# BRADY PUBLIC SCHOOL

## 2022-2023

# Student Handbook

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**Brady Public Schools**
**Website: www.bradyschools.org**

**Superintendent: Mr. McGown**
**Principal: Ms. Brown**
**Activities Director: Mr. Seamann**
**K-12 Counselor: Mrs. Cahill**

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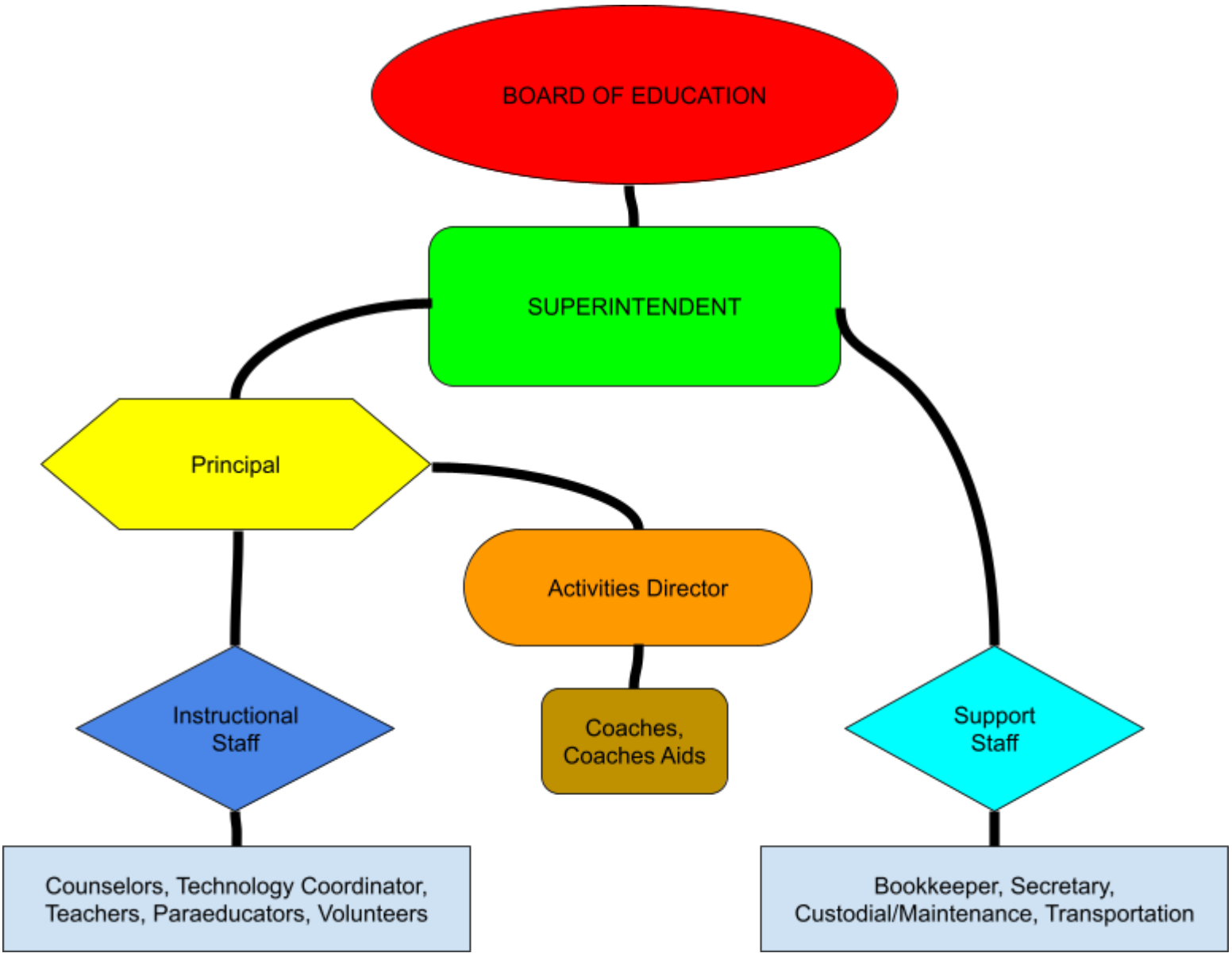
# CHAIN OF COMMAND-VISUAL



# Student Handbook 2022 - 2023 School Year

**Notice of Nondiscrimination:**
Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Brady Public School and all others who interact with Brady Public School are hereby notified that the Brady Public School does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

**Designation of Coordinators:**
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 **James McGown**, Superintendent, Brady Public School, Brady NE 69123, 308-584-3317.

| Law, Policy or Program | Issue or Concern | Coordinator |
|---|---|---|
| Title VI | Discrimination or harassment based on race, color, or national origin: harassment | 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 or harassment based on reasonable accommodations of persons with disabilities. | Superintendent |
| Homeless students laws | Children who are homeless | Superintendent |
| Safe and Drug-Free Schools and Communities | Safe and drug-free schools | Superintendent |

## Section 1—Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Brady Public School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

## Section 2—Members of the Board of Education

| Name | Position | Phone | Email |
|---|---|---|---|
| Marge Spencer | President | 308-530-0477 | margespencer42@gmail.com |
| Ryan Stearns | Vice President | 308-539-6051 | bbhops21847@gmail.com |
| DeAnn Vaughn | Secretary | 308-530-9316 | dvaughn@bradyschools.org |
| Bryan Franzen | Member | 308-539-3410 | bkfranzen@gmail.com |
| Tina Golter | Member | 308-530-1111 | tgolter@bradyschools.org |
| Matt Hatch | Member | 308-530-0088 | mhatch@bradyschools.org |

### Section 3—Administrative Staff

| Name | Position | Phone | Email |
|---|---|---|---|
| James McGown | Superintendent | 308-584-3317 | jmcgown@bradyschools.org |
| Janet Brown | K-12 Principal | 308-584-3317 | jbrown@bradyschools.org |
| Molly Most | Business Manager | 308-584-3317 | mmost@bradyschools.org |
| Misty Horn | Admin. Secretary | 308-584-3317 | misty.horn@bradyschools.org |
| Andy Seamann | Activities Director | 308-584-3317 | a.seamann@bradyschools.org |

