Students are to report any known violations of this agreement to appropriate administrative staff members. Random checks of student laptops will be conducted throughout the year to ensure that these policies are being followed.

Bruning-Davenport USD Schools takes no responsibility for activities conducted on school computers or materials stored on computers, laptops, or the school's network.

Students are required to adhere to all provisions and conditions set forth in this Acceptable Use Policy. Any violations of this policy will result in disciplinary action, loss of laptop privileges, and possible legal action. Students are to report any known violations of this Acceptable Use Policy to appropriate administration or technology coordinator. Bruning-Davenport USD Schools takes no responsibility for activities on school computers or materials stored on computers or the network.

\*Adapted from Fillmore Central Schools Computer Agreement Documents

**Bruning-Davenport USD Public Schools**  
**Student Computer Use Agreement\***  
**2018-2019**

This student computer use agreement is made effective as of \_\_\_\_\_ (date) between Bruning-Davenport USD Public Schools and its student \_\_\_\_\_ (student's name) and states the agreement of the parties as follows.

Equipment subject to agreement: The equipment subject to this agreement includes laptop computer, computer accessories and related software.

Ownership: The school shall be deemed to have retained title to the equipment at all times, unless the school transfers title to student. The student shall hold no security or ownership interest in the equipment. Likewise, the student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the school may from time to time install on the notebook computer used by the student.

Term equipment use: The student shall return the equipment in good operating condition to the technology department of the school if the student is not enrolled in the current school year. The school may require the student to return the equipment at any time and for any reason.

Equipment storage and use at school: The equipment must be on the school's premise during each of the student's normal school days.

Use of equipment: The primary use of the equipment by the student is for the student's educational programs. The student may use the equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The student shall abide by the school's Acceptable Computer Use Policies.

Compliance with software licenses: The students shall not make copies of software licensed to the school.

Backup requirements: The student may store documents or other files on the equipment and the student is responsible for making backup copies of such documents or other files. In the event of loss of such documents or other files, the school's responsibility is limited to reloading the school's standard software suite on the equipment.

**Care of equipment: The equipment may only be used in a careful and proper manner. The student shall keep the equipment in good operating order, allowing for reasonable wear and tear. The student will charge the laptop each evening, so the computer is ready for a full day's work during school. The student shall immediately notify the high school technology coordinator if the equipment is not in good operating condition or is in need of repair. The school maintains a service contract covering the equipment.**

Right of inspection: The student shall make the equipment available to the school's technology coordinator as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during normal school business hours or over holidays.

All equipment provided by and or obtained through the school are the property of Bruning-Davenport USD. As such, the school retains the right to take possession of said equipment at any time deemed necessary to complete any and all need inspections and repairs.

**Loss: The student assumes all risks of loss of the equipment and agrees to return it to the school in the condition received from the school, with the exception of normal wear and tear.**

Warranty: The school makes no warranty, expressed or implied, as to the equipment subject to this agreement. The student assumes the responsibility for the condition of the equipment.

Indemnity of school for loss or damage: If the equipment is damaged due to negligence or lost, the school shall have the option of requiring the student to repair the equipment to a state of good working order or reimburse the school for the replacement cost of such equipment.

Equipment warranty and insurance: Before a student receives their laptop, parents must pay the \$50.00 deposit. The full amount of the deposit will be returned to the parent/student at the conclusion of the school year or when the student exits the school year unless the laptop is damaged. Inspection of the computer for damage will be conducted by the technology coordinator.

Any attempt by the student to repair equipment on their own will void warranty and insurance coverage. The student is never to duct tape or superglue or otherwise try to repair damaged equipment on his/her own. Attempting to do so is considered gross negligence and voids warranty and or insurance coverage resulting in the student being responsible for any and all charges related to the repair or replacement of the equipment.

**Damage to equipment due to gross negligence or willful misconduct is not covered by warranty or insurance. If damage is attributed to either of these causes, the student will be held responsible for all charges related to the repair or replacement of equipment.**

Equipment (batteries) carries only a one-year warranty. Batteries needing replacement past the first year of use will be the responsibility of Bruning-Davenport USD.

Any theft or accidental damage to equipment must be reported immediately. Any theft of laptop will be turned over to and handled by the Thayer County Sheriff's Office.

Signature page will be completed the night of Parent/Student orientation or for those students registering during the school year at the time of registration.

