

# BENNINGTON HIGH SCHOOL HANDBOOK



**2017-18**

**The Mission of the Bennington Public Schools is to provide educational opportunities in a safe, caring environment that will prepare all students to meet the challenges of the future.**

[www.benningtonschools.org](http://www.benningtonschools.org)

402-238-2447

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## PURPOSE OF THIS HANDBOOK

This handbook has been prepared for the students and parents/guardians of Bennington Junior-Senior High School. It presents guidelines and directions which will help answer questions regarding school. Please read the information carefully and keep this booklet for future reference. The practices and procedures outlined are presented in the best interests of all members of Bennington Junior Senior High School. These pages are devoted to the rules that govern Bennington Junior-Senior High School. However, it is impossible to list the unique circumstances covered by every rule. The handbook does not form a contract and the school reserves the right to change or modify the handbook whenever it so chooses. We encourage parents and guardians to visit the school. We are proud of what happens at Bennington and we welcome any opportunity to share information about the education of your child. The staff at Bennington is always available to help you. Education is a cooperative effort between parents/guardians and teachers. By working together, we can provide the best educational experience possible for you and your child. If you have questions regarding the school, please feel free to contact us

SCHOOL COLORS -- *Royal Blue and White*

SCHOOL MASCOT -- *Badger*

SCHOOL MISSION -- *"Commit now to becoming a two or four year college graduates with minimal debt by the age of 24."*

SCHOOL PHONE -- 238-2447

FAX -- 238-2950

SCHOOL CONFERENCE – Eastern Midlands Conference

N.S.A.A. -- Class B

OFFICIAL WEBSITE

[www.benningtonschools.org](http://www.benningtonschools.org)

### **I. ADMINISTRATIVE ORGANIZATION**

A. The Board of Education is the elected legislative body of School District #59. While it helps create many school policies, it must give complete approval to all school policies and activities. Board duties include the approval of appropriations, determination of taxes, and the employment of all school personnel.

B. The Superintendent of Schools is the chief executive officer of the Bennington Public Schools. He/She is responsible for carrying out the policies and actions of the Board. He/She advises the Board on educational endeavors, recommends personnel, and is responsible for all school district activities, subject to the Board's sanction.

C. The Principal of each building, under the supervision of the Superintendent, provides leadership for the faculty and staff and employs the authority delegated within the framework of Board policies.

## **II. PLAN OF ORGANIZATION**

Bennington Public Schools are organized in a 7 - 2 - 4 plan. This implies that a student has seven years of Elementary school training (K-6), two years Junior High training (7-8), and four years of High School (9-12). Bennington is a fully accredited school by the Nebraska State Department and the North Central Accreditation of Schools.

## **III. ADMINISTRATIVE OFFICES**

The High School Principal, Assistant Principal/Activities Director and Counselor's offices are located on your right as you enter the main entrance of the building. The Assistant Principal will also serve as the District Transportation Director.

Principal – Matt Blomenkamp  
Activities Director/Assistant Principal – Greg Lamberty

## **IV. GUIDANCE AND COUNSELING**

The primary concern of the counselor is to aid students who have questions concerning academic, personal, or social life. This is accomplished through private conferences and group discussion. The counselor discusses questions with students concerning future courses and possible vocations and careers.

The goal of the guidance program is to help students develop an understanding and acceptance of themselves so they may make intelligent vocational, educational and social choices. Students are assisted in formulating goals, which are unique to their personal talents, capacities, and interests. Guidance can help the students believe in themselves, to respect themselves and others, and to recognize that achievement can be a personally satisfying experience when goals are clarified. Counseling is the heart of the guidance service. It is defined as the process of an experienced and qualified individual helping a second person to understand oneself.

The following services are provided through the Counseling Office: self-evaluation, planning high school programs, preparing for post-secondary education and training, studying vocational and career options, counseling students individually and in groups, administering individual and group tests, conferring with parents regarding student progress and concerns, making referrals to various agencies, scheduling classes and assisting with curriculum planning, and conducting follow-up studies with various groups.

Guidance Counselor – Ryan Rischling  
Guidance Counselor –Stephanie Jenkins

## **V. RELEASE OF PUPIL RECORDS**

A. It shall be the policy of this school to release student transcripts to schools, employers, and military organizations upon request provided the minor student and/or the parents/guardians have signed a release form authorizing the school to do so. In some instances, organizations requesting this information have received written approval from the student to request this information. If the agency provides this verification, the school will honor that request. If a student is 18 years of age or older, no parental/guardian signature is necessary to release the student data.

B. Information

1. School officials may have access to only records in which there is a legitimate educational interest, unless a parent has given written and dated consent for the access. A school official has a legitimate educational interest if an official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. School officials include employees of the school and consultants contracted by the school including the school attorney. A school official who violates this restriction shall be subject to disciplinary action.
2. When requested, school district personnel may release directory information such as: student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information. Directory information will not be released for commercial use without permission of the superintendent or designee.
3. Students and parents/guardian of students may inform the school district or school district personnel in writing that any or all of the directory information should not be released without their prior consent.
4. The No Child Left Behind Act of 2001 requires Bennington Public Schools to provide address and telephone listings. Parents/guardians and secondary students have the right to request Bennington Public Schools 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 prior written parental/guardian consent. Bennington Public Schools will comply with any such request.
5. Upon request, Bennington Public Schools discloses education records without consent to officials of another school district in which a student intends to enroll. This is only if the information is for purposes related to the student's enrollment.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bennington Public Schools, District 59, Douglas County, Nebraska to comply with the requirements of FERPA.
  - a. The name and address of the office that administers FERPA are: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605.**
  - b. A copy of the Bennington Public Schools Formal Hearing Procedure can be obtained by contacting the Superintendent of Schools.

## **VI. MANDATORY AGES OF ATTENDANCE**

Mandatory ages of attendance for truancy purposes are as follows: The mandatory ages of attendance are age 6 (as of January 1 of the then current school year) to age 18. Attendance is not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; (3) has reached 18 years of age; (4) has reached the age of 16 years and such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school (must be obtained from the principal's office). In addition to a signed notarized release form, the superintendent's designee (Principal) shall conduct an exit interview if the child is (a) enrolled in Bennington High School, or (b) resides in the school district and is enrolled in a private, denominational, or parochial school.

### **ADDRESSING BARRIERS TO ATTENDANCE**

Regular attendance at school is essential for students to obtain maximum opportunities from the educational program. Parents and students are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. The administration will follow Nebraska Statute 79-208 and 209 when dealing with attendance issues.