### Section 4—Teaching Staff

| Name | Department | Grades | Email |
|---|---|---|---|
| Jessica Hill | Art | K-12 | jhill@bradyschools.org |
| Beth Boden | Kindergarten | Elementary | bboden@bradyschools.org |
| Rich Britten | Social Studies | 7-12 | rbritten@bradyschools.org |
| Chris Blecha | Tech. Coordinator | K-12 | cblecha@bradyschools.org |
| Jane Epp | 6th Grade | Elementary | jepp@bradyschools.org |
| Jennifer Most | FCS/Interventionist | 7-12/K-6 | jennifer.most@bradyschools.org |
| Jamie Messersmith | 1st Grade | Elementary | jmessersmith@bradyschools.orgWorld |
| Rebecca Stearns | Math/Science | 7-12 | rstearns@bradyschools.org |
| Micah Dority | Math | 6-12 | mdority@bradyschools.org |
| David Jacobs | Industrial Technology | 7-12 | david.jacobs@bradyschools.org |
| Angela Johnson | 4th Grade | Elementary | ajohnson@bradyschools.org |
| Becky Simants | Title 1 / MTSS | K-6 | bsimants@bradyschools.org |
| Baylee Brownawell | Science/ PE | 7-12 | bbrownawell@bradyschools.org |
| Valerie Pohlman | Music/Band | K-12 | vpohlman@bradyschools.org |
| Bridget Rossman | 2nd Grade | Elementary | brossman@bradyschools.org |
| Andy Seamann | PE | K-12 | a.seamann@bradyschools.org |
| Nate Stienike | 5th Grade | Elementary | nstienike@bradyschools.org |
| Jessica Flint | 3rd Grade | Elementary | jflint@bradyschools.org |
| Tonja Shaw | Library/English | K-12 | tmshaw@bradyschools.org |
| Stephanie Wolf | Special Education | K-6 | swolf@bradyschools.org |
| Yentle Dyas | Language Arts | 7-12 | ydyas@bradyschools.org |
| Bobby Cahill | Business/Technology | 7-12 | bcahill@bradyschools.org |
| Signe Assels | Special Education | 7-12 | sassels@bradyschools.org |
| Kelsey Cahill | K-12 Counselor | K-12 | kcahill@bradyschools.org |

### Section 5—Support Staff

| Name | Position |
|---|---|
| Tina Golter | Bus Driver |
| Dan Robison | Bus Driver / Food Service |
| DeAnn Vaughn | Bus Driver |
| Molly Miller | Food Service |
| Candyce Summers | Food Service |
| Sandy Larson | Custodian |
| Tammy May | Custodian |
| Ryan Sanger | Maintenance |
| Maren McKim | Paraeducator |
| Kaiti Staman | Paraeducator |
| Toni Terry | Paraeducator |
| Amy Ford | Paraeducator |

# Article 1—Mission and Vision

## Section 1—School Mission Statement

Welcome to Brady Public School. **"The Board of Education, administration, and staff are committed to providing an atmosphere where every child can grow and learn in a positive environment."**

## Section 2—Vision Statement

**BPS Vision Statements**

**Curriculum What we teach**

*Critical thinking, problem-solving, and innovation

*Morals and ethics of the working world

*Knowledge and skills required to be productive citizens in the 21st century

*Evidence-based vertically and horizontally aligned and based on the NE State Standards

*Subject-sensitive and common vocabulary

**Instruction**

**How we teach the curriculum.**

*Student-led learning and collaboration

*Integrated practices incorporating a variety of subject matter

*Differentiated instruction using multiple delivery methods

*Reflective teaching and learning

*Data-driven instruction

**Assessment**

**How we assess learning.**

*Multi-faceted formative assessments

*Differentiated assessment to meet individual student needs

*Aligned to curriculum, instruction, and NE State Standards

**Environment**

**How each person treats the other person.**

*Provide a safe and nurturing environment for learning

*Encourage creativity and innovation with 21st-century ideals

*Develop students who are sensitive to and respect diversity

*A welcoming environment where students learn respect of self, others, and property

*Transparent communication with all stakeholders

**Section 3—Mutual Respect**

The Brady Public School 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 a student will not be tolerated nor will the purposeful demeaning of any student by a fellow student or by a staff member be tolerated.

Multicultural Education:
Multicultural education is the identification, selection, and infusion of specific knowledge, skills, and attitudes for the purpose of:

- Affirming the culture, history, and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans, and Native Americans;
- Challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- Valuing multiple cultural perspectives; and
- Providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Brady Public School it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

# Article 2—School day

**Section 1—Daily 7-12 Class Schedule….M-F (8:00 – 3:27)**

| | |
|---|---|
| 1st Period: | 8:00 - 8:47 |
| Breakfast | 8:47 - 8:57 (7th-12th) |
| Homeroom | 8:59 - 9:14 |
| 2nd Period: | 9:16 - 10:03 |
| 3rd Period: | 10:05 - 10:52 |
| 4th Period: | 10:54 - 11:41 |
| First Lunch: | 11:41- 12:11 (7th-8th) |
| 5th Period A: | 11:43 - 12:30 (9th-12th) |
| 5th Period B: | 12:13 - 1:00 (7th-8th) |
| Second Lunch: | 12:30 -1:00 (9th-12th) |
| 6th Period: | 1:02 - 1:49 |
| 7th Period: | 1:51 - 2:38 |
| 8th Period: | 2:40 - 3:27 |

**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 will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. Any school day that is canceled may be made up as the calendar allows.

**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 a storm or other emergency makes it necessary to close school, it will be announced on KRVN radio in Lexington, KX104 radio in North Platte, KELN radio in North Platte, KNOP-TV Channel 2 in North Platte, and NTV Channel 6 in Kearney, School Reach (e-mail, text and phone). School Reach information is taken directly off of information received by parents and guardians upon registration. Updated information is the responsibility of parents/guardians.

**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/legal guardians 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 To Do. Brady Public School is designated as a tornado shelter by the Village of Brady:**
**School officials are not permitted to release students from the school building during a tornado warning**. Tornado safety procedures are practiced regularly by students and staff members. Also, parents/legal guardians 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:** Brady Public School has a signal which, when activated, includes the necessity to move to safer areas of the building. All regular drills are held as required by state law through the school year. There are plans for an Emergency Exit system, Tornado Warnings, and a Critical Incident Response. Brady Public School is one of the village's approved tornado shelters, and the school has made plans to accommodate community residents during a tornado warning.

### Section 3—Closed Campus

All students are required to remain on campus during the school day. Automobiles are off-limits during the school day unless the student has specific permission from the administration. Students are not to sit in cars during the lunch hour.

# Article 3—Use of Building and Grounds

### Section 1—Entering and Leaving the Building

**Beginning of School Day:** On a regular school day, the school doors will remain locked until 7:45 am. Students should not be on school grounds prior to 7:45 am (except for a special purpose such as a morning activity, detention, a field trip, or a meeting with an instructor or administrator). Students may enter through the south "office" doors to the building (on Popleton Street) or enter the building through the "commons doors" (east side of the building) at the start of the day. Traffic in this lot should proceed in a counterclockwise direction for both drop-offs in the morning, and for pick-up in the afternoon.

**Breakfast:** Breakfast will be served, each school-day, from 7:45 till 8:00 am, in the cafeteria. K-6 students who are not eating breakfast should remain in the gym from 7:40 until the first bell rings at 8:00 for supervised walk-time and opening. 7-12th students will remain in the commons until 8:00 and have breakfast from 8:47-8:57, 7-12 students not eating breakfast will be in the cafeteria. On regular school days, first-period class begins for all K-6 students at 8:05 am and all 7-12 grade students at 8:00 am.

**During the School Day:** During the school day the "commons doors" will be locked, and all teachers, parents, staff, students, and visitors should use the "south" office doors (on Popleton Street) to enter *or* exit the building. Students are expected to remain on campus unless excused in accordance with school policies. Unless participating in a school activity or field trip, students may only leave the building during the school day with a note or phone call from a parent/legal guardian. All students who leave the building as a result of a note or a phone call from parent/legal guardian must sign out in the office before leaving and sign back in (in the office) when they return. Visitors to the school will use the "south" office doors to access the building during regular school hours are required to sign in and sign out of the building.