Entire agreement and modification: This agreement constitutes the entire agreement between the parties. No modification or amendment to this agreement shall be effective unless in writing and signed by both parties. This agreement replaces any and all prior computer use agreements by both parties.

\*\*\*Governing Law: Nebraska statutes 79-737 and 79-2, 127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Student/borrower acknowledges and agrees that his/her use of the district property is a privilege and that by student/borrower's agreement to the terms hereof, student/borrower acknowledges his/her responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Bruning-Davenport USD Public Schools.

Waiver: The failure to either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of that party's right to be subsequently enforce and compel strict compliance with every provision of this agreement.

Disclosures: The student and his/her parent/guardian hereby agree to these policies and regulations.

School: Bruning-Davenport USD Public Schools

Parent/Guardian Name: \_\_\_\_\_

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

Student's Name: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

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

Laptop Serial Number: \_\_\_\_\_

\*Adapted from Fillmore Central Schools Computer Agreement Documents

## **Laptop Guidelines\***

1. Laptops should be put in sleep mode and placed in the laptop bag prior to moving them. Do not carry a laptop by the screen at any point.
2. Laptops should be brought to school every day full charged, and they must be taken home every night.
3. Do not eat or drink near your laptop.
4. Do not place anything on top of or near the laptop that could put pressure on the screen. Do not leave anything on the keyboard, such as a pencil, which could break the screen upon closure. Also, do not poke or touch the screen.
5. Do not reveal your full name, phone number, home address, social security number, credit card number, or password to others.
6. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or technology coordinator as quickly as possible. This is a responsibility and part of your adherence to the Bruning-Davenport USD usage agreement.
7. Comply with trademark, copyright law, and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of Bruning-Davenport USD student policies. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
8. Students should maintain high integrity with regard to e-mail content. Always use appropriate language. Do not transmit language/material that is profane, obscene, abusive, harassing, or offensive to others.
9. Do not go to chat rooms or send chain letters without permission. No spamming is allowed. No private chatting or e-mailing during class without permission from your instructor.
10. Students should back up all of their work often. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students also have the option to create additional backups of their work using their CR-RW drives or server. Computer malfunctions are not an acceptable excuse for not submitting work.
11. Students are not allowed to play games, audio files, or videos of any kind on their computers during regular school hours, unless given permission by instructors and are part of an assignment.
12. Students aren't allowed to download audio files, video files, or games while at school.

\*Adapted from Fillmore Central Schools Computer Agreement Documents



**Bruning-Davenport Unified School District  
Computer Loan Agreement\***

**Parent Responsibilities**

Your son/daughter has been issued a DELL Vostro 3450 laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son/daughter's use of the DELL Vostro 3450 laptop at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son/daughter's use of the Internet and email.
- I will not attempt to repair the DELL Vostro 3450 laptop, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the DELL Vostro 3450 laptop.
- I agree to make sure that the DELL Vostro 3450 laptop is returned to the school when requested and upon my son/daughter's withdrawal from Bruning-Davenport USD.

**Parent Acknowledgements**

- I acknowledge that it is essential that my son/daughter recharge their DELL Vostro 3450 laptop battery nightly so that their laptop is ready for use each school day.
- I acknowledge that it is essential that my son/daughter bring their DELL Vostro 3450 laptop to school every day.
- I acknowledge that in the event my son/daughter fails to bring their computer to school they will not be allowed to leave school to retrieve it and that if my son/daughter comes to school without his/her computer, I may be called to bring it to school.

**Student Responsibilities**

Your DELL Vostro 3450 laptop is an important learning tool and is for educational purposes only. In order to take your DELL Vostro 3450 laptop home each day, you must be willing to accept the following responsibilities:

- When using the DELL Vostro 3450 laptop at home, at school, and anywhere else I may take it, I will follow the policies of the Bruning-Davenport Unified School District– especially the Student Code of Conduct – and abide by all local, state, and federal laws.
- I will treat the DELL Vostro 3450 laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the DELL Vostro 3450 laptop to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software on the DELL Vostro 3450 laptop.
- I will not remove programs or files from the DELL Vostro 3450 laptop.
- I will honor my family's values when using the DELL Vostro 3450 laptop.
- I will not give personal information when using the DELL Vostro 3450 laptop.
- I will bring the DELL Vostro 3450 laptop to school every day.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to clean or repair the DELL Vostro 3450 laptop.
- I will recharge the DELL Vostro 3450 laptop battery each night.
- I will return the DELL Vostro 3450 laptop when requested and upon my withdrawal from the Bruning-Davenport Unified School District.
- I will place the DELL Vostro 3450 laptop in its protective sleeve when not in use and when it is being transported.

