

BERTRAND COMMUNITY SCHOOL

2009-10 Student Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Bertrand Community 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.

TO THE STUDENT

Bertrand Community School is proud to have you as a member of its student body. We hope you realize you are a member of a fine school, which is recognized for its excellence in both its academic and activity programs; however, you need to be aware that the reputation of your school depends upon the efforts and attitudes of each individual student. In order for the school to continue in its past tradition of excellence, we must all do our part. As a student you can make a positive contribution by doing your best in everything you do, by participating in the school's activity program, and by cooperating with others. This cooperation can best be achieved by being familiar with the rules, regulations, and guidelines in this handbook.

NOTICE OF NON-DISCRIMINATION

Students, parents, and employees of District 54, are hereby notified that this school district does not discriminate on the basis of sex, handicap or race in admission or access to or treatment or employment in its programs or activities. Any person having inquiries concerning School District 54's compliance with Title IX, section 504, and/or Title VI is directed to contact Dr. Dennis Shipp, Superintendent of Schools, 503 School Street, Box 278, Bertrand, NE 68927, or call 472-3427.

SCHOOL DIRECTORY

Board of Education

Mike Dannehl, President
Stacie Schwarz, Treasurer

Brent Samuelson, Vice President
Mark Dannehl, Member

Lori Hinson, Secretary
Linda Heiden, Member

Faculty and Staff

Administration

Dennis Shipp, Ed.D., Superintendent

Mike Williams, Principal

Faculty

Elementary

Lisa Atchison – 6th Grade

Linda Black – 4th Grade

Pat Brouillette – Title I

Colette Dethlefs – Phys. Education

Martha Ford – Kindergarten

Tricia Grabenstein – 5th Grade

Erica Kotschwar – Music

Jana Nation – Resource

Cheryl Nelsen – 2nd Grade

Jodi Nelson - Speech

Janet Renken – 1st Grade

Scott Schwarz - Art

Theresa Shipp - Speech

Shauna Wilken – 3rd Grade

Secondary

Pat Brouillette – Family & Cons. Science

Bruce Chesterman – Language Arts

Colette Dethlefs – Media Specialist

Mark Dethlefs – Social Studies

Bill Ford – Ind. Technology

Jennifer Kaps – Language Arts

Erica Kotschwar – Music

Kevin Lavene – Math/P.E.

Lisa Mason- Resource

Craig Newcomb – Business/A.D./Tech. Coord.

Sara Scholz – Science

Amy Schutz – Math

Scott Schwarz - Art

Brent Streeter – Soc. Studies/P.E.

Bus Drivers

Dean Dahlke

Mike Dannehl

John Ford

Kendall Moseley

Craig Newcomb

Norris Renken

Charlie Winheim

Cooks

Bretta Lund

Chris Remmenga

Nekol Straight

Custodians

Jan Campbell

John Ford

Kerri Myers

Clerical/Aides

Chris Booth

Leigh Ford

Brenda High

Beth Langenberg

Donna Peterson

Sheila Philips

Kathy Renken

Amy Williams

GENERAL INFORMATION

ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

It shall be the policy of the Bertrand Community School District #54, in addition to standards of student conduct elsewhere adopted by Board policy or administrative regulation, to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises, school vehicles, or as a part of any of the school's activities. This shall include such 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 school premises and at school sponsored activities off school premises.

Conduct prohibited at places and activities as herein above described shall include, but not be limited to the following:

1. Possession of a 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 a 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.

It shall be the policy of the Bertrand Community School District #54 to provide each student of the district 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 part of any of the school's activities. Such standards of conduct and the district's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and his or her parent or parents or guardian prior to the commencement of each school year on a form to be developed by the administration or Board of Education.

It shall be the further policy of the district to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be issued in duplicate and shall contain the prominent letters the following language:

"THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS A PARENT OR GUARDIAN OF A STUDENT ATTENDING BERTRAND COMMUNITY SCHOOL DISTRICT #54 HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT ENACTED FOR 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 REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO RECEIVE ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREINABOVE 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.

It shall be the policy of the Bertrand Community School District #54 to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within 50 miles of the administrative office of the district, or, where no such resources are found, within the state of Nebraska. Information concerning such resources shall be presented to all of the students of the district.

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 the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and the student's parent or parents or guardian.

ANNOUNCEMENTS

Teachers and/or students wanting information placed in the daily announcements must have the information in the office by **4:00 p.m. the preceding day**. The sponsor of the group and/or Principal must approve all announcements concerning class meetings, pep rallies, organization meetings, or other items of interest. Items of questionable taste will not be printed.

ATHLETIC EVENT ATTENDANCE RULES

The following rules pertain to attending indoor during games. Students who fail to observe these rules will be asked to leave either gym.

1. In either gym, once the game has started, students may not cross the playing floor.
2. In the old gym do not sit on the edge of the stage.
3. When just the new gym is in use, no one is allowed in the other portion of the school facility unless given permission from a sponsor directly involved with the activity or the administration.
4. The school's dress code is in effect during all school activities.
5. During school hours, students who wish to watch a brother or sister participate at home activities may do so **only** with advanced parental notification to the office. The classes missed will be counted as absences.

ATTENDANCE POLICY

Going to school is a full time job for all students. Regular and punctual attendance is an important factor to a student's success in school and later life. School is the basis for a student's reference or recommendation for a job or to higher educational institutions. A student's attendance in school will be a prime consideration when making such references.

Irregular attendance is the most frequent cause of a student's difficulties and failure in school. Parents can greatly aid the school in promoting good attendance if they will not ask to have their children excused except in cases of illness or emergency. The following attendance policy will be in effect for all students:

1. On the day of an illness or emergency that will cause a student to be absent, a parent or guardian is asked to call the school (472-3427) before **8:30 a.m.** If no call is received by that time, the office will attempt to contact a parent.
 - a). Any **advance** notice from a parent (telephone call or note) will be considered an excused absence. **Such notice must be given in advance. A note brought in by the student upon returning to school that day or the following day will be accepted.**
 - b). If a student calls the school to let the office know that he/she is ill, the student must bring a note from one of the student's parents upon returning to school.
 - c). An unexcused absence will occur when the above procedure is not followed or if the Principal based on evidence presented determines the policy has been abused.
 - d). **Oversleeping is an unexcused absence.**
 - e). An unexcused absence will have the same consequence as truancy (see p. 29).
2. When students know that they will be absent, they must bring a note from their parents stating the date, time, and reasons for the absence. A telephone call is also acceptable. Students in grades 7-12 will be responsible for contacting their teachers to get their assignments in advance. The teacher may require these assignments be handed in before the absence. If not, the student should have the assignment ready to hand in upon returning to school.
3. Any students in grades 7-12 having accumulated six (6) or more absences (excused or unexcused), in any one class in any one semester, and without extenuating circumstances as determined by the Principal, will be required to make up time equivalent to that missed beyond the six (6) session limit each semester. Time may be made up before school, after school, or on days when school is not in session. Students who fail to make up the required time will have their graduation credits for that class reduced one credit per session not made up beyond the six (6) session limit. The Principal will inform the student and parent when the student may begin to make-up the required time. The deadline for making-up the time is two (2) weeks from the completion of the semester in which the attendance violation occurs.
4. Except in extenuating circumstances, the types of absences that will not count against the student's six (6) session limit will be absences verified by a doctor's note, hospital confinement, the death of immediate family, school sponsored activities, job shadowing, and school arranged college visitations. Any extenuating circumstances will need to be approved by the Principal.

Attendance in grades K - 6 will be taken on a daily basis rather than per period; however, provisions listed above also pertain to students in grades K - 6 who miss more than (6) days in a semester.

5. When a student in grades 7-12 has an excused absence due to an illness, time equal to that missed will be allowed to turn in any makeup work. Any assignments or tests handed in by the class or given during an unexcused absence will result in a zero for that assignment or test. Extended time for excused makeup work may be granted at the discretion of the teacher. Elementary students have two days for every day they are absent to make up schoolwork missed. **It is the responsibility of the student to get makeup work from the teachers.**
6. If a student is absent on the day of a test or other assigned work that was announced while the student was in school, the test or work must be made up on the day the student returns to school or at the teacher's convenience. When a student is aware of a scheduled test or assignment before an absence, the assignment or test will be handed in or taken on the scheduled day. Example: A test or assignment is announced on Monday for the following Friday. The student is then absent on Wednesday and Thursday. On the day the student returns (Friday), the test must be taken or the assignment handed in that day unless other arrangements have been made with the teacher.
7. When a student will be absent to participate in a school-sponsored activity (e.g., field trip, athletic contest, music clinic), the student's name is to be listed in the announcements in advance by the coach or sponsor involved. These students do not need absentee slips; however, they will be responsible for contacting the teachers before leaving to obtain assignments that will be missed. Teachers may request assignments to be handed in before the student leaves. Assignments will otherwise be due upon returning to school. It is also the student's responsibility to contact the teacher to arrange to make up tests.
8. If it is necessary for a student to leave school before dismissal time because of an illness or an unforeseen event, **the student must go to the office before leaving the building.** The student will be released after office personnel have contacted the parents to inform them that the student is going home. **No student should leave the building without permission from the Principal.**
9. Students who leave the building without permission from the Superintendent, Principal, or one of the school's secretaries will be considered **unexcused** (see p. 28). A student aide working in the office is not authorized to check a student out of school.
10. Any student missing more than one half of a period will be counted absent that period. The exception is school-sponsored activities where the student is a participant.
11. The school will gather assignments when requested for a sick child; however, please realize that this take time. Assignments requested in the morning may be picked up after school. Assignments requested after 12:00 may be incomplete. **If assignments are requested, please pick them up.**
12. When a student is absent from school and no advance notice or phone call is received by 8:30 a.m.:
 - a). Office personnel will call to be sure parents are aware of the child's absence. When the call is made the parent will be reminded of the school policy requesting a call when a student is absent. The student's name and the date will be recorded. If no one is home or there is no phone, the parents will be notified by mail. No note is necessary when there has been contact between office personnel and parents.
 - b). On the second absence without notification from the parents, a letter will be sent.
 - c). If a third absence with no phone call occurs, the absence will be unexcused and the student will have to make up double the time equal to that missed. Any assignments or tests handed in by the class or given during an unexcused absence will result in a zero for that assignment or test.
 - d). Parents who have unusual circumstances (leave for work before the child gets up for school or have no phone) should make prior arrangements with the Principal.

It is recommended that if a child has a sore throat, fever, or upset stomach that child should remain at home. Please have skin disorders or any other condition that may be contagious checked by a doctor before sending your child to school. Elementary children who become ill at school will not be sent home until parents are notified and arrangements made.

BREAKFAST/LUNCH PROGRAM

Bertrand Community School has a breakfast and a lunch program for the students and staff. Bertrand Community School will serve a nutritionally balanced breakfast and lunch each day school is in session after 12:00 p.m. Students may purchase breakfast for \$1.50 per meal for elementary students, \$1.60 per meal for secondary students. Students may purchase lunch for \$2.15 per meal for elementary students, \$2.45 per meal for secondary students, and \$.30 for extra milk. The price of an adult meal is \$1.90 for breakfast and \$3.10 for lunch.

Payment for breakfast or lunch may be made one at a time, but it is more convenient to have a sufficient number of meals paid for in advance. Students who meet federal guidelines may qualify for free or reduced price breakfast and lunches. The federal guidelines may be picked up at the office.

In accordance with Federal law and U.S. Department of Agriculture policy, Bertrand Community School is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

After eating, students are to clean their area of all napkins, milk cartons, spills, trays, silverware, lunch sacks, etc., prior to leaving their table.

After eating lunch, students will need to abide by the following rules:

1. Stay outside, but away from and out of cars (except with permission from the office.)
2. Stay in the gym or outside until the warning bell rings.
3. No student should be in the building except in designated areas without teacher permission. The teacher should then be present.
4. Students who eat at home will have the same options when returning to school.

BUS RULES

PARENTS: Please go over these rules with your children. Student safety is our most important consideration and their knowledge of and compliance with the rules are imperative. Students should follow these rules:

1. Be careful in approaching bus stops. Walk on the left toward oncoming traffic. As the bus approaches do not cross the road in front of the bus until it comes to a complete stop.
2. When the bus stops either at your driveway or at the school, do not crowd to get on the bus. Don't approach the bus until it comes to a complete stop. Children are reminded to stay back from the curb until the bus stops.
3. When leaving the bus at your driveway, walk ten to twelve feet in front of the vehicle and look both ways before crossing.
4. When the bus approaches a railroad crossing, students should be quiet so the driver may listen for oncoming trains.
5. Remain seated at all times while the bus is in motion. In preparing to get off the bus, stay in your seat until the bus comes to a complete stop.
6. Older children should look after the safety of younger children.
7. Keep arms, legs, and hands inside the bus at all times.
8. Refrain from loud talking, playing, or fighting on the bus. Confusion distracts the driver's attention and could result in a serious accident. Do not visit with the driver.
9. Be courteous at all times. Obey the driver.
10. Be on time at the bus stop to keep the bus on schedule. If the student is not at the stop when the bus arrives, he/she should be leaving the house by the time the bus stops. No more than two minutes will be allowed for waiting in any case.
10. Be helpful in keeping the bus clean and sanitary. Please do not leave belongings on the bus.