Excessive absenteeism is the failure to attend school for a minimum number of days established in the school calendar by the board, with or without reasonable cause.

The superintendent shall designate the principal as the attendance officer. The principal will investigate the report of any child who may be in violation of the state's compulsory attendance status. The principal may assemble an attendance team that will facilitate implementation of the attendance plan and will be responsible for oversight of attendance strategies.

If any student has accumulated a total of, eight (8) absences in a school year or the hourly equivalent, the school shall render all services to compel the student's attendance. These services shall include the following:

1. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
2. A meeting or meetings between a school attendance officer, school social worker a school administrator or designee, the person who has legal or actual control of the child, and the student (when appropriate) to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
  - (i) Illness related to physical or behavioral health of the child;
  - (ii) Educational counseling;
  - (iii) Educational evaluation;
  - (iv) Referral to community agencies for economic services;
  - (v) Family or individual counseling; and
  - (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting or services offers as part of the attendance plan, the principal shall place documentation of such refusal in the child's attendance records.

Notification:

1. If a student has accumulated eight (8) absences in a school year or the hourly equivalent, the District will send written notice to the student's parents or guardians regarding the State mandatory attendance and excessive absenteeism laws.
2. If a student has accumulated fifteen (15) absences in a school year or the hourly equivalent, the District will send written notice to the student's parents or guardians regarding the State mandatory attendance and excessive absenteeism laws.
3. If a student is absent more than twenty (20) days in a school year or the hourly equivalent, the attendance officer may file a report with the county attorney of the county in which the student resides. The District shall notify the student's family in writing prior to referring the student to the county attorney. The report shall state that the District has made the efforts required by this policy and that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and the District recommends county attorney intervention. The report shall include all relevant information regarding the student's attendance and excessive absenteeism. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.
4. If a student has a history of being chronically absent from school, the District shall render any and all services in the District's power to compel the student to attend school at any time the attendance officer deems necessary. This may include filing a report with the county attorney of the county in which the student resides prior to twenty (20) days, or the hour equivalent, of absence in a school year.

**Reporting Excessive Absenteeism to the County Attorney.**

If a student is unexcused absent more than 20 days per year or hourly equivalent the attendance officer may file a report with the County Attorney of the county in which such person violating the compulsory attendance laws (i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides. When reporting excessive absenteeism, the attendance officer shall inform the county attorney whether the excessive absences are due to documented illnesses that make attendance impossible or impractical. This may be done by informing the County Attorney of either the number of absence due to such illnesses or that the attendance officer is of the opinion that prosecution is not warranted. This report will contain the following information:

1. Identification information including address, phone number, date of birth - any relevant information regarding student's status, residence and parent/guardian status.
2. A complete attendance record including all previous years obtainable of absences, tardies and information regarding any waivers, etc., on record.
3. A record of steps made to gain compliance including calls, conferences, letters, etc., by building, district and any other agencies or individuals that may be involved.
4. A copy of the final certified letter to the parent/guardian notifying them of this action.
5. A copy of the attendance requirement.
6. Any other information that may be deemed helpful to the County Attorney. This may include past actions, discipline records, knowledge of family/community problems, etc.

Attendance is coded at Bennington Public Schools as listed below.

E - Excused - family emergencies, celebrations, or events (examples could include a family wedding, or funeral, or a family member being deployed with the military) - students can make up work for full credit

U - Unexcused - Parent or guardian will excuse the absence but the school does not recognize this particular absence as excused (examples would include: vacation, taking a child to lunch, or consecutive days of illness without a doctor's note) - students can make up work for full credit

MP - Medical Parent - a student is sick and a parent or guardian calls to verify they are home ill. - students can make up work for full credit

MD - Medical Doctor - a parent or guardian provides a doctor's note to validate their absence from school. - students can make up work for full credit

T - Tardy - a student is tardy to school or to a class period throughout the day.

R - Truant - a student is absent from school and parent or guardian does not excuse the absence. - students may not make up work for credit and will receive a consequence for their absence.

SA - School Activity - a student is absent at a school sponsored activity. - students should have completed work prior to being absent at a school activity.

Below are a list of district procedures when recording excused and unexcused absences for all students.

1. Students missing four or more consecutive days due to illness are required to provide a professional's medical note for those absences to be considered "excused." If you are unable to provide a medical note for the illness, the entire length of the absence will be considered "unexcused."
2. When a student is absent from school due to a family vacation, he or she will be considered "unexcused."
3. The school district will only recognize school sponsored activities as excused absences. Any club activity (volleyball, softball, basketball, hockey, etc.) where a student is absent will be coded as a "U" and considered unexcused.

\*The school does not recognize Senior Skip Day as an excused absence.

## **VII. ATTENDANCE PROCEDURES**

A. Statistical evidence supports the hypothesis that regular attendance and high grades are directly correlated. There is no substitute for regular attendance, and most classroom experiences cannot be duplicated. The Nebraska school laws require regular school attendance for all pupils of school age for the entire time that school is in session. In addition, business, industry, and institutions of higher education are viewing these records more closely, seeking individuals who are more stable and dependable.

B. Regular attendance at school is the primary responsibility of each student and his/her parents/guardians.

C. During the school year, it is expected that students will have routine dental and medical appointments. Whenever possible, these appointments should be scheduled outside of school hours, on weekends, or during school vacation periods. If appointments can only be made during school hours, students must bring a note of parental/guardian request to the school office at least one day before the student leaves school for the appointment. In cases of emergency, the principal may waive this procedure. If a number of appointments must be made during school hours, these should be scheduled during the student's study period or during different periods throughout the school day. All students must report to the office after they have been absent



D. Each absence must be covered by a signed note or telephone call from a parent or guardian, stating the date and reason for the absence.

E. The decision to miss school is the responsibility of the parent and student, in consultation with school officials, and should be made in consideration of the student's status in school. A student contemplating a planned absence from school for more than one day should be in communication with his or her teachers to develop a plan for completing missed work. Students and parents/guardians should avoid scheduling vacations during the days of final examinations.

F. Any student missing more than ten (10) days per semester (this includes both excused and unexcused absences) will have his/her record reviewed by an Attendance Committee with the possibility of credit loss for that semester. Meaning a student may not miss the same period more than ten (10) times. Any student with five absences (excused or unexcused absences) during any quarter will also have his/her attendance record reviewed by a school administrator, parent/guardian, and student (if necessary) to solve the excessive absenteeism problem. Parents/guardians will also be notified by mail when a student reaches their eighth absences for a semester. Parents/guardians will be notified when the tenth absence occurs. They will have seven school days to meet with the Attendance Committee. They will have an opportunity to explain if the child's absences were due to: 1) Illness with doctor verification; or 2) Absences due to family emergency and/or special family/student need. If the parent/guardian cannot provide clear proof to substantiate items 1 and 2, students will lose credit for all classes missed ten (10) or more times. Failure to comply with this meeting will result in automatic loss of credit.