**End of the School Day:** The regular school day ends at 3:23 p.m (K-6) and 3:27 p.m (7-12). unless staying for a school activity, activity practice, or a meeting with an instructor or an administrator, all students should vacate the building at 3:30. Unless involved as a paid spectator at a school activity, participating in an activity as a member of a school team, or meeting with an instructor or administrator, the school, school grounds, playground, parking lot, and playing fields are off-limits to students after 3:30 pm.

### Section 2—Visitors

During school hours, **all visitors** should enter through the south "office" entrance off of Popleton Street, **report directly to the school office**, and **sign in**. **Visitors also must check out at the school office when leaving the building.** If you wish to visit a teacher in their classroom, especially if they have students assigned to their room at the time of your visit, **notify the principal at least 24 hours in advance** and make an appointment. Visitations by parents or guardians should be kept to an hour and a half in length, and cleared 24 hours in advance with the Principal. Please postpone visits to the school until after the first three weeks and during testing at the end of the school year. We welcome you to visit and become actively involved in the happenings at Brady Public Schools.

For evening events & for activities after school hours, the south "office" entrance will be locked, and guests should enter through the east "commons doors" off the faculty parking lot. If the "faculty" (east parking lot is full, guests for evening activities may park in the "student" parking lot west of the football grandstand. There is a sidewalk around the east side of the school, which leads to the "commons doors" for entrance. Lincoln County Sheriff's Department has asked that fans not park along the sides of the North Brady Road when they are attending evening activities and sports events. The road is too narrow to have vehicles parked on both sides of the road and allow traffic to safely negotiate it. If both the "faculty" and "student" parking lots are full, fans may be required to park areas designated for parking or in the residential neighborhoods on Popleton, Market, Commercial, or other streets.

### Section 3—Smoke/Tobacco-Free Environment

Brady Public School declares all our school buildings, school grounds, and vehicles to be smoke-free and tobacco-free. We would appreciate your help in meeting the goal of smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke-free and tobacco-free and abide by our district's policy. Punishments & consequences for Brady Public School students who use tobacco products or are in possession of tobacco products in school buildings, on school grounds, or in school vehicles are listed in Article 7 (Drugs, Alcohol, and Tobacco) section 2; Article 8 (Student Rights, Conduct, Rules and Regulations) section 2; and Article 9 (Extra-Curricular Activities: Rights, Conduct, Rules and Regulations) section 2.

### Section 4—Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.

Students, who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

**Fines are determined on books according to the following criteria:**

Lost book .....Replacement cost

Heavily damaged book.....Replacement cost

2. Computers, Laptops, & Other Electronics

Students, who through their own **"gross negligence" or irresponsibility** cause major damage to school-owned computers & electronics, will be responsible up to the full cost of the damages. Damages will be assessed on a "case by case" basis.

3. 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

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker is locked with a combination lock. Students may turn in an extra key to the office if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to 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 that 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—Video Surveillance

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

## Section 8—Cell Phones and Other Electronic Devices

Cell phones and other electronic devices may be used before school, after school, and during lunch. Usage in classrooms is up to the discretion of each individual teacher for instructional purposes only. Students need to be aware of their teacher's expectations regarding these electronic devices. Failure to comply with appropriate electronic device etiquette may result in disciplinary action. If a student is using a cell phone or electronic device in violation of school or classroom rules, the student will have the item confiscated and turned in to the Principal's Office. Confiscated cell phones and other electronic devices may be picked up at the end of the day by students at the Principal's Office. In the event of a second offense, the student's parent/legal guardian must retrieve the device at the end of the school day at the Principal's Office unless the object seized is dangerous, a piece of evidence in an investigation, contrary to law or school policy, or has been turned over to legal authorities. Cell phones or other electronic devices will be returned to the student or parent/legal guardian at the discretion of the administration. Failure to give the cell phone or other electronic device to a staff member upon request will be considered insubordination resulting in disciplinary action. Repeated infractions of the Brady School's cell phone or other electronic device guidelines will result in escalated consequences. These procedures may include, but are not limited to the following:

- **First offense**: The student loses possession of their cell phone or electronic device for the rest of that school day and can retrieve the device at the end of the day.
- **Second offense**: Parents will be notified and will retrieve the device at the end of the day.
- **Third offense:** Parents will be notified. The device will be checked in at the main office for the entire school day for one week.(5 school days)
- **Forth offense:** Parents will be notified. A meeting will be scheduled with the student, parent/guardian and the administration to form a plan for the device usage moving forward.

In addition, ear buds/headphones will be not be allowed. Earbuds/headphones may only be used before school, after school, and during lunch. Failure to comply with appropriate earbud/headphone usage etiquette may result in disciplinary action.

## Section 9—Bicycles

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

## Section 10—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 the school. 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 and 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.

**Section 11—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. After Parent/Teacher Conferences all unclaimed articles will become the property of the school.

**Section 12—Accidents**

Any person who witnesses, or becomes aware of, an accident taking place in the school building, on the school grounds, on a school-owned vehicle, in a classroom, hallway, bathroom, playground, gymnasium, at a practice session, athletic competition, field trip, school activity or other school events must report the accident immediately to the chief administrator on duty in the school building. Supervisors of activities, practices, classes, or events are expected to file a written "accident report" in the office as soon as it can be safely done. Blank "Accident Report" forms are kept in the office and can be obtained from any office employee.

**Section 13—Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

**Section 14—Insurance**

Under Nebraska Law, the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with the risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier.
Information about student insurance providers will be available in the school office or on school bulletin boards.

**Section 15—Posters, Pamphlets, and Advertising Handouts**

Bulletin boards and display cases 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 and stamped by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

**Section 16—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 statue 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: 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.

**Section 17—Dances**

No junior high out of town dates will be allowed into Brady Public Schools dances. Any 9-12 grade out of town dates need to be age 20 or under. In addition, out of town dates must be approved by the principal/administration prior to the day of the dance (date to be determined by the dance sponsor). All out of town dates need to be in good standing and able to attend extra curricular events at their enrolled district to be allowed approval for attendance into dances.

# Article 4—Attendance

**Section 1—Attendance Policy**

The Nebraska State School Law requires children ages 5 to 18 to attend school. Any child that has reached the age of 5 years old on or before July 31st of the calendar year in the school year for which the child is seeking admission begins shall be admitted into Kindergarten. Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents/legal guardians are responsible for developing behaviors, which will result in regular and punctual student attendance. The district strongly encourages parents to arrange health-related appointments and other "flexible" appointments for their children after school hours or on non-school days.