Violation of these rules will result in the student being reported to the school administration. If necessary, students will be denied the privilege of riding the school bus. Violation of bus rules will be handled in the following manner:

1st time - visit with the Principal and a warning.

2nd time - rearrange bus seating, contact parents, and a visit with those involved.

3rd time - take the students involved off the bus for a short time (1 – 5 days).

4th time - take the students involved off the bus for a longer time (5 – 30 days).

5th time - remove the students involved from the bus permanently.

Depending on the seriousness of the infractions, a student could be removed from the bus on the first or second offense. While riding the bus, please remember that the bus driver is the authority. Please respect the driver's directives as they are for your well-being.

CARE OF THE BUILDING

This is your building. Pride in your school building and its furnishings may best be expressed through each student by careful use. Careful attention to the protection of school property is essential. Marring walls or furniture in any way destroys the beauty and usefulness of our school.

Any time a school organization is sponsoring some type of project, that project should always be cleared through the Principal who in turn will inform the custodial staff. Painting of any kind must be cleared with the Superintendent. We have a beautiful, well-maintained building and the custodians are largely responsible for this. We need to support their efforts.

CLASS LOADS AND DROP AND ADD

All students in grades 7-12 will carry seven (7) classes each semester, with these exceptions:

1. All students in grades 7 and 8 will have an opportunity to have a study hall if not out for band and/or vocal music.
2. Any senior is eligible to be an office, library, or teacher aide with permission of the Principal and the respective teacher.
3. Any senior is eligible for a work release employment experience to last no longer than three (3) periods each day.
4. Part-time employment of seniors during the school day per Board policy 5900.

At the beginning of each semester will be a three (3) day drop and add period for the students to make changes in their schedule. Students will need to (1) pick up the drop and add form from the guidance counselor, (2) have the teacher from the class being dropped and the teacher from the added class sign the form, (3) have the parent/guardian sign the form, and (4) then have the Principal approve and sign the form for the change to be made complete.

COLLEGE VISITATIONS

Time is provided for visitations to college and tech schools; however, the school does not sponsor these trips or provide transportation. Seniors who follow the guidelines listed below will be allowed two college visitations and not have the days missed counted against their attendance record.

1. The visit must be arranged through the guidance counselor.
2. Students must provide evidence from the college that the trip was made.
3. Parents must notify the school twenty-four (24) hours in advance if the student plans to make one of these visits.
4. Parents are strongly encouraged to attend the college visitation with their son or daughter.

CORRESPONDANCE COURSES

Correspondence courses are available to students through the University of Nebraska or other sources. All costs are the responsibility of the student and his/her parents.

COUNSELING AND GUIDANCE SERVICES

The duties of the guidance counselor for the 2008-09 school year will be completed by different people. Testing and college representatives and visits will be done by Mr. Williams. Dr. Shipp will be handling any of the counseling duties when students have troubles or need to talk with someone. Mr. Dan Atchison, the guidance counselor at Holdrege High School, has agreed to help us meet different deadlines and to meet with students, especially seniors, on an evening or two each week. You'll need to see Mr. Williams to schedule a time to meet with Mr. Atchison. It will not be the same as if we had a full-time guidance counselor, but we will work to make it the best situation for everyone that we can.

The counseling department has been established to serve students in kindergarten through grade twelve. Students are encouraged to see the counselor for information or counseling. If the counselor is not in the office, parents and students are encouraged to leave a note so a conference can be scheduled.

Elementary counseling is primarily developmental. The counselor meets with small groups or the class to discuss self-concept, verbal and nonverbal communications, "I" messages, development of vocabulary to express feelings, and growth patterns.

The secondary guidance program consists of the Nebraska Career Information System, which is a computer search for careers that have certain characteristics, descriptions of over 500 jobs, military opportunities, and information about Nebraska post-secondary institutions. The guidance counselor has catalogs from the Nebraska and most of the neighboring state's schools and colleges, which are available for students' use. Representatives from most of the Nebraska colleges and tech schools visit the school. Students are encouraged to visit with them to become informed about various opportunities.

Seniors who are planning to go to college should be aware of the following steps in getting ready for college:

1. Students should take the ENHANCED American College Test (ACT) in the spring of their junior year or by December of their senior year. Applications are available in the counselor's office. Students usually take the test Saturday morning in Holdrege or Kearney. The Enhanced ACT dates for 2005-06 are as follows (please verify dates with Guidance Counselor):

<u>TEST DATE</u>	<u>REGISTRATION DEADLINE</u>
September 19, 2009	August 7, 2009
October 24, 2009	September 18, 2009
December 12, 2009	November 6, 2009
February 6, 2010	January 5, 2010
April 10, 2010	March 5, 2010
June 12, 2010	May 78, 2010

BERTRAND'S IDENTIFICATION NUMBER IS 280-245

This number is also used on the financial aid forms.

2. Parents and students are encouraged to attend Career Night in Holdrege. It is usually held the first Monday in October.
3. Seniors will be given a scholarship booklet, which will list all of the local, area, and college scholarships. The booklet will include selection criteria, amount of the scholarship, and how and when it will be paid.
4. Students and parents should plan to visit all of the colleges they are considering. Most colleges will make arrangements for the students to talk with a professor in the area of interest. The counselor is willing to arrange college visits.
5. Approximately four (4) weeks after taking the ACT, an ACT application will be sent from the colleges where the scores were forwarded. If all the information is correct, the student should sign the application and return it to the college. Most of the colleges require an application fee. If the college requests a transcript, the student should ask the counselor to send one.
6. Federal Aid Applications are usually available in February. These applications are at the student's expense not the schools'. Some technical schools ask parents to file this form.

If you have questions, please call the office at 472-3427.

CRISIS RESPONSE TEAM

The purpose of the Bertrand Community School Crisis Team is to assess crisis situations and plan intervention strategies for students, faculty, and community when the situation is deemed necessary by the team. Properly organized management of a crisis should reduce unnecessary emotional or psychological damage within the school and community.

To contact this team during the school year call 472-3427 week days between 7:30 a.m. and 4:30 p.m. or 472-1311 during the evenings or summer. Members of the team are Kim Johnson, Counselor (472-1311), Mike Williams, Principal (472-3351), Pat Brouillette (856-4780), Linda Black (995-8537), Bill Ford (472-5074), Shauna Wilken (472-5336), or Jackie Anderson, school psychologist (537-2585). The team provides the following services:

1. Meet with the administrators to formulate an action plan.
2. Assist in handling media coverage.
3. Facilitate staff meetings to provide information related to the crisis.
4. Support school staff.
5. Help teacher's process information with students.
6. Work with students individually or in groups.
7. Be available for contact with parents.
8. Provide helpful, factual information to parents.

The following is a list of some of the agencies and the organizations in this area, which could be a resource for you when in need of help for you, your family, or friends.

AA (Alcoholics Anonymous) - Group organization serving anyone with alcohol problems - Holdrege 308-995-4927, Kearney 308-237-7534, Minden 308-832-2267

ACOA (Adult Children of Alcoholics) - Support and education for adults who have grown up in an alcoholic environment - 308-236-6383

AI-Anon - Support for individuals of any age who have a problem with someone else's drinking or drug use - 308-234-5741

Alateen - Support for teenagers who have a problem with someone else's drinking or drug use - 308-237-9289

Abuse Hotline - Information and referral for individuals experiencing abuse - 1-800-652-9999

AIDS - Information and referral concerning the Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) -National Hotline 1-800-342-2437, Nebraska Hotline 1-800-782-2437, Nebraska Dept of Health - Kearney 308-865-5600, Testing in Kearney area 308-865-5609

American Cancer Society - Health issues education and information, volunteering - 308-237-7481

Child Abuse Hotline - Confidential information and referral - 1-800-652-1999

Drug Abuse Hotline - Information and referral on drug abuse - 1-800-662-4357

First Call For Help - 24-Hour information and referral helpline for anyone needing assistance with life crisis, problems, and other physical or emotional needs - 308-236-5901

Nebraska Children's Home - Pregnancy counseling and adoption information- 308-237-2304

Nebraska Department of Health - Health and disease information - 308-865-5600, Testing - 308-865-5609

Nebraska Department of Social Services - Financial problem solving, food stamps, referral, information and support for individuals needing assistance - 308-865-5592

Parent Assistance Network - Provides information and support for parents needing help concerning children's behavior or physical condition - 308-237-6025

Saint Francis Drug and Alcohol Center - Counseling and treatment for addiction problems - 308-234-3693

Other Centers - Valley Hope, Norton, KS; Richard Young, Kearney

Sexually Transmitted Disease Hotline - Venereal and other sexually transmitted disease information and referral - 1-800-227-8922

South Central Counseling - Counseling for emotional problems based on a sliding fee scale - 308-237-5951

DETENTION

Students required to make up time for detention will make up at least thirty (30) minutes. Student's who fail to make up their time, will have their detention time doubled. If a student does not report for detention on consecutive nights, then he/she will be reported to the Principal. Teachers, at their discretion, may have the students serve detention before or after school. Detention served for the Principal will be served exclusively after school.

DIRECTORY INFORMATION

Bertrand Community School may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, photograph, date of and place of birth, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

The No Child Left Behind Act of 2001 requires Bertrand Community School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the district not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Bertrand Community School will comply with any such request.

DISMISSAL FROM ACTIVITY TRIPS

Students must travel to and from school-sponsored activities on school-provided transportation and under school sponsorship. Individuals who wish to return with their parents must make arrangements with the sponsor. Written or oral permission should be obtained from the sponsor **BY THE PARENTS**. Students who wish to be released to someone other than their parents must obtain special permission from the Principal or Superintendent **and** will also be required to submit evidence of parental approval.

DRESS CODE

Bertrand students are expected to be clean and well groomed. Clothing that makes a reference to alcohol, tobacco, drugs, or sex (e.g., coed naked shirts) will not be allowed. Also prohibited are short shorts, shirts that do not cover all of the stomach and back (bottom of shirt should touch beyond the belt line), tank tops, mesh shirts, sleeveless shirts (unless arm openings are hemmed), bandannas, hats, and caps (exception: hats/caps may be worn at athletic events, but **not** at play productions, concerts, or other formal events). Tank tops and mesh shirts will be allowed only if worn over an acceptable shirt or blouse. Students are also expected to wear shoes or sandals in the building. These rules apply to the regular school day and all home and away school activities, including school dances.

Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. Multiple dress code violations will lead to disciplinary action.

Prom Dress Code

As a culture we have always celebrated "special events" by wearing our best. The Bertrand Community School Prom is a gala event. It is one of the biggest events for the young people of the community and surrounding area. Certainly an event that warrants wearing "one's best."

“Formal attire” is an appropriate term when associated with what has been traditionally followed at prom. Formal attire refers to at least dress slacks, dress shirt, and tie for the young men and evening gown for the young women. As part of a social education, students need to learn that, in some situations, only a certain type of dress is appropriate. It is the opinion of Bertrand Community School that because prom is a “special event,” a dress code should require certain expectations of what is appropriate in a special school setting.

The following are what is expected of our students and their dates, even the out-of-town dates that attend the Bertrand Community School Prom. It will be the responsibility of Bertrand students to inform any out-of-town dates of these rules.

Young Men

- At least dress slacks, dress shirt, and a tie.
- No hats allowed

Young Women

- No dresses/outfits that show bare midriff;
- Two-piece dresses/outfits are allowed provided they do not expose any midriff;
- No dresses/outfits that have frontal cutouts that expose skin;
- No dresses/outfits that have a sheer see-through panel that shows midriff or other areas of the body;
- Dresses must be of a length that extends below the tips of the wearer’s fingers when the wearer’s hands are at her sides;
- Dresses/outfits shall not have a side slit that is higher than the tips of the wearer’s fingers when the wearer’s hands are at her sides

This dress code will be enforced for the entire evening; from the time students arrive to take pictures through the time the dance is over. Teachers or administrators will make the final decision as to whether or not a student’s attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing.

DUAL CREDIT COURSES

Bertrand Community School will be offering dual credit courses via distance learning from Central Community College and other potential sources. Students must have a passing score on the ASSET test in order to be enrolled in these courses. All costs of these courses are the responsibility of the student and his/her parents. The administration will make all decisions about whether dual credit courses would be allowed as a substitute for any required courses for graduation from Bertrand Community School.

ELEMENTARY SECTION

A Special Note For Kindergarten Parents

Our kindergarten program will be largely devoted to building a background of experiences for children so that they will be able to associate meanings with words as more formal learning experiences follow in later grades. Because we believe that each child should be allowed, encouraged, and expected to develop at his own level, appropriate programs and materials should be provided to enhance the development of each student. Attitudinal rather than academic goals are our priorities in kindergarten. Our primary goals are:

1. To create an environment where children feel secure, are stimulated mentally, physically, and emotionally, and to grow and develop as curious, caring, self-confident, thoughtful, and responsible individuals who look forward to coming to school.
2. To provide experiences appropriate to each child’s maturity level and personal background of experience.

3. To bridge the gap between the home environment and the school environment through class cooperation and frequent communication.