Parent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of District Representative: \_\_\_\_\_

\*Adapted from Fillmore Central Schools Computer Agreement Documents

**BRUNING-DAVENPORT UNIFIED SCHOOL  
ACCEPTABLE USE OF COMPUTERS AND NETWORKS**

***PARENT OR GUARDIAN PERMISSION FORM GUIDELINES:***

As outlined in board policy and procedures on students' rights and responsibilities, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Other violations deemed unacceptable by the general standards of our community.

Violations may result in a loss of access as well as disciplinary action or appropriate legal action.

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**Parent or Guardian Permission Form (Middle School/Elementary School only):**

As the parent or guardian of this student, I have read Bruning-Davenport Unified School District's Computer Network and Internet Policy. I understand that this access is designed for educational purposes. Bruning-Davenport Unified School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Bruning-Davenport Unified School District to restrict access to all controversial materials and I will not hold them responsible for material acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use the Bruning-Davenport Unified School District computers and Internet and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Name of Student \_\_\_\_\_ School – MS/Elem Grade \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Student Network Use Agreement**

Bruning-Davenport Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Bruning-Davenport Unified School District will not be responsible for any damages a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection. I understand and will abide by Bruning-Davenport Unified School District's Computer Network and Internet Policy. I further understand that any violation of this Acceptable Internet Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; district disciplinary action and/or appropriate legal action may be taken.

**Student Signature:** \_\_\_\_\_

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**Web Page Permission Form:**

As the parent or guardian of this student, I also give my permission for Bruning-Davenport Unified School District to publish information (pictures, club or group information, athletic results, etc.) on the Bruning-Davenport Unified School District Media sites.

Parent or Guardian's Name (please print): \_\_\_\_\_

Name of Student \_\_\_\_\_ School – HS/MS/Elem Grade \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BRUNING-DAVENPORT UNIFIED SCHOOL**

**Student Handbook Acknowledgement**

**2018-2019**

We have read the Bruning-Davenport Unified School Student Handbook and understand the procedures and policies that are described in it. We agree that our son/daughter will abide by them while he/she is a student and we understand that the school and its personnel will follow these guidelines as nearly as possible. **If our son/daughter does not follow school rules, policies, and behavior guidelines set by school or conference sponsors while attending school-sponsored functions, we will be responsible for retrieving our son/daughter immediately when the activity occurs close enough in proximity that it is reasonable to retrieve our son/daughter. In certain circumstances where it may not be reasonable to retrieve our son/daughter immediately, we agree that the activity and/or school representatives may remove our child from the activity to the maximum extent possible and impose consequences upon returning to the district. In the event the school is required to transport him/her back to the district due to our unwillingness or inability to retrieve our son/daughter when it was reasonably expected that we could do so, it is understood that my son/daughter may lose the privilege of attending such activities, events, and conferences as determined by the administration and as permitted by law.**

We further understand that should there ever be a time whereby either my son/daughter or the school is not in compliance with these procedures and policies, we may request a conference within three (3) calendar days with the person most directly responsible for the interpretation of the rule.

It is the specific intent of Bruning-Davenport Unified School to administer the rules and regulations in a consistent and fair manner. The school is organized to provide additional reviews, when necessary, by the principal, superintendent, and final determination by the Board of Education. However, it is considered courteous that the solution to any problem begins with the person most directly involved before taking advantage of the additional resources of the principal, superintendent and Board.

\_\_\_\_\_  
(Mother/Guardian's Signature)

\_\_\_\_\_  
(Father/Guardian's Signature)

I, \_\_\_\_\_, have read the Bruning-Davenport Unified School Student Handbook and  
(Student's name)

understand the procedures and policies that are described in it. I agree that I will abide by them while a student at Bruning-Davenport Unified School and I understand that the school and its personnel will follow these guidelines as nearly as possible.

I further understand that should there ever be a time when I am not, or the school is not, in compliance with these guidelines, I may request a conference within three (3) calendar days of such time with school personnel to discuss the matter further.

\_\_\_\_\_  
(Signature of Student)

**Please return this form to school by Friday, August 24, 2018.**