**Section 2—Absences and Tardies**

- All absences and tardies will be recorded daily regardless of the reasons. Parents/legal guardians must report all absences. There is no specific designation of excused or unexcused. All absences for a child must be reported to the Principal's Office on or before the day they occur by the parent/legal guardian by 8:30 a.m. This report may be verbal (by telephone or in-person) or written (hard copy, FAX, or email). For medical absences, the parent/legal guardian should supply the Principal's Office with written verification from a doctor for each absence.
- The instructional day begins at 8:00 a.m. Students need to report to their 1st period of classrooms or assigned area no later than 8:00 a.m. Any student who arrives after the start of the school day will be considered tardy. All absences and tardies will be recorded each period of the school day. Period attendance is carefully monitored and scrutinized by the Principal's Office for the purpose of ensuring consistent attendance. The Principal may assign detention to students who are perpetually tardy to class, for the purpose of making up time missed.
- Notice will be sent home as defined in the excessive absenteeism/truancy section so parents may comply with the district and state attendance requirements. Brady Public School staff will work in partnership with parents/legal guardians to promote consistent student attendance to ensure student learning.
- Any student who accumulates more than five days of absence in any one quarter will receive a letter informing their family that the child will lose graduation credits and that the County Attorney will be notified if their child reaches nine absences in a semester.
- Upon reaching nine days absent in a semester, the County Attorney will be notified that the family is in violation of Nebraska State Statute 79-201. The parents/legal guardians may be cited to appear in county court at the discretion of the County Attorney.
- For each day above ten days absent in one semester that a 9-12 grade student misses in a required course for graduation, the student will be required to make up the extra hours, outside of the normal school day, working on subject matter material assigned by the instructor of the class they missed. The schedule for making up the hours will be assigned through the school principal. For any course that a student does not make up the hours missed above ten in a semester, the student will lose one credit toward graduation for each five-hours missed.
- For purposes of making up hours missed above the limit of ten per semester; each "tardy" that is recorded by a teacher for a student in their class will count as one-third of an absence. One absence will be recorded for that class for each three tardies that a student accumulates.
- It is up to teacher's discretion to allow credit for late assignments points taken away may not exceed:
  i. One day late = 70%
  ii. Two days late = 50%
  iii. Three days late = 0%
- Teacher discretion is used in the number of days allowed to turn in assignments from days absent not to exceed two days for the first day and one day for the following days in a normal Monday-Friday school week. (ex. 3 days missed =4 days to turn in missing assignments) without penalty.
- Teachers may choose to accept work after that time, but there is no assurance that there will not be a penalty applied to the score, nor of the amount of penalty the teacher chooses to apply.

**Returning To School:**

A student will not be allowed to enter class after an absence until an admit slip, based upon a written, email, or verbal parental/legal guardian excuse, or a conditional admit slip, is issued by the Principal's office

**Extended Illnesses:**

When a student returns to school after an extended illness, surgery, or injury, a doctor's note is required. Modifications and adjustments may be made by administrative discretion as needed to help the student succeed. Requesting, receiving, and returning coursework is encouraged if the student is physically able to do the work!

**Returning To School – After Extended Illness:**

When a student returns to school after an extended illness, surgery, or injury, and requires educational accommodations or requests to remain indoors during the lunch period or outdoor classes, the student must have a note from his/her parent/legal guardian advising the school of this need. If the need extends for longer than a 3-day period, a doctor's statement will be required.

## Section 3—Excessive Absenteeism/Truancy

**Reporting and Responding to Truant Behavior:**
Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 5 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report made. The Superintendent shall also investigate any case when based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Students who accumulate five (5) or more absences in a quarter shall be deemed to have "excessive absences"/truant. The principal will initiate an informational letter to the parents of students at that time informing them of the absence rate, the importance of attendance, and specific actions that need to be taken. Absences between the 6th day of absence and the 8th day of absence may result in further written communication from the principal.

| | |
|---|---|
| After 5 absences | -1st communication from the principal |
| 8th absence | - Administrative Meeting with Parent/Guardian |
| 10th absence | -Students will not be allowed to participate in Extracurricular activities where school time is missed. (Administration will take into consideration absences due to medical circumstances.) |
| 11 & 12 absences | -Meeting should have been held with the principal |
| 21st absence | -Notification to the Lincoln County Attorney's Office (Cumulative for the school year) |

Upon the 8th day of absence per semester, a meeting will be held with the Parent/Guardian of the student. After the 8th day of absence and no later than the 10th day, the meeting with the parent/legal guardian and the principal should have taken place. The meeting shall have addressed:

1) Verification of past student absences and establishment of increased parent/legal guardian responsibility to provide the principal with written verification for each absence from a doctor or the school nurse (review ALL absence dates and reasons);
2) Review of current student academic performance compared to the student expected performance (where they are/where they could be academically);
3) Review resources and support systems that may need to be addressed to improve daily attendance;
4) Sign a pledge or reaffirmation of the parental legal responsibility for the regular attendance of their child;
5) Inform the parent/guardian that upon the 21st day of absence or tardy, a letter from the principal will be sent to the parent/legal guardian and a report will be filed with the Office of the Lincoln County Attorney.
6) In the event that a student's absence has been verified as medical-related, an instructional plan will be developed to accommodate the student.

The actions stemming from this may include:

1) One or more meetings between the principal, teacher, Lincoln County Attorney and the parent/legal guardian (and the child, if necessary) to report and attempt to solve the truancy problem.
2) Educational counseling to determine whether curriculum changes, including alternative education that meets the specific educational and behavioral needs of the child, is necessary to help solve the truancy problem.
3) Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4) Investigation of the truancy problem by the Lincoln County Attorney's office to identify conditions, which may be contributing to the truancy problem. If services for the child and his/her family are determined to be needed, the school social worker or other person performing the investigation shall meet with the parent/legal guardian and the child to discuss any referral to appropriate community agencies for economic service, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

# IMPORTANT!!

**Attendance/Credit Policy at BHS**

All absences will require equivalent hours to be made up before credit can be issued. Students missing more than ten (10) days per semester may lose credit proportional to the days missed (i.e. 11 days missed = 4/5 credit; 12 days missed = 3/5 credit; 13 days missed = 2/5 credit; 14 days missed = 1/5 credit; more than 14 days missed = 0 credit), assuming the student is passing any classes. **Certain absences may not count toward the ten days.** Students may appeal absences over the ten-day limit to a committee of attendance, (two staff members, the principal, and the guidance counselor).

Legal Reference: Neb. Statute 79-208 and 209, NDE Rule 10.012.01B

## Section 4—Tardiness

**Tardy to Class (Junior/High School):** A tardy will be recognized as a student arriving after the tardy bell. A student will be granted two (2) tardies per semester, per class. The third and subsequent tardies will result in the student receiving 30-minute detention for each tardy earned.

**Tardy to School (Elementary):** A student will be required to serve 30 minutes detention following the accumulation of three tardies and for each additional tardy each nine-week period. If the tardies continue after this action, the student will be referred to the principal for further action. A student will be considered tardy if they arrive 15 minutes or less after the tardy bell has rung.