Important Outcomes Of Kindergarten

In order to meet the needs of both the children and the larger community in which they live and grow, the Bertrand Community School will implement a kindergarten program, which will help:

1. Children learn to work both alone and in cooperation with other children in both informal and formal settings. Children learn that the things of a classroom - toys, books, paints, blocks, easels, record player, records, and computer - have both purposes and places. They learn how to use them and where to put them when the time comes to stop using them.
2. Children learn about rules and why we have them, how people (including children) make them, and how to follow them for the classroom and school.
3. Children learn about time, taking turns, sharing, respecting the rights of other, responsibility, and about the role of the teacher as an instructor, mediator, sustainer, counselor, and interpreter of rules.
4. Children increase their knowledge of language especially the relationship between words and things and the processes they represent. As appropriate, individual children should begin to learn how speaking relates to writing and how the two relate to what they say and do.
5. Children increase their knowledge of the number system and how it is related to quantities of real things in their environment -books, children, and blocks.
6. Children increase their knowledge of space and things within that space in the classroom, school, and the neighborhood.
7. Children increase their awareness of colors and shapes in nature and how these colors and shapes relate to the properties of real things in their environment.
8. Children learn about their bodies and how to keep them healthy and fit. They learn to develop strength, coordination, balance, dexterity, and motor control through active, vigorous physical activity.
9. Children acquire and maintain excitement about learning. They look forward to continuing the learning process with a sense of wonder and anticipation.

Extra Shoes for Wet Weather

During the winter months, children often come in from recess with wet shoes. If possible, children should have a second pair of shoes, which may be left at school. By having another pair of shoes available, the child will not have to sit in class with wet, uncomfortable, or cold feet.

Lunch

The Bertrand School is responsible for the whereabouts of your child during the school day. If your child has asked a friend to go home for lunch, notes from both parents are to be given to the teacher the first thing in the morning. Students who eat at school are not allowed to leave the school grounds during the lunch period without advance notice from the parent to the teacher or school office personnel.

Parking Lot Safety

Parents are asked to remind their smaller children that they are not to cut through the parking lot on their way to and from school.

Physical Education

Elementary physical education engages students in activity that requires movement like running, galloping, skipping, and changing directions and levels. No student in elementary physical education classes will be allowed to participate in his/her

bare feet or in socks. It is strongly recommended students bring tennis shoes to class or wear them to school. Flip flops, crocs, sandals, and other footwear are not recommended, but will not dismiss the student from the activity. However, the teacher will have the discretion as to the appropriateness of a student's footwear and whether the student should or should not participate for safety reasons.

Students in grades 4-6 will need a different pair of clean tennis shoes since their p.e. class will be in the new gym. These shoes do not necessarily have to be new, but they do need to be clean and will stay here at school so that they remain clean and gravel free.

Retention

If the classroom teacher and/or other involved school personnel detects significant delay in a child's emotional, social, mental, or physical development, the involvement of a multidisciplinary team will be requested in order to initiate an individually designed plan to help the child more successfully adapt to specific learning goals. If this plan fails to gain appropriate results, a recommendation to have the child tested by a qualified psychologist will follow. After careful analysis, review of these test results, and a conference involving the psychologist, parents, and multidisciplinary team members, retention recommendations will be discussed. The final decision to retain or not lies with the parents.

Room Parents

Parents who wish to assist the teachers in planning and sponsoring class outings and parties should sign and return the room parent letter which is sent home at the beginning of the school year. The teachers always appreciate the assistance of the room parents.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

A student will have received credit for twenty (20) semester hours of school-work for the immediate preceding semester in order to be termed eligible. The term "preceding semester" means the semester immediately before the semester in which a student wishes to participate in athletics, band, chorus, etc. An ineligible student will not participate in any Nebraska School Activities Association (NSAA) sponsored competitions.

All senior high transfer students coming into the school system must have their eligibility approved by the NSAA prior to competition. This approval should be initiated through the Activities Director.

Bertrand Senior High Policy: If a student fails two (2) or more classes during a progress-reporting period or at the end of a quarter, that student will be declared ineligible for activities participation for a three-week period. The eligibility period will begin the first Monday after the teachers have turned in their progress reports or quarter grades. The three-week period will end the first Monday following the next grading or progress-reporting period. Students declared ineligible will be allowed to practice the activity but will not be allowed to participate in the competition/performance.

Junior High Policy: The junior high sports' seasons are short compared to the high school seasons. Because of this the ineligibility period will be one (1) week (one [1] competition). If a junior high student fails two (2) or more classes during the three-week period, the student will be able to become eligible after missing only one competition if the student is not failing two (2) or more classes after the one (1) week period. The Principal will be responsible for checking with the student's teachers and determining if the student is again eligible.

Students who remain ineligible for three (3) consecutive progress report periods will have their potential activities participation reviewed by the coach/sponsor and the Principal. Special education students must be making satisfactory progress in their special education program in order to maintain their activity eligibility.

These eligibility guidelines apply for the following junior high (where offered) and high school activities: football, volleyball, boys and girls cross country, boys and girls basketball, wrestling, boys and girls track, golf, cheerleading, student council,

National Honor Society, FCCLA, quiz bowl, speech, play production, band (except for holiday and spring concerts), chorus (except for holiday and spring concerts), and “B” Club.

EMERGENCY PROCEDURES

Fire Drill Procedures

Nebraska public schools are required by law to conduct one fire drill for each month school is in session. Whenever the fire alarm is sounded, all students and faculty are to cease all activities immediately, leave the building at once, and use the following guidelines.

1. Students nearest the windows will close them before leaving the room.
2. Students will leave each room one row at a time starting with the row nearest the door and proceed down the hall to the proper exit in an orderly manner. **KEEP TO THE RIGHT.**
3. The instructor will be the last to leave the room, turn out the lights, and close the door.
4. All instructors will take their grade books with them.
5. The first two students to reach the exit doors will hold the doors wide open until everyone has filed out.
6. When leaving the building, it is important to move far enough away from the building to avoid possible injury from fire or falling embers and to remain clear of emergency vehicle traffic. The signal to return to the school building will be several short rings of the bell. It is sounded upon completion of the drill. Students will return to class in an orderly fashion with the last students out being the first ones to return.

Emergency Exit Routes

The following routes have been designed to clear the building as quickly as possible in the event of a fire. Careful study of these directions will enable everyone to leave in a safe, orderly manner regardless of one's location at the time of the drill or alarm.

NORTH FRONT DOORS- go across the street to the north side.

Right side- Guidance Office #20, Computer Lab #21, English #22, Room #23, Room #24, New Gym

Left side- Elementary Room #12

EAST DOORS- go to the parking lot.

Right side- Music Room #25, Elementary Room #29

Left side- Resource Room #26, Room #27, Room #28

SOUTHEAST WING, WEST DOOR- go to the playground. Elementary Rooms #30 and #31

SOUTH DOOR- go to the tennis courts. English (#16), Business (#17), Home Ec (#18)

WEST DOOR- go across the street to the sidewalk.

Right side- Elementary Room #4, Writing to Read Lab #5, Elementary Room #6, Elementary Room #8

Left side- Kindergarten Room #10, Elementary Room #11

INDUSTRIAL ARTS- All classes exit through the east shop door and go to the playground.

BOY'S LOCKER ROOM- Exit through the locker room door and go to the playground.

GIRL'S LOCKER ROOM- Exit through the outside locker room door and go to the playground.

NEW SCIENCE ROOM- Exit through the south door and go the park.

MEDIA CENTER- Exit through the south door and go to the park.

OLD GYM- Exit through the southwest gym door and go to the park.

ART ROOM - Exit through the southeast gym door and go the park.

Tornado Watch

1. When a tornado watch has been issued for the area, the teachers will be informed by office personnel. This will be given on a person-to-person basis to prevent unnecessary alarm.

2. The custodians will serve as lookouts.

Tornado Warning

1. A tornado warning means that there is a tornado in the area and the alarm will be given. If there is power, the alarm will be two (2) minutes of short rings of the end-of-period bell. If the power is off, PE whistles will be used to give the alarm.
2. When the warning is given, the plan to go to the tornado shelters (locker rooms) will be put into effect immediately.
3. **REMAIN CALM AND QUIET**
 - a). when the alarm is given.
 - b). while moving to the shelter areas.
 - c). while in the shelter areas.
 - d). if the exit from the shelter is blocked.
 - e). if injured, inform the accompanying teacher of your injury.
4. Teacher whose rooms are nearest the outside door should assign a student to make sure that the outside doors are closed. The teacher should assign at least two (2) students to make sure all windows are closed.
5. In the event of an actual tornado, one of the custodians will turn off the electricity and gas.
6. **General Rules**
 - a). After getting into your shelter area, remain calm and quiet so that you will hear any instructions. Teachers will be there to supervise.
 - b). Stay away from windows and doorways.
 - c). Teachers, take your grade books with you.
 - d). Suggestion to older students: In the event of an actual alarm, your conduct and help can have a very positive effect on the younger children.

Emergency Plan If There Is Not Enough Time To Get To The Shelter Area

1. Get to the inside wall of the room.
2. Lie down on the floor under desks or heavy pieces of furniture.
3. If possible, close windows.

Tornado Drill Practice

1. Practice drills will occur often enough to familiarize everyone with the procedure.
2. Drills will occur during the time of year when tornadoes are most likely.
3. Drills will take place at various times of the day to cover various conditions.

EMERGENCY TELEPHONE NUMBERS

It is very important that the school has at least two telephone numbers where parents may be reached during the school day. This is especially important when no one is at home during the day. Please send these phone numbers to school as soon as possible. Should you change baby-sitters or jobs, please let us know these changes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

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

FOOD AND BEVERAGES IN THE CLASSROOM

Individual teachers have the right to allow gum and candy in their classes. Teachers who allow their students to eat candy or chew gum in their classrooms assume the responsibility of making sure that gum stays off the floor and desks and that wrappers are properly disposed of. Under no circumstances is there to be pop in any of the classrooms.

GRADING SYSTEM AND HONOR ROLL

Each semester will be considered a grading period and grades will be cumulative and figured on this basis. The grades reported at the end of the first and third quarters, or with any progress report, are simply benchmarks telling the student and his/her parents the progress of the student in his/her classes to that point.

The following is the grading scale that will be used at Bertrand Community School.

A+ = 98-100	B- = 85-88	D+ = 75-76
A = 96- 97	C+ = 83-84	D = 72-74
A- = 93- 95	C = 79-82	D- = 69-71
B+ = 91- 92	C- = 77-78	F = below 69
B = 89- 90		

It shall be the policy of Phelps County School District No. 0054 to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corps, peace officers, or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, for instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of a firearm exposed.

Any lawful use or possession of a firearm as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Reporting

It shall be the duty of the Superintendent of Schools to report on a basis or as otherwise required by the Nebraska Department of Education the particulars of each weapons based expulsion occurring under this policy. The information shall consist of the following:

1. The number of such expulsions;
2. The nature of the weapon used by the student;
3. The action taken as a result of such misconduct.

HALL PASSES

Students who are out of the classroom must have a pass. The following are guidelines concerning hall passes.

1. A student needs a hall pass signed by the ITE or art teacher before he/she may go to the shop or art room from another classroom.
2. A student needs a hall pass signed by the teacher before going to the media center. The purpose of the visit must be stated on the pass.
3. Students may not be dismissed from a class to obtain a pass from another teacher to go to another area.
4. Students must have a pass to come to the office unless the office has sent for the student.

HOMELESS CHILDREN POLICY

It shall be the policy of Phelps County School District No.0054 a/k/a Bertrand Community Schools to make reasonable efforts to facilitate the enrollment, attendance, and opportunity of homeless children who are situated within the boundaries of this school district, and to provide sufficient flexibility and responsiveness to the needs of homeless children by way of this policy.

For purposes of this policy, "homeless" shall mean without a regular residence and not living in a fixed or regular residence. The term "children" as used herein shall mean a child or children of school age (five through eighteen years of age).

The term "homeless child" or "homeless children" shall not mean a child or children who have voluntarily removed themselves from the residence of their parents or guardian, nor shall it mean a child or children who are living with a sibling, aunt, uncle, grandparent, or other family member, unless the parent(s) or guardian of the child is without a fixed and regular

residence. The definition shall also exclude a child or children situated in the district on a basis of less than forty-five (45) days as determined by the Superintendent of Schools or his or her designee.

A "fixed" or "regular residence" shall mean any dwelling usually or legally permitted to be used as a structure suitable for human habitation.

It shall be the policy of the District to direct the Superintendent of Schools or his or her designee, when confronted with a child or children who the Superintendent of Schools believes are or may be homeless, to investigate the matter. If the Superintendent or his or her designee determines that such child or children are indeed homeless as defined by this policy, the Superintendent shall make reasonable attempts to enroll such child or children; to obtain school records from a previous school or schools that such children have attended; to make reasonable efforts to ascertain how, if at all, the parent or parents of such children may be contacted; to notify such parents or such social and other services, if any, that the Superintendent believes may be of assistance to such child or children; to make efforts to establish lines of communication between the school and the parent or parents; and to take whatever other reasonable course of action the Superintendent or his or her designee believes will facilitate the continued enrollment and attendance at school of such child or children.

Nothing in this policy shall be construed to require the District, Superintendent, or any employee of the District to take any particular course of action and such judgments as the Superintendent or his or her designee shall take, subject to ratification by the Board, shall be final. Nothing in this policy shall be construed to require the District to provide any services to children who claim or are alleged to be homeless but who, in the judgment of the Superintendent or his or her designee, are determined by the Superintendent to not be homeless as that term is used within this policy.