G. A student is tardy when he/she is not in the classroom when the bell starts to ring. If a student is tardy for his/her first period class, he/she will be required to obtain a tardy slip from the office before being admitted to class and will be marked excused or unexcused by the office. Tardies for periods 2-8 will be recorded by the classroom teacher.

Emergencies will periodically occur causing a student to be late to school. Consequently, a student may be tardy two times without disciplinary consequences. Further tardiness (for all class periods 1-8) will result in the following disciplinary action:

- 3 tardies – one detention
- 6 tardies – one detention
- 9 tardies – two detentions
- 12 tardies – Saturday school
- 15 tardies – two Saturday schools
- 18 tardies – one day suspension
- 19 or more tardies – parent meeting and administrative assigned consequence

Each tardy is accumulated for periods 1-8 throughout semester. The principal will deal with excessive unexcused tardies on an individual basis. When a student arrives more than 15 minutes late to any class period, it will be considered an unexcused absence and the student will be required to serve a detention.

H. Students who skip classes are in violation of BHS conduct rules. A skip (truancy) is defined as any absence that the school and parents/guardians do not approve or an absence that the principal will not accept as a reasonable absence: for example, oversleeping, hair appointments, shopping, and other absences when the school is not properly notified.

I. Students shall be present 5 of the 8 periods of the school day in order to participate in any school event, including practices, performances, or games. If the activity occurs before 5th period, the student must be in attendance all previous periods.

## **VIII. MAKE-UP WORK**

A. No matter what the reason, if a student has missed any type of schoolwork, the course assignments must be made up in a manner acceptable to the teacher. Students can be required to take tests and quizzes as soon as they return to school, if they had been assigned prior to the absence. School Board policy #503.03 states that "students absences approved shall make up work missed and receive full credit". Ordinarily, students will be given one-day for each day absent to make-up work (five day or less). In the case of long-term absences (six days or more), the instructor and grade level administrator will determine when make-up work is due based on the difficulty of content and length of absence.

B. When a student has been suspended from school or has an unexcused absence they will be required to turn in make-up work at the end of the day on the day they return to school.

C. If a student is going to be absent from school for an athletic event, field trip, or other school-sponsored activity, he/she is required to turn in all assignments requested by teachers prior to the absence, or in a manner acceptable by the teacher. If the student does not meet this requirement, the teacher will inform the sponsor of the event or the principal and the student will not be dismissed from school. Staff members can be informed of the students who will be absent in two ways: by activity sheets or by a list provided to staff members by the sponsor at least two days prior to the event. If the sponsor chooses to use activity sheets, the sponsor will provide them to the student. This sheet is to be returned to the sponsor, who turns them into the office. Students are not counted absent on school-sponsored trips.

## **IX. THE SCHOOL DAY**

A. Throughout the year there may be reasons for students to leave the building during the day (sickness, forgotten articles at home, personal business, etc.). In such cases, students must report to the office for help. Students who leave without proper permission will be considered truant. Failure to comply with this standard will be considered a major rule violation resulting in an administrative conference and potentially disciplinary action.

### **B. Illness at School**

Students who become ill during the school day are to report to the office. If the school nurse is present, he/she will help assess the situation. In his/her absence, the office staff will work with the student. Students will not be sent home until parents/guardians or emergency contacts have been notified.

### **C. Released Time from School**

1. Junior and Senior students may be released from school with the permission from the school and/or parents/guardians for employment opportunities. This provision applies only to periods one and eight.

2. Students requesting to leave school early must pick up a release form in the office, secure the necessary signatures, and have the form returned to school before the release can be granted.
3. Students must be passing all subjects to keep release time status. These standards will be checked each grading period. Students who do not meet the standards will be required to report to a study hall until the next grading period.
4. Students who receive early release will not be allowed to stay at school.

#### **D. School Lunch Program**

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

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

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

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

Fax: [\(202\) 690-7442](tel:202-690-7442); or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Students must remain on the campus during lunchtime. Please note that the federal lunch program prohibits bringing in outside fast food items during the lunch period (McDonalds, Burger King, etc). All students must report to the Commons area during their entire assigned lunch period (students may be excused with a prearranged pass from a teacher). During the months of August, September, April, and May students will be allowed to use the Courtyard area after they are done eating. Only students passing all subjects and having no discipline infractions for the day will be allowed to use this area, and they must be supervised by an adult.

**E. Fire Drills and Tornado Drills**

Teachers will give students instructions to follow during drills. There will be no talking or running during the drills. Everyone must leave the building when the fire alarm rings.

**F. School Closing**

State law requires school to be in session a minimum of 175 days. Our calendar ranges from 175-177 days each year. In cases of inclement weather or mechanical breakdown, the decision to close school, delay starting time, or dismiss early will be announced over radio station KFAB (1110), television stations KETV, KMTV, WOWT, and KPTM. The Blackboard Connect 5 System will also provide school closing information to all patrons who have subscribed to the service. Reports in the morning will be around 6:30 a.m. If more days are used for inclement weather than the number scheduled, time will be made up Saturdays or at the end of the school year.

**G. The Daily Bulletin (*Badger Gram*)**

School information will be read to students at the beginning of second period. A copy of the bulletin will be placed outside the office each day. The daily bulletin will also be posted on the school website. Information for the bulletin should be given to the high school secretary by 8:30 a.m.

**H. Class Period Schedule**

**9<sup>th</sup> – 12<sup>th</sup> Grade**

8:10 - 8:56	1 <sup>st</sup> period
9:00 - 9:46	2 <sup>nd</sup> period
9:50 -10:36	3 <sup>rd</sup> period
10:40 – 11:26	4 <sup>th</sup> period
11:30 – 12:47	5 <sup>th</sup> period

*Lunch 11:30 – 11:53 A lunch*  
*12:23 – 12:47 C lunch*

12:51 – 1:37	6 <sup>th</sup> period
1:41 – 2:27	7 <sup>th</sup> period
2:31 – 3:17	8 <sup>th</sup> period

*Bus leaves 3:25*  
*Detention 3:20 - 4:00 (M-TR)*

**I. Student Passes**

If a student wishes to confer with a teacher or counselor during a study hall period, he/she should have that teacher issue a pass from their planner prior to the study hall period to present to the study hall teacher.