## Section 5—Leaving School

During the school day the "commons doors" will be locked, and students should use the south "office" doors (on Popleton Street) to enter the building. A student who plans to leave school during the day for any reason must bring a signed note from a parent/legal guardian or the parent/legal guardian must call the Principal's Office in advance stating the reason for the absence. After signing out (in the office) the student should exit by either "commons" door or the south "office" doors

and then be picked up on Popleton Street; or exit by the south "office doors" and then walk around the west side of the building to their vehicle in the student parking lot, if they are driving themselves. Students who leave without permission and without signing out in the proper manner will be considered truant. No child will be allowed to leave school during the school day with any adult other than their parent /legal guardian unless verbal or written permission is given by the parent/legal guardian, as stated above. When the student returns to school, they should follow the reverse procedure. All students who leave the building as a result of a note or a phone call from a parent/legal guardian must also re-enter through the Popleton Street doors and sign back in (in the office) when they return.

Approved reasons for the release of a student during the school day shall include, but not be limited to, illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center, school to work, employment for which the student has been issued a work permit and other reasons determined appropriate by the principal.

**Activities:** Students must attend school the day of any scheduled school activity in order to participate. Students who will be participating in an event that begins before school or in a full day activity must be in school no less than the last ½ of the day prior to the activity. This includes sports contests, practice and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

**Extra-curricular Activities Held During a School Day:** Written parental requests may be granted for a student to attend a school activity/contest held during the day in which a sibling is participating if the parent of the BPS student will be attending the event. High school students wishing to attend activities of a younger sibling must provide expressed "written" permission from a parent/legal guardian or have their parent/legal guardian pick them up at the school. All other requests are subject to administrative approval.

## Section 6—Make-up Work

Students will be allowed two days to make up work for every day missed with a maximum of ten (10) days allowed to make up work, only if they follow the guidelines of this policy. If requested, assignment sheets will be prepared for students who are ill. If parents/legal guardians and/or students request assignment sheets, the school should be contacted no later than 11:00 a.m. If makeup work is not completed, students will receive no credit for the work required. The student has the responsibility to contact teachers, initially, regarding make-up assignments. **All students are required to gather assignments from each teacher prior to leaving for the school activity. If a student fails to acquire assignments prior to leaving for the school activity, they may not attend the activity and/or will be subject to the school-wide late policy.**

## Section 7—Progress Reports/Eligibility

Progress reports are sent out weekly from the office to the parents of those students who may be having difficulty with their school work, or to those who have shown to be doing excellent work in relation to their ability. Parents of students needing extra help should make appointments through the classroom teacher for arranging meetings with the teachers to help the student who is having difficulty with a particular subject.

The Progress Report in a given week will be printed on Friday each week (unless there is no school on Friday then it will come out Thursday). Letters to families informing them of their student's progress will be mailed at the Brady Post Office as soon as possible. A copy of the notification will also be presented to the student, via email, (by the principal or designee) before 4 pm on that same day.

No progress reports will be created until there have been at least eight full school days in any one of the four quarters of the school year. In other words, there is an "amnesty" for the first two weeks of each of the four academic quarters of the year. The progress report will also be used for the purpose of monitoring eligibility for participation in extracurricular activity competitions. Any student that is listed on the progress report with the grade of "F" in two, or more, courses will be ineligible to participate in any school activity competitions during the week starting at the time of posting of the progress report (Monday to Monday).

When a student comes off the "down-list (on its regular publishing) he or she is will be eligible to participate in competitions starting Monday. The student is expected to attend all practices. Ineligible students may sit with their teams during home games; however, they will not be allowed to travel to away competitions if class time is missed.

**Extended Learning:**

Extra help with schoolwork is available from 7:45 – 8:00 a.m. before school and 3:27-3:45 p.m. after school. Teachers may request students to meet with students for late or missing assignments, classroom behavior, or to make-up assignments from absences. In addition, if students wish to meet with teachers for extra help, they must contact the teacher to set up the meeting.

## Section 8 – Late Work

In Grades 7-12 teachers work policy. Teachers are strongly encouraged to grade an understanding of content and standards, not behaviors, and compliance. It is up to teacher's discretion to allow credit for late assignments points taken away may not exceed:

iv. One day late = 70%
v. Two days late = 50%
vi. Three days late = 0%

## Section 9- Credit Recovery

**Students that have failed a class and are unable to retake take the class when offered may apply for the credit recovery program. Students will be required to pay for half the cost prior to enrolling. After completion with a passing grade over the summer or the following semester, they will receive full reimbursement.**

# Article 5—Scholastic Achievement

**Section 1- Report Card "Letter" Grading Scale**

Brady Public School uses a "letter grade" system for daily assignments, course progress reports & quarterly and semester report cards:

| | |
|---|---|
| A+ 99, 100 | Excellent |
| A 95, 96, 97, 98 | Excellent |
| A- 93, 94 | Excellent |
| B+ 91, 92 | Good |
| B 87, 88, 89, 90 | Good |
| B- 85, 86 | Good |
| C+ 83, 84 | Satisfactory |
| C 79, 80, 81, 82 | Satisfactory |
| C- 77, 78 | Satisfactory |
| D+ 75, 76 | Needs Improvement |
| D 72, 73, 74 | Needs Improvement |
| D- 70, 71 | Needs Improvement |
| F 69 & below | Failure |

**Section 2-Transcript, Grade-Point-Average(G.P.A.) Scale**

Brady Public School represents students' 4-year academic careers by means of a cumulative "G.P.A." on a transcript. Each one-semester course is worth the same 'weight' as all other one-semester courses. The maximum grade point awarded for any one-semester course is 4.000. Adding together the grade points received from all one-semester courses completed during the eight semesters of possible credit, and dividing by the number of courses completed gives a "cumulative G.P.A." A listing of the grade points awarded for each letter grade follows:

| | |
|---|---|
| A+ (4.000) | C+ (2.333) |
| A (4.000) | C (2.000) |
| A- (3.667) | C- (1.667) |
| B+ (3.333) | D+ (1.333) |
| B (3.000) | D (1.000) |
| B- (2.667) | D- (0.667) |
| F (0.000) | |

**Section 3-Graduation Requirements**

Students must successfully complete the courses required by the board and Nebraska Department of Education in order to graduate. It shall be the responsibility of the Superintendent to ensure that students complete grades one through twelve and that high school students complete 250 credits prior to graduation. The following credits will be required:

| | | |
|---|---|---|
| Language Arts | 40 | credit hours |
| Science | 30 | credit hours |
| Mathematics | 30 | credit hours |
| Social Sciences | 30 | credit hours |
| Physical Education | 5 | credit hours |
| Health Education | 5 | credit hours |
| Business | 5 | credit hours |
| Speech | 5 | credit hours |
| Computer Applications | 5 | credit hours |
| Visual/Performing Arts | 5 | credit hours |
| Industrial, Manufacturing, and Engineering Systems | 5 | credit hours |
| Family Consumer Science | 2.5 | credit hours |
| Career Exploration | 2.5 | credit hours |
| Elective Hours | 80 | credit hours |
| TOTAL REQUIRED FOR GRADUATION | 250 | credit hours |

All students in grades 9, 10, and 11 must enroll in a science and math class.