HONOR GRADUATES

At the graduation ceremony, all graduating seniors who have accumulated a four-year average of 91% or higher will be honored. Students with a 95% or higher will graduate with "High Distinction." Students who are not in the high distinction area, but have an average of 93%+ will graduate with "Distinction." Students who are not in the high distinction or distinction areas, but have an average of 91%+ will graduate with "Honor."

IMMUNIZATION AND SCHOOL/ATHLETIC PHYSICALS

According to Nebraska State Law every school-aged child (grades K-12) **must** be immunized against the following: measles, rubella (German measles), diphtheria, pertussis, mumps, poliomyelitis (polio), and tetanus. Records of these immunizations are required to be in each child's school file before the child will be allowed to attend school. A waiver may be filled out and signed by those parents who for some reason do not wish to have their children protected against any of these diseases. Law requires either the record of immunization or the signed waiver to be on file at the school. The Counselor's Office maintains a list of area medical agencies that provide immunizations. If you are in need of this information, just contact the Counselor. When receiving immunizations, children age two (2) months through twenty (20) years, **MUST** be accompanied by parent/guardian, and **MUST** bring previous shot record.

Students in grades 7-12 who attend the Bertrand Community School and participate in the school's athletic programs are required by Nebraska state law to have a physical before engaging in these activities.

State law also requires that all students entering kindergarten and the seventh grade must have a physical before school begins in the fall. Students who transfer in from out-of-state regardless of grade are required to have a school physical before entering school. School physical forms may be picked up in the office at any time.

Below is a list of immunization rules and regulations. Another new regulation was put into place for this past school year that required all students entering **Kindergarten, 7th Grade, and all transfer students** from outside of the state of Nebraska regardless of grade to have **1 dose of varicella (chickenpox) vaccine**. The school nurse will be going through our files to see that students are in compliance. Parents will be notified if their children are not in compliance. If you have questions, please contact Greg Barnes at the school or The Nebraska Department of Health and Human Services at (402) 471-6423.

Student Age Group	Required Vaccines
2-5 year olds enrolled in a school based program not licensed as a child care provider	4 doses of DtaP, DTP, or DT vaccine; 3 doses of Polio vaccine; 1 dose of MMR given on or after 12 months of age; 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age; 3 doses of pediatric Hepatitis B vaccine; 1 dose of varicella (chickenpox) given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
Students entering school for the first time (Kindergarten or 1 st grade)	3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4 th birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 1 dose of varicella (chickenpox) if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2006-2007 school year this includes students in grades kindergarten, 1 st , 2 nd , 7 th , 8 th , and 9 th , plus all out of state transfer students).
Students entering 7 th Grade	3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4 th birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age (For the 2005-2006 school year this includes students in all grades and all out of state transfer students.); 1 dose of varicella (chickenpox) if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2006-2007 school year this includes students in grades kindergarten, 1 st , 2 nd , 7 th , 8 th , and 9 th , plus all out of state transfer students.)
All Transfer Students from outside the State of Nebraska regardless of age or grade (includes any foreign exchange students)	3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4 th birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age (For the 2005-2006 school year this includes students in all grades and all out of state transfer students.); 1 dose of varicella (chickenpox) if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2006-2007 school this includes students in grades kindergarten, 1 st , 2 nd , 7 th , 8 th , and 9 th , plus all out of state transfer students.)
All other students	3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4 th birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is

11-15 years of age Varicella is not required (Varicella is required for kindergarteners, 1 st , 2 nd , 7 th , 8 th , and 9th graders for the 2006-2007 school year.)
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Immunization clinics are held each month and a donation is requested but no one will be turned away for inability to pay. Please call ahead to make sure time/dates have not changed. Holdrege – 4th Thursday of every month at Phelps Memorial Health Center 995-2211, Minden – 2nd Tuesday of every other month 832-1829, Kearney – 3rd Tuesday of every month & 2nd/4th Monday evenings 865-5680, Methodist Church in Elwood—1st Wednesday of every month, and Alma – 2nd Wednesday of every month 928-2103.

INCOMPLETES

Students receiving an incomplete will have two (2) school weeks to make it up. After that time, the grades will be changed to an F unless arrangements have been made with the teacher.

INTERNET ACCEPTABLE USE POLICY

We are pleased to offer students of Bertrand Community School access to the district computer network for the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return a permission form to the office. Students 18 and over may sign their own forms.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Bertrand Community School supports and respects each family's right to decide whether or not to apply for access.

District Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- * Sending, receiving, or displaying offensive messages or pictures
- * Using obscene language
- * Harassing, insulting or attacking others
- * Damaging computers, computer systems or computer networks
- * Violating copyright laws
- * Using another's password
- * Trespassing in another's folders, work or files
- * Intentionally wasting limited resources
- * Employing the network for commercial purposes
- * Any other action deemed unsuitable by the district's administration.

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

LOCKERS

Students in grades 7-12 will have hallway lockers for their coats and books. Students may also check out a locker in the locker rooms. Students are reminded that they are not to be in any locker other than their own. Please respect other people's property, as you would want them to respect yours. **If you must bring money or valuables to school, you may check them into the office for safekeeping.** Lockers are the property of the school and may be inspected or searched at any time. **The school is not responsible for items left in desks, hallways, or lockers.**

There are no locks on any of the lockers, in the hallways or in the locker rooms, but locks can be rented from the office or brought from home. Keep your locker combination to yourself. Students bringing locks from home must leave a key or the combination in the office.

LOST AND FOUND

A lost and found department is maintained in the office. If you find an item that does not belong to you, bring it to the office. The item will be kept in the office for two (2) weeks. After that time it becomes the property of the finder. Items that have not been claimed by the end of the each semester will be kept at the school for two (2) weeks. Usable items will then be given to Goodwill.

Parents whose children lose mittens, coats, boots, or other items are encouraged to check at the office and with the teacher. Many times "lost" items turn up in the child's desk, on the coat rack, in the room, or in the lost and found.

SUGGESTION: Mark all of your child's belongings with the child's name. Many items brought in as lost and found could be returned to the owner immediately if the item was labeled. This would be helpful in winter when many children leave coats, hats, and mittens on the playground.

MEDIA CENTER

Use of the media center is a privilege that may be taken away if a student abuses the media center rules established by the media specialist. A school media center must have a set of rules to govern media center behavior and use of materials. This is necessary to insure that all will be treated fairly and provide a pleasant surrounding for quiet reading and studying.

Parents are asked to help students return books on time and in good condition. Checking out books can be a good learning process in regards to building respect for property of others and personal responsibility. Overdue books are always a problem, but with parental help this problem can be greatly reduced. Students who lose or damage media center materials will be charged for replacement or repairs.

Circulation Of Material

Shelf books--The return date for most books is set for a three-week loan period. Books not in demand may be renewed for an additional three-week period.

Reserve books--Highly popular books and books selected by faculty members for use in class assignments are put on reserve in a restricted area. Reserve books may be checked out during the school day or overnight but must be returned the next morning before school begins.

Periodicals--Current magazines, which have been in the media center for one week, may be checked out for twenty-four (24) hours. Back issues may be checked out for three weeks.

Vertical file material--Materials such as pamphlets, maps, and clippings are checked out for a three (3) week period.

Audio-visual materials--AV materials (records, filmstrips) are checked out for the time the teacher needs them. Students generally use AV materials in the media center.

Loss Of Materials

Students who lose or damage any media center materials are charged the amount necessary to replace or repair the item. Should a lost item be found later and returned in good condition, 75% of the amount paid will be refunded.

Media Center Hours

The media center will be open for student use during regular classroom hours and for a short time before and after school. The media center will be closed to all students for a short time during the noon break. If a student needs to be in the media center during this time, special arrangements must be made with the media specialist. All students must leave the media center five minutes before class period ends.

Passes

Students entering the media center during regular classroom hours must present a pass to the media specialist or media center assistant. Students leaving the media center must have their pass signed as they leave. The pass must indicate what the student needs to do in the media center. Students may use the media center for reading, study, or research. Students who misuse the media center will be asked to leave.

Renewal Of Materials

Materials not in demand are renewable for another loan period.

Returning Materials

All borrowed materials should be returned to the media center on time and in good condition. Each borrower is personally responsible for materials checked out in his name. Overdue charges on all materials are \$.05 per school day per item. Students who have overdue books will not be allowed to check out materials until the overdue materials are returned and fines paid.

MONEY/VALUABLES

When it is necessary to send money to school with your child, please send a check. This is safer and provides you with a receipt. Students should not bring items of value to school. It is not possible to provide the needed security for such items. Items may be checked into the office for safekeeping.

NEWSLETTER

A school newsletter will be mailed to each patron of the District. This newsletter will contain information concerning the goings on at Bertrand Community School in and outside the classrooms. An activities calendar listing school activities and important dates for that month will be also included in the newsletter. We hope that this will help keep you informed as to the happenings at school.

ONE CALL NOW

Starting with the 2009-10 school year, the school will have a telephone messaging service that will incorporate phone numbers that parents have given us to use to contact them. The phone numbers could be home numbers, cell numbers, even business numbers, as well as any e-mail addresses that have been provided. The reason for these messages will be primarily calendar issues (i.e., are we having school, not having school) or other issues as they arise. It will not be used to remind parents and students of regularly scheduled calendar events.

PARENTAL INVOLVEMENT POLICY

The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

1. Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.
 - b. Parents may request permission to attend counseling sessions in which their child is involved.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.
 - a. Building principals will excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Informed through the student handbook of the manner that the district will provide access to records of students.
5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

PROGRESS REPORTS

Parents will be sent a report when their student is doing unsatisfactory or exceptional work at school. These reports will be sent out approximately every three (3) weeks. The report does not mean that the student is necessarily failing or is incapable of doing the work. It does mean, however, that the teacher feels that the student's work is not comparable to ability or attitude. Parents are encouraged to follow-up an unsatisfactory progress report by arranging a conference with the teacher.

Students who receive a "failing" or "near failing" progress report will not be allowed to go to the media center between progress reporting periods. The only exception would be with a pass from a teacher for a specific assignment.

This year progress reports will be sent out on September 10, October 1, November 12, December 3, January 21, February 11, April 1, and April 22.

RADIOS, MP3/CD PLAYERS, AND CELL PHONES

Students may not use radios, MP3 players, CD players, or cell phones in the building during school hours (8:05-3:45) as these can cause distractions to the educational process for the student, the other students, and the instructor. If any of these items are used during school hours (8:05-3:45) the consequences could be as follows:

1. 1st Offense - The item being taken away to be given back to the student when the issue is discussed with his/her parents.
2. 2nd Offense – The student will serve three (3) detentions after school in the office.
3. 3rd Offense – A 1-3 day in-school suspension.

REPORT CARDS AND PARENT/TEACHER CONFERENCES

The four quarters of the school year end on the following days. Report cards are usually issued during the week following:

First Quarter.....October 22, 2009	Third Quarter.....March 10, 2010
Second Quarter....December 22, 2009	Fourth Quarter.....May 19, 2010

Parents are encouraged to attend the twice-yearly parent/teacher conferences. These sessions are excellent opportunities to discuss your child's progress, problems, or ask any questions you may have. Dates of the conference are October 8, and February 11. Information regarding times will be sent out in the monthly newsletter.

SCHOOL AND CLASSROOM VISITORS

Bertrand Community School encourages visitations by parents and patrons of the school district. Please report to the office before contacting students or teachers in the classrooms. This will help prevent confusion and allow office personnel to be of better assistance to visitors.

Although visits by parents and other adults are encouraged, students will not be allowed to bring school-age friends or relatives to attend classes with them. This tends to be disruptive.

What follows are some suggestions concerning classroom visits. The first month of school is a "getting to know you" period for both the teachers and students, and the last three weeks of school are always busy. Regular schedules are often abandoned at these times of the year. We would recommend that parents visit at times other than these in order to see a true picture of the child's classroom. With the exception of these two periods, parents are certainly welcome to visit the classrooms.

If parents wish, they may stop in the office or call ahead of time to make sure that their visit is well timed. By doing this, parents may avoid a time or day when tests are being given. In primary grades, a short visit is recommended.

Occasionally, parents may wish to eat school lunch with their child. Please contact the school or send a note with your child when you plan to do this. Adults and non-school aged children will be charged \$2.40 per meal, paid in advance in the office.

The above suggestions are meant to help parents make their visit more profitable for themselves and their child. We want parents to come to visit.

SCHOOL DANCES

All school dances will have the following general rules:

1. Dances will end at midnight.
2. Once students have entered the dance, they may not leave without permission from one of the sponsors. Once students leave the dance they may not return.
3. The doors will be open for one (1) hour after the scheduled start of the dance. No one will be admitted after the doors close, unless special arrangements are made with the Principal in advance.
4. Students should be properly attired. Students who are not appropriately dressed will be asked to leave. No hats should be worn inside the building.
5. All dances will require four sponsors. Faculty sponsors are preferred but parents of students will be acceptable. Although the Principal will be at all dances, he/she is not to be considered a sponsor.
6. Dates over twenty-one (21) years old will only be admitted with prior permission of the Principal.
7. All dates not currently enrolled in grades 9 - 12 at Bertrand Community School must be registered in the office prior to the dance.
8. Dances must be on the activities calendar at least one month in advance.

SCHOOL DISMISSAL IN SEVERE WEATHER

The Superintendent will make the decision concerning school closing and the decision will be made as early as possible. Notification will be carried over the following radio and TV stations: KRVN 880 AM-Lexington, KUVR 1380 AM-Holdrege, Channel 13-NTV at Kearney, and Channels 10/11-Lincoln/Grand Island.