Students may be issued passes to leave a classroom or study hall for necessary reasons. Students in halls or restrooms during class time must have their signed planner with them. Students are limited to four passes per school day. Privileges will be taken away from students for not following appropriate pass procedures.

**J. Passing Periods**

1. Passing periods will be four minutes in length. This will allow ample time to get from one classroom to the next.
2. Students who arrive at school before 8:00 are to remain in the commons area until 8:00 unless accompanied by a teacher.
3. All students are to be out of the building by 4:00 p.m. unless under the direct supervision of a teacher. Doors to the main staircase will be locked at 4:00 p.m. Students must bring their books to the gym before practices that end after 4:00 p.m. All students in the building after 4:00 must wait in the commons unless supervised.
4. The Courtyard may not be used as a hallway during passing periods.

**K. Late Assignments**

### Late Assignment Procedures

It is the responsibility of all students to turn in their assignments in a timely manner. Any day of the week teachers may also require students to attend after school study center or come 30 minutes before school to make up late assignments. Teachers will notify parents/guardians by phone or e-mail. If a student does not report, parents will be notified by the principal or designee and students will be assigned after school detention for the next day. If the student skips after school assignments repeatedly, there will be a required meeting with student, parents, teachers that are involved and principal. Ninth, Tenth, eleventh, and twelfth grade students who have chronically late work can have the opportunity to be assigned to Academic Coach on Mondays and Wednesdays; if this is a consideration a parent/guardian and student will need to meet with Principal. Acceptance of late work is at the discretion of each individual teacher and will be covered in their syllabi

**L. Detention**

Detentions will be assigned from 3:20-4:00 with designated staff members. Grades 9-12 will be assigned detentions Monday-Thursday. Students will be assigned detentions because of violations of the Code of Conduct. A student will be required to attend the detention on the day assigned unless excused by the staff member assigning the detention or by the principal. All students who are involved in extra-curricular activities must serve their detentions at the regularly scheduled time and they must report to their practices immediately after their detention is finished. Rescheduling requests will be considered by the principal on an individual basis. Students will be required to do homework; they may not use cell phones or electronic devices such as MP3 players.

Failure to serve a detention will result in parental notification and additional consequences assigned by the grade level administrator. If a student fails to serve a second detention, they will receive ~~two~~ Saturday Schools and their parents will be required to meet with the principal to develop a plan to correct this behavior.

## **X. BUS SERVICE**

- A. The Bennington Public Schools provides free transportation to and from school at designated pick up, drop off or stopping points, at such times and according to such routes as determined by the Bennington Public Schools for resident students who live more than four miles from the school they attend. Transportation may also be provided for school activities as determined by the Bennington School.
  
- B. Transportation may also be provided to resident students who live less than four miles from the schoolhouse. They may use this service at a cost of \$175.00 per semester per student (\$350 maximum per semester per family). Payments may be paid by the month, by the semester, or annually. A \$5.00 per-day per-student fee will be charged to occasional riders when and as determined appropriate by the Bennington Public Schools. Each of these situations will be handled on an individual basis depending on distance from the schoolhouse they attend and the established bus routes.
  
- C. Transportation fees assessed by Bennington Public Schools may be reduced for children eligible for free or reduced-price lunches or breakfasts under the School Breakfast and Lunch Program Act (or extenuating circumstances) upon request  
If approved, the fee will be 25% of annual transportation fees for students eligible for free lunches or breakfasts and 50% of annual transportation fees for students eligible for reduced-price lunches or breakfasts.  
Applications for reduction of school transportation fees will be submitted, in writing, to the Director of Transportation, accompanied by sufficient documentation to establish that the child is eligible for free or reduced-price lunches or breakfasts under the School Breakfast and Lunch Program Act.
  
- D. The Bennington Public Schools may end any or all transportation services, which may be provided at any time if it is determined to be in the school's best interests.
  
- E. Parents/guardians must notify the school when a child is planning to ride a different bus or needs to be dropped off at a location different from his regular stop. If a student requests the change without parental/guardian notification, the driver will not allow the change to be made.
  
- F. Parents/guardians and students should review the following bus rules together to assist in making our transportation system safe and pleasant for all who ride:
  - 1. School transportation is a privilege.
  - 2. Students may be assigned seats on the bus.
  - 3. Students need to be ready and in place when the bus arrives. At the end of the school day busses will leave five minutes after high school dismissal. All students riding the bus must report promptly after dismissal.
  - 4. Students are to remain seated at all times when the bus is moving.
  - 5. Students will not be allowed to extend any body part or throw any item out of the bus windows.
  - 6. Aisles are to remain open and free for movement of students entering or leaving the bus.
  - 7. Disruptions by students will not be tolerated. This includes loud voices, vulgar language, fighting, harassment of other students, or any actions that threaten the safety of the other students.

8. Students are to cross only in front of the bus after looking both directions for on-coming traffic.
9. Students and/or parents/guardians are legally responsible for any damage to school owned property.
10. The back door is to be used only in case of emergency; always use the front door for entering and leaving the bus.

G. All bus behavior rules apply to activities and field trips as well as transportation to and from school.

## **XI. MISCELLANEOUS RULES**

### **A. Hall & Locker Room Lockers**

The school assumes no responsibility for items taken from the lockers. Students will be provided a locker with attached lock. It is the responsibility of the student to properly lock their locker. Students are to keep lockers clean at all times. Lockers are not the private property of any student, but rather, equipment issued to the student by the school. Lockers may be inspected at the discretion of the administration. Students are asked not to share their locker combinations. Students are not to change lockers without permission. Only school locks can be used on all school lockers.

### **B. Search and Seizure**

School lockers are the exclusive property of the district. School lockers may be opened or searched by certificated staff members without notice and without student consent. Students, students' possessions, and automobiles may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is in violation of law or District Policy, or which could cause bodily harm or damage to property. The principal or his designee may confiscate any illegal substance or object which is in violation of law or District Policy, or which could cause bodily harm or damage to property. As part of the district's effort to keep the high school safe and free from illegal drugs, the high school principal may authorize the use of law enforcement drug detection dogs to search school lockers and cars parked in the school parking lot. The refusal of a student to consent or submit to a reasonable search and/or to surrender objects or substances found, as a result of such search may be grounds for discipline.

### **C. Dating Violence**

Bennington Public Schools prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

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

#### **D. Public Displays of Affection/Aggression**

Students are not allowed to display affection for each other at school. Such things as holding hands, embracing, and kissing are inappropriate behavior during school hours. Students are expected to conduct themselves with maturity.