The required courses of study will be reviewed by the board on an annual basis. Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

**Section 4- School to Work**

Brady High School also offers opportunities to students in 12th grade to receive credit for work experiences outside the school. Students enrolled in this program are to be Principal. Possible reasons for denial may include but are not limited to: self-employment; lack of a regular schedule; conflicts with required classes. Students will receive one semester's credit for each semester of work a maximum of 5 credits can be earned per semester.

**Section 5- Promotion, Retention**

7th & 8th-grade Retention- If a 7th or 8th-grade student fails any combination of more than four semesters of the 5 core classes (reading, math, language arts, science, and social studies) per year the student will be retained in their current grade. The administration of Brady Public School will place students at the grade level and in the courses best suited to them academically, socially, and emotionally. Students will typically progress annually from grade to grade. A student may be retained at a grade level or required to repeat a course or program when such is determined in the judgment of the school's professional staff to be appropriate for the educational interests of the student and of the educational program.

**Section 6- Schedule Changes**

Students seeking schedule changes should notify the principal or guidance counselor. Schedule changes must be approved by the teachers involved, the principal, and the student's parents/legal guardians. Final approval rests with the principal. (All Changes must be made within 8 days of the start of the semester.)

**Section 7- Progress Reports**

Progress reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.

**Section 8- Report Cards**

Reports are issued at the end of each quarter. Letter grades are used to designate a student's progress (see Section 1: "Grading Scale"). Semester grades are arrived at by averaging quarter one and quarter two grades together; along with any "final exam" the instructor may have chosen to include in the course. An Incomplete in a course will be designated by an "INC".

**Section 9- Parent-Teacher Conferences**

Parent-Teacher Conferences will be held twice a year. Refer to the school calendar for the dates of the conferences in any semester. Conferences with teachers, at any other time, are possible by calling the school and making arrangements with the specific instructor.

**Section 10-Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:

i) Students receiving all "A's" will be classified as students with DISTINCTION.
ii) Students receiving no other grade lower than a "B" will be classified as students with HONOR.
iii) All class grades are figured the same for honor roll status.
iv) Honor roll lists are published in Gothenburg Times and North Platte Telegraph each quarter.

**Section 11- National Honor Society**

National Honor Society was founded to recognize and encourage academic achievement and the ideals of scholarship, character, service, and leadership. The local chapter at Brady High School is governed by the national organization. Brady's chapter was chartered as Charter #DSA21598 in 1974.

**Membership is an honor**. To be eligible for membership is the Brady High School Chapter of NHS, a student must have been in attendance at BHS for the equivalent of one semester. Selection is based on outstanding scholarship, character, leadership, and service with each area counting as 25% of the total. Candidates must have a cumulative average of at least 90% although a local chapter may raise that standard if desired. Students may not apply for membership; membership is granted to those sophomores, juniors, and seniors selected by the faculty council. Eligible students are judged by a five-member faculty council as selected by the principal and advisor. A different faculty council is selected each year.

Sophomore, junior, and senior students who have a 90% or higher GPA will receive a letter stating that they are eligible to be considered for membership. Students that are eligible will be asked to submit a list of activities and write a short essay. Leadership, character, and service will be judged by an evaluation form completed by the five-member faculty council using guidelines as presented in the National Honor Society Handbook.

Membership into the National Honor Society is an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character. Members who fall below the standards, which were the basis of their selection, may be dismissed from the organization. Students or parents/legal guardians who have questions regarding the selection process or membership obligations can contact the chapter advisor.

**Section 12- Assessment/Accountability**

MAP (Measure of Academic Progress) tests are taken by Brady Public Schools students.
3-8 students will participate in the Nebraska Student-Centered Assessment System (NSCAS) test. (ELA-3rd-8th) (Math-3rd-8th) (Science -3rd, 5th, & 8th)
11th-grade students will take the ACT.

**Section 13- Academic Integrity.**

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

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

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

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

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

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

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

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

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

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

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

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

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

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick when the student's real reason for the missing class was because the student had not finished the paper.

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

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

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

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

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

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

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

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

# Article 6—Support Services

## Section 1—Special Education Identification And Placement Procedures:

**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/legal guardians unless they elect to place their child in a program other than one approved by the school district.

**How Are Students With Disabilities Identified?**

The first step is for parents/legal guardians to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents/legal guardians. Advance notice will be given. At the conference, an Individual Education Program (IEP) or 504 Plan will be developed.

**Alternative Programs**

Parents/legal guardians have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents/legal guardians place the student in one of those programs, however, the school district is not required to pay for the student's education.

**Transportation of Students Receiving Special Education**

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents/legal guardians are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

## Section 2—Guidance Services:

The Brady Public School employs guidance counselor(s) for the purpose of assisting with the District's testing program and assisting with scheduling, and assisting the students with conflict resolution and problem-solving skills, and providing scholarship information to students and parents/legal guardians. If you wish to see the counselor, stop by the counselor's office, and make arrangements for an appointment.

## Section 3 Hot Lunch Program:

**Hot Lunch Program :**

The following is a chart of the prices for the 2022-2023 school year.
As always, we are glad to have visitors eat with us. We would appreciate an early call if you are planning to eat. All visitors must pay for their meals prior to eating with us. We cannot charge your meals to your child's account.

| PRICES | STUDENTS K-6 | STUDENTS 7-12 | REDUCED | ADULTS |
|---|---|---|---|---|
| Breakfast | $1.65 | $1.65 **(8:47-8:57)** | $.30 | $1.65 |
| Lunch | $2.65 | $3.00 | $.40 | $4.00 |
| Policy for Seconds | $.80 | $.80 | Additional main course $.50, milk and juice $.50 $.50 | $.80 |
| Milk & Juice Prices | $.50 | $.50 | $.50 | $.50 |

**Charge Policy-** Brady Public Schools has a "pay as you go" food service. Funds should be placed in a student's account BEFORE meals are purchased. Automated messages are sent when an account reaches $10.00. If the account drops below $0 Seconds, Extra Milks and Juices will not be allowed to be charged. If the account reaches an amount of -$20 the household will be called by the Superintendent. The school district will make every effort to collect unpaid meal charges. Payment plans may be established at the discretion of the Superintendent.

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

Nondiscrimination Statement

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

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

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

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

(2) Fax: (202) 690-7442; or

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

This institution is an equal opportunity provider

## Section 4—Health Services:

**Student Illnesses**

The school office will notify parents/legal guardians when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100.4°F, vomiting, diarrhea, unexplained rashes, live head lice, or on the determination by the school office 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.

**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/legal guardians must provide a signed written consent form for the child to be given medication at school. Consent forms are available at the school office.

Medications must be provided to the school by the parent/legal guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school office may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

**School Health Screening**

Copies of the Health and Welfare Guidelines for screening are available at the school office. Children in preschool and kindergarten through third grade, as well as children in sixth and ninth grade, are screened for vision, hearing, dental defects, height, and weight. The screening program also incorporates scoliosis and blood pressure in 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 office may also be screened. Parents/legal guardians are notified of any health concerns as they are identified.