When school has been dismissed because of severe winter weather, no practices or activities will be held. The building will not be open to students.

SCHOOL DISPENSED MEDICATION

Bertrand Community School will not dispense either prescription or over the counter medication to any student unless; 1) prescription medication, in its original container detailing dosage and frequency to be taken, is brought to and left in the office to be dispensed; 2) over the counter medication must be clearly marked and accompanied by note from a parent or legal guardian stating the medication is acceptable to take.

The school will not provide over the counter medications, such as aspirin or non-aspirin.

SCHOOL EQUIPMENT/PROPERTY

Bertrand Community School allows students to use school owned property throughout the educational process. Some of the equipment/property includes, but is not limited to, textbooks, calculators, computers, science lab equipment, or shop tools. Because students are allowed to use school owned equipment/property, they are responsible for its' care and condition. If school owned equipment/property is lost, stolen, or damaged while used by or on loan to a student, that student will be required to reimburse the school the amount of any replacement/repair costs.

SCHOOL ORGANIZATIONS AND THEIR GUIDELINES

B Club	Student Council	Cheerleaders
Yearbook Staff	National Honor Society	

Class Activities

All class activities must be cleared through a Principal and placed on the school activities calendar at least one month in advance. The sponsoring class will handle all expenses and responsibilities for these activities. All students in each class through class work projects and class dues will share the expense of sponsoring the activity equally. If circumstances create a need for class money (flowers, cards, etc.), a special assessment will be made to cover such costs. Transfer students may assume active class membership by paying the current year's class dues.

Class And Organization Officers

In an effort to expose more students to leadership positions, students may hold only two (2) offices during a school year. All election of officers will take place during the first week of school. Class officers will be filled first and organization offices second. Captain of a team will not count as a class or organization office. Student council representative will be considered a class officer. If you are a carry-over student council member and are elected to a class office you may resign from the student council.

Class/Organization Meeting

No class or organization may conduct a meeting without a sponsor present. Any action taken at a meeting conducted without the presence of a sponsor will not be binding on the class, organization, or sponsor.

Handling of Class Funds

The school has a special account for each organization and class to keep track of their funds. All dues and project monies should be given to the class or organization treasurer. All class or organization funds should be taken to the Superintendent's office as soon as possible after they have been collected to avoid loss of cash or checks. Envelopes are available on the Superintendent's secretary's desk and must be filled out each time money is brought in. The money is then credited to the proper account and a receipt is given to the treasurer.

It is the class or organization treasurer's responsibility to see the Superintendent's secretary at the beginning of the school year to check on the beginning balance for that year. Class or organization treasurers may not come to the office during the last week of school to ask for the year's history of their account. The treasurers should ask periodically during the year for updates from the office.

Money Making Projects

1. Each class or organization is entitled to one (1) money making project of the selling variety per year (e.g., candy sales, bake sale, raffle, magazine sales, calendars).
2. Each class or organization may have as many service projects as they desire (e.g., car washes).
3. No class or organization may have a moneymaking project without the approval of the sponsor and then of the Superintendent.

4. No class or organization may have a money making project without the majority vote of all members in good standing **and** sponsor approval.

National Honor Society

The Bertrand Chapter of the National Honor Society is an organization that students must have, and maintain, a minimum grade point average (91%) as well as meet other selection criteria in the areas of leadership, character, and service, in order to become a member. Students are eligible for selection to the NHS during their sophomore year. The Bertrand Chapter by-laws will be given to each Chapter member at the beginning of each school year, and will also, along with the NHS Constitution and national by-laws, be available at the school for others to see. Any formal correspondence between the NHS sponsor(s) and members and their parents will be in the form of certified mail.

Pep Rallies

All pep rallies must be cleared by the Principal three (3) days in advance. In order to have administrative approval the pep rally must have a faculty sponsor. The sponsor should know the content of the pep rally and make a determination as to its appropriateness.

Student Council

The purpose of the this committee is to:

1. Advise the Principal of students' concerns.
2. Assist the Principal by providing student input in the making of rules and guidelines.
3. Provide student leadership in all areas of the school.
4. Be active in promoting positive school spirit and morale

Membership is composed of the presidents of each class, National Honor Society, and B Club, one elected representative from each class, and the elected student council member and president of the previous year's sophomore and junior classes. The student council may choose additional members to insure a fair representation of all the students. The student council will meet at least once every two (2) months or as needed during the school year.

Scheduling Of Activities

To avoid conflicts in the scheduling, these procedures will be followed:

1. The activity sponsor and Principal must, in advance, approve all parties, practices, or work sessions.
2. The sponsor of the activity will be responsible for contacting a Principal to place the activity on the school calendar.
3. The Principal will assign priorities for those activities scheduled for the same night and/or week.

SCHOOL TRANSPORTATION

The school will provide transportation for all student activities. Students who miss the school provided transportation to a school sponsored activity will not be allowed to participate in that activity. Students may not drive themselves to any activity without special permission from the Principal.

SECTION 504 OF THE REHABILITATION ACT OF 1973

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

SHADOWING PROGRAM FOR JUNIORS

Juniors will be given the opportunity to learn more about a career by shadowing a person while this person is at work. Before the student is excused to shadow, the student will be required to complete the following steps:

1. The student will complete the activities in EXPLORING CAREERS.
2. The student will complete the NCIS survey and compare the suggested careers with those in EXPLORING CAREERS.
3. The student will fill out job briefs on two jobs.
4. The student will write a paragraph of one hundred fifty (150) words or more about the career that you think you would like best. List the source of information.
5. Parents must sign the permission and travel form for students to participate. The student will be encouraged to shadow close to Bertrand if the career is available.
6. The student will not be counted absent from school (the limit is two [2] days). The student must make up all class work before the planned absence.
7. The counselor will contact persons to see if they are willing to participate in the program. Individual students will call the person to make the appointment, ask when to report, and ask how to be dressed.
8. The student must be passing all classes.
9. The student will bring back a signed sheet to prove that the student did shadow the assigned person.

STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Bertrand Community School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator at the school. The information will be

provided to you in a timely manner. Finally, Bertrand Community School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

STUDENT BULLYING

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under and state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using web sites) to threaten, intimidate, ridicule, humiliate, or harass any person.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

Any student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to the extent permitted by law.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying and bullying prevention.

Policy Review. The school board shall review this policy annually.

STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operation of the school. No code can be expected to list each and every offense that may result in the use of disciplinary action. It is the purpose of this code of conduct to list certain offenses that, if committed by a student, will result in the imposition of a specific penalty. However, in each case of misconduct, the age and past behavior record of the student shall be considered before disciplinary action is taken. The administrators reserve the right to alter disciplinary consequences when the situation warrants. A Principal and parent conference may be required in any disciplinary case prior to the student being readmitted to class or to attendance at school. When a student is suspended for disciplinary reasons, either in-school or out-of-school, the suspension includes suspension from participating and attending all extracurricular activities for the same period of time.

Assault - Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury. *First Offense:* 1 – 5 day out-of-school suspension. *Second Offense:* Expulsion.

Extortion – Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student. *First Offense:* 1 – 5 day out-of-school suspension. *Second Offense:* Expulsion.

False Alarm – Intentionally engaging a fire alarm or placing a false emergency call that disrupts the effective running of a school day or activity. *First Offense:* 1 - 10 day out-of-school suspension. *Second Offense:* Expulsion.

Fighting – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. *First Offense:* 1 – 3 day in-school suspension. *Second Offense:* Five (5) day out-of-school suspension.

Insubordination – Noncompliance to directions or instruction; disobeying or disregarding any reasonable instruction of a staff member. *First Offense:* 1 – 3 day in-school suspension. *Second Offense:* 1 – 3 day out-of-school suspension.

Leaving School Without Permission From School Personnel – Leaving school, other than at lunch time, without properly notifying office personnel. *First Offense:* Detention equal to double the time missed from school. Any assignments or tests handed in by the class or given during an unexcused absence will result in a zero for that assignment or test. *Second Offense:* 1 – 3 day in-school suspension. Any assignments or tests handed in by the class or given during an unexcused absence will result in a zero for that assignment or test.

Misbehavior at Extra-Curricular Activities – Misbehavior at an extra-curricular activity after being sufficiently warned prior to the activity or during the activity. (A warning may not be issued if the behavior is of a serious enough nature to warrant immediate disciplinary action.) *First Offense:* Ten (10) day suspension from attending and participating in extra-curricular activities. *Second Offense:* Suspension from all extra-curricular activities for ninety (90) days.

Misbehavior at School – Misbehavior at school that warrants school personnel to have the student sent to the office. *First Offense:* Three (3) detentions. *Second Offense:* 1 – 3 day in-school suspension.

Theft – Stealing or attempting to steal, private or school property of a reasonable value. *First Offense:* Restitution and/or 1 – 3 day in-school suspension. *Second Offense:* 1 – 5 day out-of-school suspension.

Tobacco Possession or Use – Students found to be in possession or use of tobacco products on school grounds, in school vehicles, or at school activities. *First Offense:* 1 – 3 day in-school suspension. *Second Offense:* 1 – 3 day out-of-school suspension.

Tuancy – Students who are absent from school without the knowledge and/or consent of their parents and the school administration. *First Offense:* Detention equal to double the time missed from school. *Second Offense:* 1 – 3 day in-school suspension.

Use of Obscene/Inappropriate Language – Use of language that is obscene or is inappropriate for the school setting, or while at school activities. *First Offense:* 1 – 3 day in-school suspension. *Second Offense:* 1 – 3 day out-of-school suspension.

Vandalism – Willfully causing, or attempting to cause damage to any property, real or personal, belonging to the school, staff, or students. *First Offense:* 1 – 5 day out-of-school suspension. *Second Offense:* Ten (10) day out-of-school suspension.

Verbal Abuse to Staff – Use of disrespectful language towards a staff member. *First Offense:* 1 – 3 day out-of-school suspension. *Second Offense:* Ten (10) day out-of-school suspension.

Verbal/Physical Harassment – Words which are spoken or physical action taken solely to harass or injure other people, such as threats of violence, defamation of person’s race, religion, ethnic origin, or sexual harassment. *First Offense:* 1 – 3 day in-school suspension. *Second Offense:* 1 – 5 day out-of-school suspension.

Verbal/Physical Threats to Staff – Use of threatening language or the actual physical assault towards a staff member. *First Offense:* 5-10 day out-of-school suspension. *Second Offense:* Expulsion.

STUDENT DISCIPLINE POLICY

It shall be the policy of the Bertrand Community School to comply with the Student Discipline Act of 1994, the Gun Free Schools Act of 1994, and LB 658 enacted by the 1995 Nebraska Legislature. Students shall receive fair treatment consistent with their constitutional rights to due process and fundamental fairness within the context of an orderly and effective school process.

Right To Notice

It shall be the duty of the administration to provide a clear notice to each student and his/her parents/guardian of all rules and standards concerning student conduct that have been established by the Board of Education. Such rules and standards shall be printed in the student handbook.

Informal Conferences

Before any student is suspended or expelled for a violation of the district's code of conduct, such student shall attend an informal conference with the Principal. During this conference the Principal shall inform the student orally or in writing of the charges against the student and an explanation of the evidence relating to such charges. The student will be allowed to give his/her version relating to the charges.

Short Term Suspension

After an informal conference the Principal will decide whether the charges against the student are substantially true and if short term suspension is warranted. The Principal will impose appropriate disciplinary action.

The administration shall determine whether and to what extent a student who is suspended pursuant to this policy may be given an opportunity to complete class work, including examinations missed during the period of suspension.

When a student is suspended the Principal shall send a written statement to the student's parents/guardian describing the student's conduct, violation of rules, and the reason for the suspension. The Principal shall make a reasonable effort to hold a conference with the parents/guardian before or at the time the student returns to school.

Long Term Suspension, Expulsion

If after an initial conference the Principal decides a serious breach of conduct warrants long-term suspension or expulsion he/she shall file a written charge and summary of the evidence with the Superintendent. Within two (2) days of that filing the school shall send written notice by registered or certified mail to the student's parents/guardian informing them of their rights under the Student Discipline Act. The notice shall include the standard of conduct the student is charged with violating, a summary of evidence to be presented, the penalty the Principal has recommended and any other penalty to which the student may be subjected.

The notice shall inform the parents/guardian that they are entitled to a hearing (upon request) before long term suspension/expulsion is invoked. Notice shall contain a description of the hearing procedures provided for in the Student Discipline Act and procedures for appealing any decision rendered at a hearing.

The written notice shall also inform the student and his/her parents/guardian that the Principal, legal council for the school, and the student and his/her parents/guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing, any written statements pertaining to the matter, and to identify the witnesses which will appear at the hearing and the substance of anticipated testimony from such witnesses. Included with this notice shall be a form on which the parent/guardian may request a hearing.

Hearing Procedures For Hearings Requested Within Five (5) Days Schedule Of Hearing

If a student's parent/guardian requests a hearing within five (5) days after receipt of the written notice, the Superintendent shall appoint a Hearing Examiner who shall, within two (2) days after being appointed give written notice to the Principal, the student, and the student's parents/guardian the time and place of the hearing. The hearing shall be scheduled within five (5) days after it is requested, but it may be postponed by the Hearing Examiner for good cause. Unless all parties consent in writing, no hearing shall be held upon less than two (2) days notice to the Principal, the student, and the student's parents/guardian.