Aggressive play or intimidating/bullying behavior is prohibited. Students who intimidate/bully or are involved in any form of harassment, verbal/non-verbal or physical, will be considered in violation of board policy #504.51.

#### **E. Telephone**

1. The school's phones are business phones and are not to be used by students during the school day unless they have received permission.
2. If messages are of an emergency nature, they will be delivered directly to the student in the classroom.
3. Cell phones and other electronic devices may be used during passing periods and lunch. Usage in classrooms is up to the discretion of each individual teacher. Students need to be aware of their teacher's expectations regarding these electronic devices. Failure to comply with appropriate electronic device etiquette may result in disciplinary action. If a student is using a cell phone or electronic device in violation of school or classroom rules, the student will have the item confiscated and turned in to the administration. Confiscated cell phones and other electronic devices may be picked up the following day by students in the administration office. On the day of confiscation, the student's parent/guardian may retrieve the device at the end of the school day in the administrative office unless the object seized is dangerous, contrary to law or school policy, or has been turned over to legal authorities. Failure to give the cell phone or other electronic device to a staff member upon request will be considered insubordination resulting in disciplinary action. Repeated infractions of the Bennington cellular phone or other electronic device guidelines will result in escalated consequences.  
There is a zero tolerance policy for cell phone use in restrooms and locker rooms.
4. Any student caught using their cell phone to bully or harass another student will be subject to disciplinary action.

#### **F. Possession of Nuisance Devices**

Students are encouraged to bring only necessary materials to school in order to maintain a school environment where all students may reach their potential. Unnecessary items can be a distraction to the learning environment and create unnecessary opportunities for theft in which the school cannot be held responsible. Any item that is disruptive to the educational environment will be considered nuisance items and will not be allowed in classrooms, except at the discretion of an individual teacher. Students can expect to have these items confiscated by staff and administration; the items will be turned into the office.



## **G. Parking**

Students are to park in designated student parking areas. There are no reserved parking areas for students. All parking is first come first serve, and all students must have the appropriate parking tag in their window in order to park in their area. Failure to display the correct tag, or parking in an unauthorized area may result in a fine (\$5 first offence, \$10 for all additional offenses), a car boot, or loss of parking privileges. Students are to use only the Bennington Road entrance. The 168th Street entrance is for bus traffic only. Drop-off traffic may continue straight ahead to the drop-off loop. There is no parking in the drop-off loop. Student and public parking is to the right of the entrance. All parking traffic will exit at the southeast end of the parking lot onto Bennington Road. Students may not park in the teacher parking section during school hours. Students are not allowed to park in the loading dock area or teacher parking lot at any time.

- By parking on school grounds, students give consent to have their car searched by school officials when reasonable suspicion exists.

## **H. Posters**

Any student, group, or organization needs to have the approval of the sponsor and the principal before hanging any poster or sign. Only masking tape may be used to hang posters, and those who put posters up must also remove them in a timely manner.

## **I. Food and Beverage**

Students must adhere to individual teacher's procedures for beverages and food in the classroom. Teachers have the discretion in what is allowed in their classroom. Failure to comply with teacher procedures may result in teacher/administrator consequences.

## **J. Fund-Raising Activities**

School organizations are regularly involved in revenue-producing projects to support planned activities. Since School District tax money cannot be used to finance these activities, each organization must decide which activities it wishes to conduct and is responsible for the costs involved. Each student involved in any of these projects must assume full responsibility for the products issued to him/her for selling. The student will be held accountable for returning the product or money or both to the office depending upon the sales. Each organization shall have the right to establish policies related to the projects. Refer to Board Policy 506.08

## **K. Lost and Found**

The office maintains a small lost and found area. Any article left in the classroom or found in the building should be turned in to one of the secretaries. Articles may be claimed with proper identification. Appropriate safeguards should always prevail. Large amounts of money or valuables should not be brought to school. If brought to school by necessity, such items should be checked in at the office for safe keeping until after school hours.

## **L. Text books**

All basic texts are provided to students during the school year. Texts are to be kept clean and in good condition. Fines are assessed for damaged texts. The teacher will handle end of the year textbook fines and as the fines are collected they will be turned into the office:

1. Books lost or damaged beyond repair – full value of replacement.
2. Backs or covers broken -- \$12.50 per book (over 2 years old) \$25.00 per book (less than 2 years old).
3. Pages torn and un-mended -- \$.50 per page (not to exceed the value).
4. Ink writing, spots, etc-- \$.25 per page.
5. Pencil marks – students must erase these marks.

**M. Financial Indebtedness**

Financial indebtedness is something that cannot be ignored or put off. School policy states that all course credit will be frozen and transcripts will be withheld until all financial obligations have been cleared with the school. Students or parents/guardians must also reimburse the school district the actual cost of replacing books or materials, the rebinding of books, or the value of replacing school property.

Students who willfully cause damage to school property will be responsible for the cost of the damage including labor. They will also receive disciplinary consequences for their actions.

**N. School Assemblies**

All students should express their school spirit through hand clapping (no whistling or shouting) during any assemblies held during the year. Performers are our guests; and students must respect them and their peers at all times during these performances. These programs, which quite often include our own students, are provided for our educational benefit. Therefore, we should show interest and consideration toward all presenters and performers. The same courtesy should be extended to students and teachers from other schools.

**O. Student Spectators**

Students are encouraged to attend all of the school activities offered by Bennington Schools. School spirit is encouraged at all times. School spirit means loyalty to all Bennington High School activities and their participants while demonstrating respect for the opposing team's participants, coaches, and fans as well as the game officials. If a student chooses to leave during an event, he/she will not be allowed to return. [Exceptions: 1) Students may attend two different events being hosted at Bennington on the same night; and 2) Students may return during a day-long tournament.] BHS students are not allowed to bring outside containers into the gym during school activities.

**P. Visitors**

All visitors are required to first stop in the office and need to be identified before proceeding into other parts of the building. Friends or siblings of students will not be allowed to visit classrooms or join students for lunch without administrative approval.

**Q. Asbestos Notification**

The Institute for Environmental Assessment has been retained by the Bennington Public Schools to review and prepare an asbestos management plan identifying the presence of asbestos, if any, within any of the school district buildings. The district will conduct periodic surveillance of all asbestos materials

on an annual basis. This periodic surveillance has been conducted to provide continuous assessment to assure safety conscious management of any asbestos materials in all buildings. The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have questions, please contact the Superintendent at 238-3044.