Parents/legal guardians who do not wish their child to participate in the school screening program must communicate this in writing to the school office at the start of the school year. Nebraska statutes require school-age screening, parents/legal guardians who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

**Physical Examination**

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten, and the seventh grade, or in the case of transfer from out of state to any other grade. In addition to the physical examination, an eye exam is also required for incoming kindergarten students. A parent/legal guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

**Immunizations**

**A copy of the current required immunizations is available in the school office for your reference.**

Students must show proof of immunization upon enrollment in Brady Public School District. Any 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, parents/legal guardians may complete a waiver statement, which is available in school office. Students with a waiver statement signed by parent/legal guardian may be excluded from school in the event of a disease outbreak.

**Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be used when enrolling. You may obtain this document 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 would 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/legal guardians as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. School 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 school days.
4. A child who has been sent from school due to head lice must come to the school 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 office.
7. Brady School personnel will perform classroom-wide or school-wide head checks 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 school office.

# Article 7—Drugs, Alcohol, and Tobacco

## Section 1—Drug-Free Schools

The district implements regulations and practices, which ensure compliance with the Federal Drug-Free Schools and Communities Act, and with all regulations and rules, which extend from it.
The district's policy is established in accordance with principles of effectiveness, as required by law, to respond to the harmful effects of these dilatory substances.

## Section 2—Possession of Tobacco by Students or Employed Staff

A student who has been found to be in possession of, or using, any tobacco substance on/in any school building, school property, or school vehicle will be provided with access to appropriate counseling & addiction cessation efforts within the local area. Additionally, for a first offense in their school career at Brady, the student may be given a suspension from classes (in school or out of school) for a period of one to three days, and maybe assigned to one day of in-school suspension. If a student 'self-reports' and voluntarily turns over the contraband substance to school officials, it will be considered a mitigating circumstance, and will be considered in assigning the level of punishment/consequence. Parents/legal guardians will be notified. If a student is found guilty of a second offense during their school career at Brady, the student will be encouraged to enroll in a counseling/cessation program at the parent/legal guardian's expense. The student may be suspended (in school or out of school) for a period of two to four days. Parents/legal guardians will be notified. If a student is found guilty of a third offense during their school career at Brady, they will be encouraged to enroll in a counseling/cessation program at the parent/legal guardian's expense. The student will be suspended (out of school) for a period of three full school days. Parents/legal guardians will be notified. The authority to conduct investigations, question witnesses, search lockers, and administer the consequences and punishments is the responsibility of the principal. Students found guilty during their school career at Brady Public School of a violation of this section of the student handbook (possession of tobacco products) will also be ruled ineligible from any extracurricular activity contests:

1. First offense: a minimum period of one week.
2. Second offense: a minimum period of two weeks
3. Third offense: a minimum period of three weeks.

Coaches/sponsors have the prerogative to lengthen the period of ineligibility, but they may ***not*** shorten it. Any student who is disciplined under the procedures set forth in this section of the student handbook will be afforded all Due Process rights to appeal, review, and hearings that are outlined in Article 8 (Student Rights) of this student handbook.

## Section 3—Education and Prevention

This District promotes comprehensive, age-appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol. Further, this District will have proper in-service orientation and training for all employed staff.

**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. Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations. Students are provided age-appropriate, developmentally based drug and alcohol education and prevention programs. It shall be the policy of the District to require instruction at designated grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

**Drug and Alcohol Counseling, Rehabilitation, and Reentry Programs:**
All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and reentry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor. In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parent(s)/legal guardian concerning available drug and alcohol counseling, rehabilitation, and reentry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent(s)/legal guardian.

**Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities:**

This shall include unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school-sponsored activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above-prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

**Drugs and Alcohol Prohibited—Standards of Conduct for Students and Employed Staff:**
The manufacture, possession, selling, dispensing, use, or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or school-sponsored activity on or off school premises is prohibited. The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or school-sponsored activity on or off school grounds is prohibited. The possession, selling, dispensing, use or being under the influence of any "synthetic" glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited. The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.
Any prescription or non-prescription drug, medicine, vitamin or other chemicals may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

**Authorized Use:** Any student whose parent/legal guardian requests that he or she be given any prescription or nonprescription medicine, drug, or vitamin shall provide signed permission by the parent/legal guardian or physician. Written permission and prescriptions will be secured in the school office.

**Disciplinary Sanctions:**

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. The parent/legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Administration's office immediately. The student's parent/legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents/legal guardians and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

**Intervention:**
The Brady Public School District staff does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer concerns about the student to parents/legal guardians. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, rehabilitation, and re-entry programs, which are available to students.

**Administration**:
The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules, or practices may vary the procedures set forth herein to the extent necessary to file the circumstances of an individual situation. Such rules, regulations, and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

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

**Section 1—Student Conduct and Discipline Policies:**

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

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

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

The following process will apply to short-term suspensions:

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

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

3. Expulsion:

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

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

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

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

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

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

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

a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
b. If the student's conduct presents a clear threat to the physical safety of 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.

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

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

5. Other Forms of Student Discipline:
Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remains in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receives counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat that causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8.Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an

expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13.Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

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

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
c. A plan for its transportation into and from the school, its storage while in the school building, and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such items will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

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

a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
b Shorts, skirts, or skorts that do not reach mid-thigh or longer.
c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
e. Headwear including hats, caps, bandannas, and scarves.
f. Clothing or jewelry which exhibits nudity makes sexual references or carries lewd, indecent, or vulgar double meaning.
g. Clothing or jewelry that is gang-related.
h.Visible body piercing (other than ears).
i. Pajamas and blankets

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

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

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

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

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**Harassment and Bullying Policy:** It is the policy of Brady Public School that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents/legal guardians are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

(i) Step One: The first time that school authorities become aware of a possible harassment or bullying 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 future behavior of this type will be clearly outlined to the student. If in the administrator's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the subsequent four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage, an incidence of bullying may result in discipline under the student code of conduct, up to, and including, expulsion.

(ii) Step Two: The second time that school authorities become aware of a harassment incident, the student's parents/legal guardian 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 harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the administration determines that a student is intentionally making a false accusation against another student, an appropriate disciplinary response may be taken against the false accuser.

(iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.

(iv) Step Four: If a student fails to respond positively to the corrective measures of the first four steps of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to and including expulsion. School authorities will determine the action necessary to ensure a safe learning environment for all students.

*File(s) : 504.18 , 404.06; Brady Board Policy,*

**Harassment and Bullying Program—Response Levels:** Purpose: All students have the right to attend Brady Public School free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

**1. Level I: The guidelines for a Level I placement are listed below.**

a. The length of the assignment will be for a minimum of two weeks.
b. The student will report to the office no later than 7:45 a.m. each morning.
c. The student will eat on campus at an assigned table.
d. The student will report to an assigned room at the end of the day, and remain until 4:00 pm.

**2. Level II: The guidelines for Level II are listed below.**

a. The length of the assignment will be for a minimum of two weeks.
b. The student will report to the office no later than 7:45 a.m. the morning.
c. The student will eat on campus at an assigned table.
d. The student will report to an assigned room at the end of the day, and remain until 4:00 p.m.
e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The student will be accompanied by the teacher of his/her previous class until he or she arrives at his or her next classroom. The teacher will dismiss the student at the end of the passing period. The student will then have two minutes to get to his/her next class.