Single Hearing For Multiple Students

When more than one student is charged with violating the same rule and they are charged with acting in concert and if the facts appear to the Hearing Officer be to substantially the same, a single hearing may be held for such students as a group if the hearing examiner believes that a single hearing will not prejudice any of the students. If the examiner finds that a student will be substantially prejudiced by the group hearing, the examiner may order a separate hearing for that student.

Hearing Procedures

During the hearing, the student and the student's parent/guardian will have the opportunity to present the student's side of the case and to call and question witnesses. No long term suspension/expulsion, hearing will be held unless it is attended by the Hearing Examiner, the student, the student's parent/guardian, or the student's representative, if any, and legal council as defined in 79-4, 187 RRS 1943 if the Hearing Examiner or Superintendent deems it advisable. Witnesses shall be present only while they are giving testimony. The Hearing Examiner may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed and may exclude anyone from the hearing when his/her actions disrupt an orderly hearing. The student may speak in his/her own defense and may choose not to testify. In such case, the student shall not be threatened with punishment or later be punished.

During the hearing the Principal shall present to the Hearing Examiner the student's records and students in affidavit form of any person having information about the student's conduct. However, such records and statements will not be accepted by the Hearing Examiner unless they have been made available to the student, his/her parents/guardian, or representative prior to the hearing. Nothing in this section shall be deemed to supplant any other procedures required by law. Such explanation and interpretation as desired by the hearing officer pertaining to student records shall be made prior to or at the hearing by appropriate school personnel.

Long Term Suspension, Expulsion, Mandatory Reassignment

The hearing officer shall make reasonable efforts to compel the attendance of any witness requested by the student, the student's parents, or their representative.

Hearing Examiner's Report And Superintendent's Determination

After the hearing is concluded, the hearing examiner shall, within a reasonable time, prepare a report of his/her findings with recommendations for action to be taken and the reasons for the recommendations for a particular action. The Hearing Examiner's recommendations may range from no action to long term suspension/expulsion. The Superintendent shall review the examiner's report and may change, revoke, or impose the sanction recommended by the Hearing Examiner as long as the Superintendent does not impose a sanction more severe than that recommended by the Hearing Examiner. Written notice of the findings and recommendations of the determination of the Superintendent shall be made by certified mail or by personal delivery to the student or the student's parent/guardian. Upon receipt the determination shall take effect immediately.

Appeal Of The Superintendent's Determination

The student or the student's parent/guardian may appeal the Superintendent's determination to the School Board by a written request filed with the Secretary of the Board or with the Superintendent within seven (7) days of their receipt. If such a hearing with the Board of Education is requested it will be held within a period of ten (10) school days after receipt of the request. The hearing may be held before a committee of the school board as long as at least three (3) members are present. After examining the record, and, if necessary, taking new evidence, the deliberating body may alter the Superintendent's

disposition of the case if it finds the decision to be too severe, but it may not impose a more severe sanction. If the appeal is heard by a committee of the Board as prescribed by 79-4,199 RRS such committee shall make a recommendation to the Board which shall at its first regular meeting next following the hearing consider the committee's recommendation and take such action as the Board may elect, providing it is not more severe than the committee recommends. Final action of the Board shall be personally delivered or sent by certified mail to the student and the student's parent/guardian.

Hearing Procedures Requested After Five (5) Days But Within Thirty (30) Days

If the student or the student's parent/guardian requests a hearing in more than five (5) days but not more than thirty (30) calendar days following actual receipt of written notice, the hearing will be held, but the imposed punishment shall continue in effect pending final determination, subject to the exceptions provided in the immediately following section.

Immediate Removal By The Principal

The Principal may suspend a student immediately, regardless of the fact that hearing was requested within five (5) days of notice of expulsion or long term suspension by the school if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of, interference with an education function, personal injury to the student, other students, school employees, or school volunteers.

Although the preferable practice is that the Principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long term suspension/expulsion takes effect. If a hearing is requested, the suspension will continue until the date the Hearing Examiner files the report of his/her findings with the Superintendent.

Maximum Length of Expulsion

Except as herein otherwise provided, the expulsion of a student shall be for a period of not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within ten (10) school days prior to the end of the semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within ten (10) days of the end of the second semester, the expulsion may remain in effect for the first semester of the following year.

Expulsion For Causing Personal Injury Or For Possessing A Firearm Or Dangerous Weapon

If a student is expelled for use of force, or causing or attempting to cause personal injury to another individual, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and remain in effect for the first semester of the following year. Any student who brings a firearm or dangerous weapon to school, possess said firearm or dangerous weapon either on his/her person, in a locker assigned to the student, or in his/her vehicle while on school property, at school sponsored activities, or at any school event shall be expelled for a period of one (1) calendar year. However, the Superintendent may modify the expulsion requirement on a case by case basis.

Automatic Review Of Expulsions Which Continue During The First Semester Of The Following Year

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning of the school year. The review shall take place after the Hearing Officer has given notice of the review to the student and the student's parent/guardian. The review shall be limited to newly discovered evidence or evidence of charges in the student's circumstances occurring since the original hearing. If there is no such evidence the Hearing Examiner need not provide a hearing in order to complete his/her review. The Hearing Examiner may make a recommendation that the student be readmitted by action of the Superintendent unless the School Board took the final action to expel the student. Under such circumstances the student may be readmitted only by action of the Board.

Suspension Of The Enforcement Of Expulsion

Once a student has been expelled, the school district may suspend the enforcement of such expulsion as long as such suspension does not extend beyond the end of the full semester after the semester in which the expulsion took effect. During the period of time that the expulsion is suspended, the school district may assign the student to a school class, or program which it deems appropriate for rehabilitation of the student. This district is by this policy herewith authorized to join together with another district or districts as the Superintendent may decide in providing such rehabilitation. This district may, enter into an agreement with another district or districts as the Superintendent may decide in providing such rehabilitation. This district may, by agreement with another district, send its suspended or expelled students to any school, class, or program operating in the other district. The rehabilitation program if offered may be a community centered classroom and may provide experiences for the student as an observer or aide in governmental functions, as an on the job trainee, or prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit towards graduation. If, at the end of the period of suspension the student has satisfactorily participated in the rehabilitation program, the district shall permit the student to return to school of former attendance. However, if the student's conduct has been unsatisfactory, the District shall enforce expulsion action.

Nothing in this section shall be construed to require the District to enter into any contract with other school districts to provide any programs as are described in this section of the policy.

Reports To Law Enforcement

In the event that the Principal knows or suspects that a violation of the Nebraska Criminal Code has taken place on school property or at a school function, and when such act consists of any unlawful acts described in 79-4,180, the Principal shall notify the proper law enforcement authorities. Before making such a report, the Principal shall undertake reasonable efforts to ascertain the truth of any event upon which the making of a report to law enforcement would be based. Nothing in this section shall be construed to require the reporting of any law violation by the Principal except if the criminal act to be reported occurred on the school grounds or during a school function.

Release To A Police Officer

Consistent with any other lawful policy of the district, when a Principal or other school official releases a minor student to a sheriff or other police officer he/she shall take immediate steps to notify the parent/guardian or responsible relative regarding the release of the minor to a police officer. The Principal shall inform the parent/guardian or responsible relative of the place to which the minor has been taken into custody as a victim of suspected child abuse in which case, the Principal or school official shall provide the proper authorities the address and telephone number of the minor's parent/guardian or other responsible relative.

Coordination With Other District Policies

Nothing in this policy shall be construed to modify any of the District's existing policies on student privacy, student records, or policies pertaining to the District's role in dealing with the Department of Social Services, law enforcement officials, or other authorities who seek information from the school about a student when such knowledge is or may be privileged or private by applicable law.

STUDENT FEES

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

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

- | | |
|---------------------------------------|----------------|
| ▪ Industrial Technology Classes | <u>\$3,000</u> |
| ▪ Art Classes | <u>\$500</u> |
| ▪ Family and Consumer Science Classes | <u>\$500</u> |

5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Student activity card
<i>Covers admission to all extracurricular events</i> | <p>\$ <u>100.00</u></p> |
| <ul style="list-style-type: none"> ▪ Student participation fee
<i>Required of all students who participate in athletics and/or other extracurricular activities</i> | <p>\$ NA</p> |
| <ul style="list-style-type: none"> ▪ Future Business Leaders of America | <p>\$ NA</p> |
| <ul style="list-style-type: none"> ▪ DECA | <p>\$ NA</p> |
| <ul style="list-style-type: none"> ▪ National Honor Society | <p>\$ <u>25</u></p> |
| <ul style="list-style-type: none"> ▪ Cheerleading, Drill Team, Flag Corps | <p>Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$ <u>250</u>.</p> |
| <ul style="list-style-type: none"> ▪ Football | <p>students must provide their own football shoes, undergarments, and mouth guards</p> |
| <ul style="list-style-type: none"> ▪ Golf | <p>students must provide their own golf shoes, undergarments, and clubs</p> |
| <ul style="list-style-type: none"> ▪ Softball and Baseball | <p>students must provide their own shoes, gloves, and undergarments</p> |
| <ul style="list-style-type: none"> ▪ Track, Volleyball, Wrestling and Basketball | <p>students must provide their own shoes and undergarments</p> |
| <ul style="list-style-type: none"> ▪ Future Farmers of America | <p>student must purchase their own jackets and pay dues of \$ NA</p> |
| <ul style="list-style-type: none"> ▪ Rifle and Trap Teams | <p>students must provide their own weapons and ammunition</p> |
| <ul style="list-style-type: none"> ▪ Science Club | <p>\$ NA</p> |

- FCCLA \$ NA
- Spanish Club \$ NA

6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district’s high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs.

The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$ 1,000.

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student’s files or records for the parents or guardians of such student. The Superintendent or the Superintendent’s designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students’ files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student’s files or records.

The district will charge a fee of \$.10 per page for reproduction of student records.

9. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$ 500.00

10. Participation in Summer School or Night School.

The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$ 500.00.

11. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district’s breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-6
 - Regular Price \$ 1.50
 - Reduced Price \$.30

- Breakfast Program – Grades 7-12
 - Regular Price \$ 1.60
 - Reduced Price \$.30

- Lunch Program – Grades K-6
 - Regular Price \$ 2.15
 - Reduced Price \$.40

- Lunch Program – Grades 7-12
 - Regular Price \$ 2.45
 - Reduced Price \$.40

12. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$ 500.00

13. Driver’s Education.

The district will charge reasonable fees for participation in Driver’s Education classes offered during the summer. Such courses are non-credit courses and not a requirement for graduation. The maximum dollar amount charged by the district for these services shall be \$300.

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district may ask each student to make a contribution to their class’s fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested maximum donation to the class fund, if asked, would be \$ 100.00.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical

instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

CERTIFICATION

On the 13th day of July, 2009, the Board of Education of Bertrand Community School held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2009-2010 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Open Meetings Act.

Attachment A

Bertrand Community School Student Fee Policy Request for Assistance/Waiver Form

Student _____

Activity _____

information with other programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

Please check one of the following:

- No! **I DO NOT** want information from my Free and Reduced Price School Meals Application shared with any other programs.

If you checked no, stop here. You do not have to complete or send in this form. Your information will not be shared.

- Yes! **I DO** want school officials to share information from my Free and Reduced Price School Meals Application with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

If you checked yes to the boxes above, fill out the form below.

Child's Name: _____	Grade: _____
Child's Name: _____	Grade: _____
Child's Name: _____	Grade: _____
Child's Name: _____	Grade: _____
Child's Name: _____	Grade: _____
Child's Name: _____	Grade: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name of Parent/Guardian: _____

Address: _____

For more information you may call the Superintendent's Office at (308) 472-3427.

This form must be returned to the Superintendent of Bertrand Community School. Along with this form, any parent/guardian requesting assistance or waiving of fees must also submit the Request for Assistance/Waiver Form at least 10 school days prior to any request for waiver as per the Bertrand Community School Student Fees Policy #5909.

STUDENT SUPPLIES

Parents and students are reminded that they are responsible for certain necessary and reasonable supplies for use in the classroom. Pens, pencils, erasers, crayons, and specific teacher-requested items should be sent with the student. The school supplies many of the materials used by elementary students (e.g., penmanship paper, art supplies). Supplies requested by the teacher are usually items readily available at home or may be inexpensively purchased. Students should not get into the habit of "borrowing" items from classmates or teachers. **IT IS NOT YOUR CLASSMATE'S OR TEACHER'S OBLIGATION TO SUPPLY THINGS FOR YOU.**

STUDENT TELEPHONE

A public telephone is located near the main north doors expressly for student use for local calls. **This phone is available before school, during the lunch period, and after school. Special permission from the office is required to use this phone at other times.** The office phones are for business calls. The phones in the classrooms are not to be used by the students in any circumstances. Please use the hall phone for routine calls. You must use the office phone when placing long-distance calls.

STUDENT USE OF THE COPY MACHINE

Students may have copies made of class related material **only** when authorized to do so by the teacher whose class material is being copied. Materials copied that do not relate to an educational purpose will cost \$.10 per copy. Students are to bring their material to be copied to the office. **Students are not to use the copy machine in the lounge unless accompanied by a teacher.**

STUDENTS DRIVING TO SCHOOL

All students driving to school **must** park in the school parking lot. Cars in the school parking lot may be moved during school hours only with permission from the Principal. Students whose parents have contacted the office either by phone or a note will be given permission to move their cars. Violations of this policy will result with the student making up one hour after **school the day of the violation.** Punishment for each subsequent offense will be double the previous amount of time.