#### **R. Media Center Rules**

The Library Media Center is available for your information needs and reading enjoyment from 7:30 a.m. to 3:45 p.m. Students should come to use the library resources to help the library serve you better and make your library time more productive, please follow these rules:

1. Upon entering the library, students must log in the electronic log. You must have a pass. Please make sure to sign out when you leave.
2. Work quietly. If you need to talk, talk quietly. If you need to leave the library for any reason during the class period, notify the librarian.
3. Books may be checked out for two-week intervals. The due date is stamped on the inside cover of the book. Books may be renewed unless another patron has the book on hold.
4. Books should be returned to the circulation desk on or before the stamped due date. Students returning books after the due date has expired will be assessed a fine of 5 cents per day. Once a fine of \$1.00 has been accrued, the student will no longer be able to check out books until the fine is paid in full.
5. Do not put checked-out books back on the shelves. You will be held accountable for any overdue fines that these books incur.
6. Replacement of ruined or lost books is the responsibility of the student to whom the book is checked out. A fine may also be charged for books that are damaged.
7. Computer use is available on a first-come, first-served basis. Computers should be used for school related tasks only. Inappropriate use of the computer may cause you to forfeit use of the computer. The signing of the student handbook acknowledgement page includes the understanding of the computer usage rules.

#### **S. Auditorium Rules**

##### **GENERAL FACILITY USE**

1. Absolutely no food or drinks in the auditorium.
2. Feet must be kept off seats and backs of theatre chairs.
3. Stairs must be kept clear.

4. Students are not permitted in light booth, sound booth, catwalks or rigging space unless properly trained and given permission.
5. When getting on or off of the stage from the house seats, use the steps on either side of the stage. Do not jump up or down from the stage floor to the auditorium floor. No stage diving.

## Auditorium/Concert Expectations

- Be on time, but if you arrive late, please wait for audience applause before entering so you do not distract from the performance.
- Please turn off or silence electronic devices. Please stay off of your phone during performances due to it being a distraction to both performers and audience members.
- If you need to enter or exit the auditorium during performances, please move between musical pieces when the audience is applauding.
- Please do not talk or whisper during performances.
- Please do not use flash photography.

### T. **Option Enrollment Program**

Any student wishing to enroll in the option enrollment program must meet the deadlines prior to March 15 and all other guidelines set forth in the School Board policies.

### U. **Internet Use**

Bennington Secondary School Internet use is granted to students, and is monitored by staff and a software filtering service. Inappropriate use will result in disciplinary action and loss of Internet privileges. Parents /guardians who wish to have their student(s) not allowed usage of the Internet should contact their grade-level administrator. (See addendum XX).

### V. **School Ceremonies and Observances**

Bennington Public Schools will continue school ceremonies and observances, which have become a tradition and a custom of the education program. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion. Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reason in compliance with board policy.

### W. **School Store**

The store will be run by the FBLA through activities department and be open before and after school, during lunch, and at various athletic/activity school events. The school store will provide a variety of items for students including school supplies. The school store will be staffed by FBLA students. A faculty member will oversee school store operations during each shift. Students will be expected to report to all of their assigned shifts unless reasonable notice is given of their absence.

**X. Recreational Trail**

Use of the recreational trail, which traverses the school grounds, is subject to two sets of rules. The School has retained the authority to control use of the trail in conformance with student discipline and safety rules and regulations. When using the trail, students will be required to follow the same school rules that apply to school grounds. In addition, the City of Bennington has an ordinance, which establishes additional rules that students and other users of the trail must follow. The City's ordinance is available in the Principal's office.

**XII. STUDENT DRESS**

A. Students are required to dress appropriately and in good taste. We believe parents/guardians should be responsible for their children's attire, and we enlist their cooperation in this endeavor. However, no student will be permitted to dress in a manner which sets him or her apart from the usual dress expected of students (dress which might cause the educational process to be interrupted or become a threat to the safety of the individual student or the student body).

B. It is inappropriate for students to wear any top that does not cover the back and abdomen or any backless top that ties at the neck or back. Tops with thin or "spaghetti" straps or clothing that leaves undergarments visible is prohibited. Should such attire be worn, the student will be required to return home and change. The time spent en-route will be unexcused. Wearing shorts is considered a privilege. Both girls and boys will be allowed to wear shorts as long as they are an appropriate length. (Appropriate short length will be fingertip length when the student extends their arm at the sides.) Shorts with pockets exposed below the hem are not appropriate for school attire.

C. Printed wording or pictures on clothing that advertises or promotes alcohol, smoking, or drugs; uses profanity; makes reference to sexuality; or is otherwise inappropriate is not allowed in school. Long chains will not be permitted. Backpacks and book bags are encouraged to stay in-lockers throughout the school day. Purses are also to be left in lockers throughout the school day.

D. Sagging pants are inappropriate for school attire. All students are to wear pants at the waistline. Any student wearing pants with undergarments visible will be required to raise the pants to the waist or they will be sent home to change and the time gone will be considered unexcused. Pants and skirts with holes are inappropriate student dress.

E. It is not appropriate to wear hats in the building during school hours. Therefore, all students wearing hats to school must keep them in their lockers during the day. Bandanas may not be worn to school or school activities.

F. Athletic (practice) clothing should not be worn in class.

G. Students should not wear clothing or hairstyles that are hazardous in school activities such as shop, lab work, physical education, or art; or block their vision; or restrict their movement. Teachers in lab areas may have grooming or dress rules to assure a safe environment. Students are required to adhere to such rules.

H. Coats and jackets of any kind shall not be worn in school. Hooded sweatshirts are allowed as long as the hoods are not used. Students who do not comply with this reasonable standard will be required to put the sweatshirt in their locker for the remainder of the school day.

- I. Special eye protection may be required in some classes. Students are expected to comply with these rules for their own safety.
- J. Students will be required to wear some type of soled shoe or sandal while attending school and/or school events. Open toed shoes will not be permitted in industrial technology or physical education classes.

### **XIII. HEALTH AND SAFETY**

#### **A. School Nurse**

- 1. The School Nurse is an integral part of the total education program. The Visiting Nurses Association is funded by private contract. The Bennington Schools typically receive nurse's services one full day a week.
- 2. The location of the nurse's office varies. The Nurse will not treat walk-ins when she is on site. In an emergency, students must report to the office.
- 3. Medication should be given at home whenever possible. When it is necessary for a student to take medication during school hours, the parents/guardians must complete the Medication Authorization Form in the school office. It is the parent's/guardian's responsibility to provide any medication given at school and ensures its safe travel to and from school. All medication must be sent to school in the original container and will be stored securely on arrival at school.