**3. Level III: This is a long term assignment. The guidelines are listed below.**

a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
b. The length of the assignment will be no less than six weeks and may remain in effect until the end of the school year.

**Dating Violence:** Brady Public School provides 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. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Pursuant to Section 79-2,140, the Legislature has defined (a) "dating violence" to mean 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; and (b) "dating partner" to mean 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.

File(s): 504.20, Brady Board Policy

**Public Displays of Affection:** 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. Students will face the following consequences if this type of behavior occurs.

a. 1st Offense: Student will be confronted and directed to cease.
b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
c. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents/legal guardians and student will need to meet with the Administrator (s) and counselor.
d. If this type of behavior continues, the student could face long-term suspension or expulsion.

**Specific Rule Items:** The following conduct may result in disciplinary action. Repeated violations can result in suspension, up to, and including expulsion.

a. Students are not to be in the hallway during class time without a locker pass, restroom pass or office pass.
b. Sunflower seeds in the school building are prohibited.
c. Using the pop/Gatorade machine prior to 2 p.m. on a school day is not allowed.
d. Students are expected to bring all books and necessary materials to class. This includes study periods.
e. Assignments for all classes are due as assigned by the teacher.
f. Students are not to open windows or operate blinds or shades.
g. Classes are dismissed by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
h. Students are to be in their seats and ready for class when the tardy bell rings.
i. Special classes such as Industrial Technology, Science, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
j. Students are not to bring any items to school that is not required for educational purposes. These items may be confiscated by the school staff and turned over to the administration. Items in the category of "nuisance items" include, but are not limited to: (a.) iPods; (b.) mp3 players; (c.) laser pointers; (d.) handheld game devices; or (e.) other digital devices of an unknown nature.
k. Snow handling is prohibited.
l. Skateboards, roller blades or skates, and other such recreational equipment are not allowed on the school campus without Administrative permission.
m. Pets and other living creatures are not allowed in the school building without permission from a classroom teacher or the administration.

**Network, E-Mail, Internet, and Other Computer Use Rules:**

(1) General Rules:

(i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
(ii) Individual users of the district network are responsible for their behavior, actions, and communications over the network. Users will comply with district rules and will honor the agreements they have signed.
(iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages, and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
(iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
(v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(2) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff, and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

(i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs, or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
(ii) Users shall not let other persons use their name, account, log-on password, or files for any reason.
(iii) Users shall not use or try to discover another user's account or password.
(iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
(v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
(vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
(vii) Users shall not write, produce, generate copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
(viii) Users shall not use the computer to annoy or harass others with language, images, or threats.
(ix) Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
(x) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse

network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule may be financially liable for any and all damages to the computer, network, information, files, programs or disks.

(xi) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xii) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

I. Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, the internet, and other online services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

i. Be polite. Do not become abusive in your messages to others.

ii. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information, or images.

iii. Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

iv. Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to all message traffic. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the school rules will result in disciplinary action.

v. Do not place unlawful information on any network system.

vi. Keep paragraphs and messages short and to the point. Focus on one subject per message.

vii. Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

viii. Other rules may be established by the network administrators or teachers as needed.

II. Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. The use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

III. Staff, Student and Parent/Legal Guardian Agreements: Students and parents/legal guardians may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

**Part 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/legal 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/legal 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/legal 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 Brady Public School District 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.

**Part 4—Due Process Procedure**

Procedures for Long-Term Suspension, Expulsion, or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.

2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of:

(a) Interference with an educational function or school purpose or

(b) A personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.

3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents/legal guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following

(a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal.
(b) The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
(c) A statement explaining the student's right to a hearing upon request on the specified charges.
(d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
(e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or legal guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
(f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.

4. Nothing in this policy shall preclude the student, student's parents, legal guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending a final determination.
7. If a request for a hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

**Hearing Procedure:**

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing, and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents/legal guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents/legal guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents/legal guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents/legal guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent/legal guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Brady Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents/legal guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents/legal guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents/legal guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents/legal guardian, or representative at their request, by appropriate school personnel. The student, the student's parents/legal guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent/legal guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if at the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents/legal guardian, or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of Schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of Schools shall be made by certified registered mail or by personal delivery to the student, the student's parents/legal guardian. Upon receipt of such written notice by the student and/or parents/legal guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid the substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

**Complaint Procedures**

Parents and students are required to follow the chain of command if a problem arises. They are required to go to the teacher or staff member directly involved. If satisfaction is not achieved at that level, they are to proceed through the activities director (if an activity is involved) or principal, then the superintendent, and lastly the Board of Education. All students and parents will be required to follow this chain of command. If complaints are brought up to an administrator, activities director, or school board member, they will not be heard until the proper chain of command has been followed.

The proper procedure for a parent or student to follow when raising concerns or making complaints about school staff, school programs, school activities, or to challenge a disciplinary action of the school is set forth below. Other procedures exist to address discrimination, harassment, and bullying.

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 President if the matter is still unresolved at Step 3. The written appeal should be made within five (5) days of the Superintendent's decision.
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.

3. Complaint Form:
   Patrons wishing to file a formal complaint may obtain a copy of the official 'complaint form' at the main school office anytime during regular school hours. A copy of the form is also included in the Brady Public School Board of Education Policy Book. Policies dealing with complaints in the Policy Book are "403.05—Public Complaint Procedure" and "1005.01—Public Complaints". Any school patron may ask to view the Board of Education Policy Book anytime during regular school hours.

# Article 9—Student Fees

**Student Fees:**

The board realizes some activities may require additional expenditures, which are proper to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. In other special cases where the parent/legal guardian requests that the student be exempt from charges, the superintendent shall determine granting of waivers. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by non-resident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities mean student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.
2. Postsecondary education costs mean tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

# Article 10—State and Federal Programs

The information is available in the Brady Public School office.

## GUIDELINES ARE SUBJECT TO CHANGE

**Procedures and regulations set forth may be altered or revised as dictated by necessity. Changes will be announced and posted on the bulletin boards. If conflicts exist between this Student Handbook and Board Policy, Board Policy will take precedence.**

RECEIPT OF **2022-2023** PARENT-STUDENT HANDBOOK OF BRADY PUBLIC SCHOOL

This signed receipt acknowledges receipt of the **2022-2023** Parent-Student Handbook of Brady Public School. This receipt acknowledges that it is understood that the book contains student conduct and discipline rules. The undersigned, as a student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance exist in the handbook, which should be used to responding to harassment or discrimination.

**Drug-Free School Statement**: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS A PARENT OR GUARDIAN OF A STUDENT ATTENDING BRADY PUBLIC SCHOOL HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT IF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST 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 AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATIONS. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE -SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THIS DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date:_____ Date:_____

_____ _____

Student's Signature (1) Parent or Legal Guardian's Signature

_____

Student's Signature (2)

_____

Student's Signature (3)

_____

Student's Signature (4)

_____

Student's Signature (5)

**Return to:**
**Office Staff**
**Brady Public School**