Vehicles that are parked on school property are subject to searches by school administration/personnel if the situation is warranted in their judgment.

Any vehicle that is going to be worked on in the shop must also be parked in the school parking lot. It is subject to all rules concerning moving vehicles from the parking lot.

Students who are participating in a school-sponsored activity and will be gone all day must park their cars in the parking lot. The only exception will be if the activity requires the student be gone overnight.

STUDENTS IN THE BUILDING BEFORE AND AFTER SCHOOL HOURS

Students are not to be in the building until the first bell (8:05) rings in the morning. During bad weather, students may wait in the carpeted areas just inside the doors. Students who are not out for athletics are not to be in the building after school unless they are under the direct supervision of a teacher. The building should be cleared fifteen (15) minutes after the last bell of the day. Students who are in the building without authorization will make up time after school.

STUDY TIME

Supervised study time will be the time when students may go to the Media Center or Computer Lab without an instructor. If an assignment requires the use of the Media Center the teacher may have to schedule a whole period for Media Center usage. All arrangements for an entire class to go to the Media Center will be made in advance with the media specialist.

TARDINESS

Punctuality is an important quality for a student to possess if they wish to succeed in life. In the event that a student should come in late for class without a written excuse signed by a teacher, he/she will be counted tardy.

All students who are late to first period or the period after lunch are to report to the office. Teachers will not allow students into these classes without a slip from the office. The pass from the office will be marked as excused or unexcused.

At the beginning of each **semester** students will receive two (2) warnings before making up time. The third time a student is tardy to school or class, a thirty (30) minute detention will be served for the Principal. Each additional set of three (3) tardies will result in progressive disciplinary consequences.

TRANSCRIPTS

Students' transcripts will be generated at the end of each semester after all grades have been recorded. Students with incomplete grades will have two (2) weeks to make up their work. Official transcripts may not be issued when incomplete grades exist or until four (4) weeks after the end of the semester. All semester grades earned from grades 9-12, except vocal and instrumental music, body conditioning, and lifetime fitness, will be averaged to determine a student's cumulative GPA. Beginning with the class of 2012, vocal and instrumental music, and body conditioning will have the grade the first time the student takes the class figured into the cumulative GPA. Any subsequent time the student takes any of these three classes the grade will **not** be figured into the cumulative GPA. The class ranking will be determined by listing the student's cumulative GPA in descending order. The class size will be the number of students in the class at the time of the ranking.

Students who move into the district will not be counted in the class size for the purposes of ranking until they have completed one semester at Bertrand. If a new student needs their class ranking for scholarship and/or college entrance applications and they have not received semester grades from Bertrand, their GPA and class ranking from their previous school will be used. Students who transfer to Bertrand from a school which uses alphabetical or a four point grading system will have their grades converted to percentage grades to determine their GPA and class ranking. The following conversion table will be used:

<u>ALPHABETICAL</u>		<u>FOUR POINT</u>	
A+	98.00	4.00	98.00
A	96.00	4.00	96.00
A-	93.00	4.00	93.00
B+	91.00	3.75	91.00
B	89.00	3.50	89.00
B-	85.00	3.00	85.00
C+	83.00	2.80	83.00
C	79.00	2.50	79.00
C-	77.00	2.00	77.00
D+	75.00	1.80	75.00
D	72.00	1.45	72.00
D-	69.00	1.00	69.00

If a student receives a grade below 68 or its equivalent in any class, it will be included in that student's GPA until the student retakes the class. When the class is retaken the failing grade will be replaced with the new grade and a new GPA will be established. However, class ranking will only take place at the end of each semester.

An official transcript will be one that has the signature of the guidance counselor, Principal, or Superintendent, which is dated and imprinted with the school seal. It will be mailed directly to the colleges, scholarship agencies, or given to the student in a sealed envelope. Students may request copies of their transcript, but most educational institutions will not recognize them as an "official transcript" unless it is mailed from the school.

There may be occasions when it will be necessary for the guidance counselor, in conjunction with the administration, to make exceptions to this policy. Sickness, home schooled students, extended absences, special education students, and unforeseen circumstances are some examples.

USE OF THE SHOP

Under no circumstances is a student to be in the shop without a faculty member present. Any violation of this rule will result in the loss of shop privileges and the removal from all shop classes.

WHEN YOU HAVE QUESTIONS

All Bertrand Community School personnel are interested in having good public relations with residents of our school district. We are willing to visit with people whenever they contact us with questions because we want everyone to have correct information. The only exception to patrons receiving complete answers would be when there are confidentiality concerns or comments might be injurious to someone's reputation, in which case we would have to decline to comment on that situation.

When you have questions, comments, concerns, or complaints, please contact the people at school who are responsible for those areas. By doing this as events occur, the question will be answered without becoming a larger problem that then is more difficult to solve. You will be treated in a courteous manner whenever you make an inquiry. The reception will be pleasant and the discussion will be conducted in a professional way, even if there is disagreement.

Questions

People to Contact

- | | |
|-----------------------------|---|
| 1. Your child's school work | Teacher and then the counselor or Principal |
| 2. Discipline | Teacher and then the Principal |
| 3. Bus routes/bus times | Superintendent |
| 4. Class schedules | Principal |
| 5. Athletics | Coach and then the Activities Director |
| 6. Health problems | Counselor and then the Principal |
| 7. School regulations | Principal |
| 8. School Board policies | Superintendent |
| 9. Student absences | Principal |
| 10. Lunch account/bills | Lunch account secretary |
| 11. Other bills | Superintendent |

WORK RELEASE

Seniors at Bertrand Community School have the option of participating in a work release program. The student may spend up to three (3) periods away from school on a job site gaining training and experience in a career field that the student is interested in. The Principal must approve the work release contract, with the decision mainly based upon whether the work experience is related to the career path the student is interested in. All work release contracts must be in place by the end of the first week of each semester. The work release may be terminated if students grades suffer substantially, if the students behavior around school warrants termination as a consequence, or by a lack of performance on the work site.

ACTIVITIES GUIDELINES

ACTIVITIES PROGRAM PHILOSOPHY

An outstanding activities tradition, such as the one at Bertrand, is not built overnight. It takes hard work and dedication of many individuals over many years. The tradition will continue with the setting of goals and the development of skills that are required to be a competitive participant. The tradition at Bertrand has been to field successful activities so that distinction comes to the community, school, and participants. Such a tradition is worthy of the best efforts of all concerned: spectators, coaches/sponsors, athletes/participants, and student body. Each contest/performance at every level of competition will always be played to win. By doing so, leadership, confidence and a good self-concept will be the result. The participant will be a winner and respect will always be maintained for the school, opponents, fellow participants, and foremost, the students themselves.

THE ACTIVITIES PARTICIPANT

The Bertrand Community School activities program is designed to provide wholesome opportunities for those students who desire to participate in activities, whether that athletic or non-athletic. Ten (10) sports are available to high school students. Various non-athletic activities are also available to the high school students. Boys and girls are welcome to try out for any of the interscholastic activities available to them provided they meet the requirements established by the Nebraska State Activities Association (NSAA). They must also agree to follow the school's rules and guidelines. These rules and guidelines were developed through the cooperative efforts of the coaching staff, activity sponsors, administration, and Board of Education. It is the desire of the Bertrand activities program to instill the image of a respected citizen in each participant. As a member of a Bertrand activities program, the student has certain responsibilities to uphold. These are:

1. Consider all athletic opponents as guests of our school and treat them with all the courtesy due friends and guests.
2. Accept the decision of the officials without question.
3. Refrain from using abusive language or make irritating remarks.
4. Applaud good sportsmanship from opponents and teammates.
5. Strive for victory through fair play according to the rules of the game.
6. Love the game for its own sake, not for what winning might bring.
7. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches, and fans.
8. Win without boasting. Lose without excuses.
9. Do all that can be done to make the entire athletic program something the school and community will always be proud of.

The Bertrand activities participants are special. By choosing to represent their school and community they accept more responsibilities than the non-participant. Students in activities are individuals who accept these responsibilities to broaden, develop, and strengthen character.

Students who participate in activities owe it to themselves to get the greatest possible good from their school experiences, studies, and participation in as many activities as possible. Each has the responsibility to always work up to one's ability, to do one's best, and follow the rules. The activities participant representing the school and community automatically assumes a leadership role. The student body and citizens of the community recognize the student in activities because that person is in the spotlight every time an activity is performed.

The student body, community, and other communities judge our school by the conduct and attitude of our activities participants on and off the field, court, mat, track, in the band, or on the stage. The student should strive to make the school and the community proud of performances and devotion to high ideals. The younger students are watching and will imitate what they see. Bertrand activities participants should not let them down, but rather give them high ideals to follow.

ACTIVITIES ON CHURCH NIGHTS

According to the NSAA, no athletic contest may be scheduled on Sunday. In addition, the school wishes to cooperate with the churches and community; therefore, there will be no contests or practices scheduled on Wednesday evening or Sunday without administrative approval.

ACTIVITIES PARTICIPATION GUIDELINES

By choosing to be a part of the activities program and Bertrand Community High School, a student agrees to abide by the training rules established by the coaches/sponsors and administration and supported by the Bertrand School Board of Education. The coaches/sponsors and administration in conjunction with the Board of Education are in unanimous agreement that the use of tobacco, alcohol, controlled substances, and unlawful acts are not only detrimental to the student, but also to the team they represent. These eligibility guidelines apply for the following junior high (where offered) and high school activities: football, volleyball, boys and girls cross country, boys and girls basketball, wrestling, boys and girls track, golf, cheerleading, student council, National Honor Society, FCCLA, quiz bowl, speech, play production, band (except for holiday and spring concerts), chorus (except for holiday and spring concerts), "B" Club, and homecoming royalty candidates and/or attendants.

The following guidelines are in effect from the NSAA first allowable practice date in the fall to the last scheduled NSAA activity in the spring. These rules apply to all participants, grades 7-12 (Jr. High athletics will be modified to fit the length of sports seasons). A participant is anyone who has participated in a sport or activity, is currently participating in a sport or activity, or one who plans to participate in a sport or activity in the future. Each student is expected to abide by the following expectations for all years at Bertrand Community School. **In the event an investigation is warranted, and the athlete in question does not confess to the infraction and is convicted in a court of law, they will automatically be subject to the penalties as a second offense from the time of the conviction.** A participant is required to serve out his/her penalty before he/she will be allowed to participate in any further activity performances at Bertrand Community School. Suspensions can, and will be, carried over to the next school year. Public performances include all competitions/performances of the aforementioned activities (with the exception of the holiday and spring concerts for band and chorus) that are contracted (for athletic activities) and scheduled (non-athletic activities). Inter-squad scrimmages do not count.

ALCOHOL AND CONTROLLED SUBSTANCE VIOLATIONS:

1. **First Offense-** Suspension from the next **four (4)** public performances that the student is eligible for, for the use or possession of alcohol or other controlled substances. In addition, the student will be required to complete an education program endorsed by the Bertrand Community School and administered by the activities director. The suspension may be lessened to **two (2)** public performances if the athlete is willing to file a legal police report naming the supplier of the alcohol and/or controlled substance in use. In addition, the student will be required to complete an education program endorsed by the Bertrand Community School and administered by the activities director. Also, the participant will not be nominated for any post-season honors and will lose all points acquired for the outstanding athlete award for that sports season. Proof of enrollment and completion of the school endorsed education program is required before returning to any activities.
2. **Second Offense-** Suspension from the next **eight (8)** public performances that the student is eligible for and both the parents and student will be required to participate and complete a drug and alcohol program approved by the school for use or possession of alcohol or other controlled substances. All financial obligations incurred for the counseling will be the responsibility of the student and/or his/her parents. This suspension can be lessened to **four (4)** public performances and drug and alcohol program if the participant is willing to file a legal police report naming the supplier of the alcohol and/or controlled substance in use. In addition, the participant will not be nominated for any post-season honors for the activity the violation took place during and they will lose all outstanding athlete awards points accrued during that sport season. Proof of enrollment and continuation of the drug and alcohol program is required before returning to any activities.
3. **Third Offense-** The third offense will result in suspension from all activities participation indefinitely and will be reviewed and handled by the administration.

TOBACCO USE AND UNLAWFUL ACTS:

Tobacco use is any use of a tobacco product. Unlawful acts are those such as theft, vandalism, and other crimes of other similar severity.

1. **First Offense-** The participant will be required to sit out for the next two (2) public performances that the student is eligible for. Also, the participant will not be nominated for any post-season honors and will lose all points acquired for the outstanding athlete award for that sports season.
2. **Second Offense-** On a second offense the participant will be required to sit out for the next four (4) public performances that the student is eligible for. Also, the participant will not be nominated for any post-season honors and will lose all points acquired for the outstanding athlete award for that sports season.
3. **Third Offense-** The third offense will result in suspension from all activities participation indefinitely and will be reviewed and handled by the administration. Also, the participant will not be nominated for any post-season honors and will lose all points acquired for the outstanding athlete award for that sports season.