#### **B. Medication Regulation**

- 1. Bennington Public Schools is not to administer any prescribed medication without the approval of parents/guardians and doctor. No unauthorized medication (aspirin, Tylenol, etc.) shall be administered by the school nurse or any school staff member. No personnel of Bennington Public Schools will prescribe medication at any time. The staff is not allowed to give students any prescription or non-prescription medication. Students may use non-prescribed medication, but may not distribute non-prescribed (over the counter) medication to peers. Distribution of any type of medication will be in violation of the Code of Conduct.
- 2. When a student must take medication, which has been prescribed by a doctor during the hours the student is in school, the following procedure is to be followed:
  - (a) All medication is to be brought to the office when the student arrives at school in the morning. Parents are required to conduct an exact count of the medication and present it to the school along with the medication. Upon medication arrival at school, the health office will also conduct a count of the medication. The medication count must match that provided by the parent/guardian. The parent/guardian will be contacted to conduct a medication count if a count is not provided or if a discrepancy in the count occurs.
  - (b) Only one week's supply shall be brought at a time unless otherwise indicated by the parent/guardian and attending physician.

- (c) The label on the medication shall include the student's name, physician's name, date and directions to be followed. This should contain the original container and label.
- (d) All medications will be stored in the office at all times. Students should not keep medication with them or in the lockers.
- (e) Medication will only be used by the student in the office and in front of the school secretary or the principal.
- (f) Teachers will give students permission to go to the office to take the medication.

**C. Student Self-Management of Medications for Diabetes and Asthma/Anaphylaxis**

Parents/Guardians may request that their child/children be allowed to administer medication for Asthma, Diabetes, Anaphylaxis (both Diabetes and Anaphylaxis must be self-administered in the nurse's office under the care of the health para or nurse). The parent will need to follow the following procedures.

- 1. The parent/guardian will be required to request for self-management of medications in writing.
- 2. The parent/guardian will need written verification from a physician or other health care professional who prescribed the medication for treatment indicating the condition and specific medications including: name and purpose and dosage that may be self-managed.
- 3. The building administrator and school nurse will review the request and physician's verification for approval.

Once the request has been approved the school and parent/guardian in consultation with the student's physician, will develop a plan for the self-management of the student's medication. The plan will include the following items.

- 1. Identify the health care services the student may receive at the school relating to the condition;
- 2. Evaluate the student's understanding of and ability to self-manage his/her condition;
- 3. Permit regular monitoring of the student's self-management of his/her condition by a regularly credentialed health care professional; and
- 4. Be signed by the student's parent/guardian and the physician responsible for the treatment of the student's condition;
- 5. The plan will include procedures for storage and access to backup supplies of such prescriptions medication as well as the procedure for reporting when the student has administered medication;
- 6. The disciplinary procedures regarding the misuse or threatened misuse of medications and supplies, as well notification procedures if discipline action is necessary.

**The Parent/Guardian shall sign a statement that:**

- 1. The district and its employees and agents are not liable for any injury or death arising from the student's self-management of his/her condition; and
- 2. Shall indemnify and hold harmless the district and its employees and agent against a claim arising from the student's self-management of his/her condition.
- 3. Any injury to others as a result of the student's self-medication shall be the parents'/guardians' responsibility.

#### **XIV. PHYSICAL EDUCATION POLICIES**

A. The physical education dress for girls and boys is gym shorts, T-shirt, and socks. All students must wear tennis shoes for safety reasons while using the gym. Students must furnish their own towels.

B. All gym clothes and shoes should be marked with the owner's name.

C. When going to and from gym class, please use the hall door nearest your dressing room. No one is allowed in the gym at noon and before or after school without permission of the athletic director. If a coach or teacher is using the gym at any time, they are responsible for all students and equipment. Students must leave when the supervisor does. The gym should not be used as a play area during practice for non-athletic activities. Students will not be able to use the weight room or gym area without a teacher supervising. Students cannot be in these areas without a teacher present.

#### **XV. SCHOLASTIC POLICIES**

A minimum of 50 credits of successful course work must be completed to meet the requirements for graduation from Bennington High School. Certain courses are required of all students; the remainder may be selected from a variety of elective subjects. All students are required to carry seven subjects per semester, except 11<sup>th</sup> and 12<sup>th</sup> grade students who choose to enroll in post-secondary classes with administrative approval. Students providing documentation that requires a differentiation in schedule may have a modified course load with administrative approval. 12th graders may only request a job shadowing experience during second semester. Job shadow experience must have documentation of progress every two weeks. Students who wish to compete in any extra-curricular activities must maintain a minimum course load of five (5) classes. A part-time student will not be eligible for extra-curricular activities. Students who transfer to Bennington High School will be responsible for fulfilling all the requirements of Bennington High Schools' instructional program for graduation eligibility.

##### **A. Graduation Requirements**

Students must earn 50 credits to receive a Diploma:

Language Arts - 8 Credits.

English 9, English 10, English 11, English 12 or AP Literature

Social Studies - 8 Credits.

World Geography, World History, American History, or AP American History, and American Government are required

Mathematics - 6 Credits.

Algebra I is required

Science - 6 Credits.

Physical Science and Biology will be required for graduation

Business Computer Applications and Personal Finance – 2 Credits

Business Computer Apps and Personal Finance



Physical Education - 4 Credits.  
Physical Education/Health 9

Electives – 16 Credits

Students may choose from the variety of courses, across multiple disciplines provided at Bennington High School

Foreign Language

Will not be required for graduation, but is highly recommended for all students planning on attending a 4-year college program. Check entrance requirements for the program that you choose.

Exceptions to the course of study listed above may be granted for transfer students with administrative approval. Students who do not complete the courses listed above will not be eligible to receive a diploma and will not participate in commencement exercises.

Accumulated Credits

To meet the 50 credit requirement for graduation a student should earn a minimum level of credits each school year.

9 <sup>th</sup> grade	- 0-12 credits
10 <sup>th</sup> grade	- 13-24 credits
11 <sup>th</sup> grade	- 25-36 credits
12 <sup>th</sup> grade	- 37 + credits

If these minimum levels are not met, a student may need an additional semester or year to complete their course of study. We highly recommend that students exceed these minimum requirements to help them prepare for the rigor of post-secondary educational experiences.