The Principal will make an independent investigation into any matters that result in a student being cited and/or charged with a violation. The following are some situations that may warrant an investigation that may result in disciplinary action:

1. Any witnessing of a student involving the use, possession, or distribution of tobacco, alcohol, or any controlled substance by a staff member of the Bertrand Community School or subsequent witnesses from a variety of different sources.
2. Any information provided by law enforcement officers as to the violation of these policies.
3. Any conviction involving the use, possession or distribution of controlled substances or alcoholic beverages.

4. Any confession by the student involving the use possession, or distribution of tobacco, alcohol, or any controlled substances.
5. A determination that the student is a delinquent child under the Juvenile Statues of the State of Nebraska, as a result of the use of controlled substances or alcoholic beverages.
6. If the student is charged or convicted of any criminal charge or determined to be a delinquent child under any other circumstances that is indicative of behavior not representative of a good citizen.

If it becomes necessary to enforce the suspension rule, the participant and/or parents may appeal the decision to the Board of Education. Any further appeal would have to come through the judicial process.

ATHLETIC PRE-PRACTICE REQUIREMENTS

All athletes must meet the following requirements before they can begin practice:

1. Return a physical card signed by a physician and parent.
2. Return the sheet signed by the athlete and parents covering the following:
 - a. Parent's agreement to the athletic guidelines.
 - b. Parent's consent to travel and procurement of medical attention if necessary.
 - c. Parent's understanding of responsibility for insurance coverage.
 - d. Parent's understanding of the possibility of athletic injury.
 - e. Athlete's agreement to the athletic guidelines.

CHANGING SPORTS OR COMING OUT LATE

With the coach's permission, a student may come out for a sport any time prior to the first varsity contest. The athlete must remain out of all competition a number of practice days equal to the number of practices missed. This would be the minimum restriction before a student could participate, but individual coaches may be more restrictive. Special consideration will be given in cases of illness, injury, or a new student.

No individual will be allowed to change sports during the same season unless there are extenuating circumstances. When a coach becomes aware of extenuating circumstances that may allow an athlete to switch sports after the season has started, the following procedure will be followed. This procedure may not be used after the first scheduled activity in either sport.

1. The coach that would receive and the coach who is losing the athlete must both agree to the switch.
2. The coach that would receive the athlete must make the request to the athletic director.
3. The athlete director will call a meeting of all the head coaches.
4. The receiving coach will plead the cause to the coaches' council.
5. The athlete would be required to speak to the coaches' council to explain their request.
6. The council will decide by voting whether the athlete will be allowed to change sports.

CODE OF CONDUCT

Activities are very demanding on the individual both mentally and physically; therefore, a participant is expected to meet certain requirements. The guidelines listed are minimum guidelines. The coach/sponsor of an activity has the right to establish and enforce stricter guidelines. However, not all situations can be covered in an activity rules handout, so situations not covered in the rules handout will be handled on a case by case basis by the coach/sponsor and/or the administration.

1. Appearance: Participants will always be neat, clean, and well-groomed while participating. All participants will always take pride in their dress and appearance. No outlandish dress or attire will be permitted.
2. Attendance of practice and contests: Participants are expected to be at all practices scheduled by the coach/sponsor. Should a participant be unable to attend a practice, the student must contact the coach/sponsor in advance. (Exception: if a participant is absent from school.)

3. The use of profanity and/or verbally abusive language by our students and coaches/sponsors will not be tolerated. The coaches/sponsors will make every effort to see that the student's language is appropriate and will set a good example by not using inappropriate language themselves.

DRESSING ROOM POLICIES

All athletes will be under the supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, be rowdy, or endanger the safety of others. The coach in charge will deal with all cases of misconduct.

DUE PROCESS

A student dismissed from an activity for any reason has the right to due process as outlined in the handbook.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

A student will have received credit for twenty semester hours of school work for the immediate preceding semester in order to be termed eligible. The term "preceding semester" means the semester immediately before the semester in which a student wishes to participate in athletics, band, chorus, etc. An ineligible student will not participate in any NSAA sponsored competitions.

All senior high transfer students coming into the school system must have their eligibility approved by the NSAA prior to competition. This approval should be initiated through the Activities Director.

Bertrand Senior High Policy: If a student fails two (2) or more classes during a progress-reporting period or at the end of a quarter, that student will be declared ineligible for NSAA competitions for a three (3) week period. The eligibility period will begin the first Monday after the teachers have turned in their progress reports or quarter grades. The three (3) week period will end the first Monday following the next grading or progress-reporting period. Students declared ineligible will be allowed to practice with the team but will not be allowed to suit up for or participate in any interscholastic competitions.

Junior High Policy: The junior high sports' seasons are short compared to the high school seasons. Because of this the ineligibility period will be one week (one [1] competition). If a junior high student fails two (2) or more classes during the three (3) week period, the student will be able to become eligible after missing only one competition if the student is not failing two (2) or more classes after the one-week period. The Principal will be responsible for checking with the student's teachers and determining if the student is again eligible.

Students who remain ineligible for three (3) consecutive progress report periods will have their potential activities participation reviewed by the coach/sponsor and the Principal. Special education students must be making satisfactory progress in their special education program in order to maintain their activity eligibility.

These eligibility guidelines apply for the following junior high (where offered) and high school activities: football, volleyball, boys and girls cross country, boys and girls basketball, wrestling, boys and girls track, golf, cheerleading, student council, National Honor Society, FCCLA, quiz bowl, speech, play production, band (except for holiday and spring concerts), chorus (except for holiday and spring concerts), and "B" Club.

EQUIPMENT

The athletic department tries to furnish the athlete with the necessary and feasible equipment. We are confident that we have good equipment and our athletes are well protected.

All equipment will be checked out to individuals at the beginning of the season. The athlete will be responsible for any equipment checked out to that athlete and should be prepared to pay the cost of replacement should it not be checked in at the end of the season in reasonable condition. The cost of items purchased for replacement may be double the original cost.

It is the responsibility of the athlete to check in the equipment at the end of the season or immediately after the student quits the sport. If an athlete fails to check in his equipment at the designated time the student will be required to pay the cost of the replacement. All collections for lost or damaged equipment will be handled in the Principal's Office.

At no time should an athlete wear equipment checked out to that athlete except for practices and contests. Any athlete found wearing school equipment outside of practice or in possession of school athletic equipment can expect to be treated as possessing property not belonging to that athlete.

An athlete may not check out equipment from one sport until all equipment and bills from the preceding sport have been cleared with the coach involved.

INJURY/ILLNESS

Bertrand's Rescue Unit transports individuals to the nearest hospital and does not charge for this service. This, however, may not be the case in other communities. Our purpose in providing this information is to inform you of the possibility of charges if your child has to be transported to a hospital at an out-of-town athletic event

If an athlete is injured or has an illness requiring a physician's attention and is being withheld from practice or competition because of this situation, that athlete will not be allowed to return to practice or competition without a doctor's okay. It is the coach's responsibility to see that the doctor's note is on file before the athlete is permitted to return to active participation.

LETTERING REQUIREMENTS

Each time an athlete letters in senior high, the student will be awarded a letter certificate by the coach at the Athletic Awards Night Dinner. The first time the athlete letters, the student will receive a chenille letter.

Student managers in grades 9-12 must be a manager for two (2) years before they will be awarded a varsity letter. First year student managers in grades 9-12 will be awarded a certificate of appreciation. Student managers in junior high will be awarded a certificate of appreciation.

All coaches reserve the right to take into consideration any extenuating circumstances when conferring a letter. The lettering requirements are subject to change if there is a change in the coaching staff from the prior year.

Cross Country

1. Must compete in at least half of the meets as a varsity runner.
2. The athlete must complete the season as a member of the team.

Football

1. The athlete must be a member of the varsity team.
2. The athlete must contribute to the team in team situations and practice.
3. The athlete must be regular in practice attendance.
4. The athlete must play in twelve (12) or more quarters of varsity games.
 - a). Five (5) unassisted tackles in total games will equal one (1) quarter. (Three [3] assisted tackles will equal one [1] unassisted tackle.)
 - b). If the athlete plays offensively for five (5) series of downs during one (1) quarter of varsity play, it is equal to one (1) quarter of play.
5. The athlete must be a member of the squad at the end of the season. If a student is dismissed from the squad for any reason or quits after having lettered, the student will not receive a letter.

If an athlete has met the lettering requirements and an injury is sustained which puts that athlete out for the rest of the season, the student must continue to attend practices (help time) and follow the rules to be awarded a letter.

Volleyball

1. The athlete must be member of the varsity team.
2. The athlete must contribute to the team in game situations and practice.
3. The athlete must be regular in practice attendance.
4. The athlete must play in six (6) varsity sets (not games) during the season.
5. The athlete must be a member of the squad at the end of the season. If she is dismissed from the squad for any reason or quits after qualifying for a letter, she will not be awarded the letter.

If the athlete has met the qualifications for a letter and an injury is sustained which puts her out for the remainder of the season, she must continue to attend practices (help time) and follow rules to be awarded at letter.

Wrestling

1. Finish the season.
2. Place fourth or better at a major meet - OR
3. Place sixth or better at the District Meet - OR
4. Score eighteen (18) individual points which count toward team scores - OR
5. As a reserve, score thirty-six (36) team point in any reserve or exhibition competition - OR
6. Place first or second in a reserve tournament.

If an athlete has met all of the qualification for letter and an injury occurs which puts the athlete out for the remainder of the season, the athlete must attend practices and follow the rules to be awarded a letter.

Boys And Girls Basketball

1. The athlete must be a member of the varsity squad.
2. The athlete must contribute to the team in game situations and practice.
3. The athlete must play in 25% or more quarters of varsity games.
4. The athlete must be regular in practice attendance.
5. The athlete must be a member of the squad at the end of the season. If the athlete is dismissed for any reason or quits after having lettered, the student will not be awarded a letter.

If the athlete has met all the qualifications for a letter and an injury occurs which puts the athlete out for the remainder of the season, the athlete must attend practices and follow the rules to be awarded a letter. An exception would be made in the case of a senior athlete who could not benefit as a person or the squad by being there.

Boys and Girls Track

1. The athlete must place in a major meet in either an individual or relay event.
2. The athlete can letter if the student records a time/mark (individual event) in a meet that would have placed the athlete in any major meet Bertrand participated in during the season.
3. The athlete must be regular in practice attendance.
4. The athlete must be a member of the squad at the end of the season. If the athlete is dismissed for any reason or quits after qualifying for a letter, a letter will not be awarded.

If the athlete has met the lettering requirements and an injury occurs which puts the athlete out for the remainder of the season, the student must continue to attend practices (help time) and follow the rules to be awarded a letter.

Golf

1. Participate at the varsity level in at least two (2) or more major invitationals.
2. Medal in the RVL or district meet.
3. Medal in a major JV meet. (for JV golfers)
4. Complete the season in good standing on the team.

PARTICIPATION IN ACTIVITIES ON A DAY ABSENT FROM SCHOOL

In order to participate in practice or an activity, a student must be in school at least four (4) periods of the day. If the student is not in school for the four (4) periods, the student may observe practice, but may not participate.

Any time a student knows he/she will be absent from school the student should contact the coach. In some cases, the four (4) period attendance policy may be waived by the administration. The only time this can be done is when they are notified in advance of the absence. Only serious circumstances will justify the waiving of the four (4) period guideline.

PRACTICES

When school is closed all or part of the day because of bad winter weather, there will be no practice that day and no part of the building will be open to students.

The individual coaches/sponsors will designate all starting times for practice. All participants are expected to be at practice at the time set by the coach/sponsor. Under normal circumstances all participants are required to report to practice on time and prepared to work hard. For athletic practices, an athlete who lingers in the locker room is holding back the entire team. In order that athletes and parents may plan and for the welfare of the athletes, practices will be concluded by 6:00 p.m. and athletes will be out of the building by 6:15 p.m. On days that a home activity has been scheduled which will require the use of the gym or locker rooms, all practices will be dismissed so that the athletes will be out of the locker rooms by 5:30 p.m. This means that practice will end by 5:15 p.m.

RESERVE TEAM PARTICIPATION

As a general rule, seniors will not be allowed to participate on reserve athletic teams. Exceptions may be made if the coach will justify in writing to the Activities Director the reason. The coach and Activities Director will make the final decision.

SUSPENSION FROM SCHOOL

Students suspended out-of-school are also excluded from all extra-curricular activities (including practice) during the suspension period. Students who have been out-of-school suspended may not attend or participate in any extracurricular activities. Athletes who miss practice because of a out-of-school suspension will be UNEXCUSED for any practices missed. Students who have been in-school suspended may participate in practice, but are also suspended from participating and attending activities for the length of the suspension.

TRAVEL TO AND FROM ACTIVITIES

Activities participants must travel to and from all activities in the transportation provided by the school. Participants may be released to their PARENTS after a contest with the coach's/sponsor's permission. Parents must contact the coach/sponsor IN PERSON. The Principal must clear any other exceptions with advance notice from the parents.

WEIGHT ROOM GUIDELINES

The following are guidelines concerning the student use of the weight room:

1. The weight room will never be used unless there is an assigned supervisor in the immediate area.
2. The room will be used for the following purposes and in the following priorities:
 - a). Physical education program/physical fitness program.
 - b). By the sport in season, the program to be designed by the coach.
 - c). Conditioning program for athletes not involved in the current sport's season.
 - d). Summer conditioning program--for all athletes.
 - e). Adult education instruction--physical fitness program.