CREDIT RECOVERY: Bennington High School will offer a credit recovery program targeting students who have had considerable difficulty in acquiring typical academic skills and credits needed to graduate from high school. The goal of Credit Recovery is to give high school students the opportunity to graduate in a timely manner. This program has policies and procedures that allow students who have failed core courses (courses required for graduation) an opportunity to make-up course work for credit. Bennington High School students may be eligible to participate in Credit Recovery if accepted and by adhering to the guidelines. There will be a fee required for this opportunity. Students will be limited to 6 credits/6 semester courses. Guidelines will be provided upon request.

EARLY GRADUATION POLICY: In order to qualify for early graduation both the student and his/her parents/guardians must meet with and make written application to the principal and guidance counselor no later than November 15<sup>th</sup> during the first semester of the student's junior year. Recommendation will be made by the administration and a decision will be rendered by the Board of Education. Students who enroll in college immediately after completing their high school course of study may participate in the spring graduation ceremony. Early graduates must have 50 completed credits with all required courses

successfully passed. Part-time students are not eligible for extra-curricular activities. They will forfeit their membership in all school organizations.

**B. Grading System**

1. Grading is based on all facets of classroom performance: recitations, attitude, interest, cooperation, attendance, tests, and daily work.
2. A grade system of A through F will be used. An "A" will be the highest grade a student could receive. An "F" is considered to be a failing grade. Numbers will be used to determine class averages. A system of grade points will be used to translate letter grades into numerical cumulative grade point averages and class ranks for each student.

**Grading Scale**

Regular Courses

A = 4.0 = 100-93  
B = 3.0 = 92-86  
C = 2.0 = 85-77  
D = 1.0 = 76-70  
F = 0.0 = Below 70

Weighted Courses

A = 4.5 = 100-93  
B = 3.5 = 92-86  
C = 2.5 = 85-77  
D = 1.5 = 76-70  
F = 0.0 = Below 70

**C. Honor Roll**

1. PRESIDENT'S LIST (Top Academic Honor Roll) REQUIREMENTS:  
9th-11<sup>th</sup> graders must be graded in at least seven (7) classes, while seniors must be graded in at least six (6) classes.

4.0 - 3.75 grade average

2. DEAN'S LIST (Regular Honor Roll) REQUIREMENTS:  
9th-11<sup>th</sup> graders must be graded in at least seven (7) classes, while seniors must be graded in at least six (6) classes.

3.7499 - 3.5 grade average.

**D. Weighted Courses**

**The following will be weighted courses:**

AP Calculus	AP English Lit and Composition
AP US History	AP French
AP Chemistry	AP Biology
AP Spanish	

**In order to be eligible for Salutatorian or Valedictorian honors, a student must earn a minimum of 60 credits.**

## **E. Grade Reports**

1. Bennington Public Schools' students will receive their report card once every nine weeks, or four times a year. Semester grades are the grades of record.
2. Interim Reports will be sent to all parents/guardians after 4 ½ weeks of the quarter. Parent/Guardian conferences may be scheduled at any time.
3. On-line grades will be available to all parents/guardians. Parents/Guardians may view their child/children's grades by using Bennington School's website ([www.benningtonschools.org](http://www.benningtonschools.org)). They will be required to register with the school prior to their first use. The information provided is secure. Parents/Guardians will be able to access their child/children's grades, attendance and discipline records. All information provided will be updated on a weekly basis.

## **F. Extra Help**

Students are encouraged to seek extra help from teachers if an assignment is not understood, if the work is difficult, or if he/she has been absent and missed assignments or class instruction. Students should arrange a conference with their teacher before or after school or at a time convenient to both during the day. A teacher may request a student stay after school if it is apparent he/she is having difficulty with work.

## **G. Academic Dishonesty**

Students who are academically dishonest (cheating) must meet with their teacher and grade level administrator, and parents will be notified as soon as it is appropriate to do so. Consequences could range from an administrative conference to short term suspension for cheating. At the conclusion of the meeting with teacher(s) and administrator(s), students may be allowed to make up work on their own time.

## **H. New Student Registration**

New students entering Bennington Public Schools during an academic year in progress must provide the following items when registering:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, upon first enrollment time, shall be provided within 30 days of enrollment.
2. Evidence of a physical examination if they are transfer from out of state;
3. Evidence of a physical examination in the case of a transfer from out of state.
4. Updated Immunization/[Health](#) records.
5. A transcript from the previous school or current/proposed class schedule;
6. Verification through the Superintendent's office of an in-district address.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given. New students and parents/guardians will register in the Counselor's office. New students will not start classes the same day they register.

**I. Dual-Enrollment Program at Metro Community College**

Any junior or senior student may attend Metro Community College while still enrolled in high school. Students who are interested should contact the school counselor. The student will pay tuition and books, and provide transportation for off-campus classes. The student will pay for tuition for classes held at Bennington High School. Students will receive credit toward both high school graduation and college graduation. Classes at Metro Community College will not count as the fifth class at Bennington. To be a full-time student at Bennington High School, students must take five classes at Bennington. Seniors who wish to become a part-time student during their second semester must enroll in Metro's second trimester classes. The Principal must approve the classes.

**J. Dual Enrollment for Students of the District Attending Schools Other Than Bennington**

The parent /guardian or custodian of a student receiving instruction at a private, denominational or parochial school, or a school choosing not to meet accreditation or approval requirement may also enroll their child at Bennington High School. The student shall be considered dual enrolled and will fall under policies and administrative rules of Bennington. These policies and rules shall apply to dual enrollment students in the same manner as all other students enrolled at Bennington High School. These policies and administrative rules include, but are not limited to; athletic eligibility requirements rules governing student conduct, academic eligibility requirements and payment of fees required for participation.

**K. Correspondence Study**

A student may have the option of taking a course from the University of Nebraska extension division. In most cases, the school will pay for the class if it is not offered in Bennington and if the student completes the course. Such correspondence courses will be supervised and conducted during school time. The school counselor will direct all correspondence study.

**L. Failing a Course**

If a student should fail one or more courses during the regular school year, it will be the responsibility of that student to make up these deficiencies by attending Summer School or completing correspondence courses. Retakes during the next academic year will also be permitted. The school counselor will provide any information concerning correspondence study.

**M. Schedule Changes**

The selection of a student's program is a serious undertaking. A tentative plan for each student's entire high school program should be written upon entering the ninth grade. Students and parents/guardians are encouraged to give course selection adequate time and careful attention. If necessary, students should seek additional conference time with counselor and instructors. In almost all cases, spring registration is final. Careful planning makes this possible and eliminates the need for most drops, adds, or schedule changes. However, some mistakes are made and thus, some schedule changes will be necessary.

**N. Course Withdrawals**

A student may withdraw from a course the first two weeks of the semester, provided he/she first consults the instructor and his/her counselor. Only under the following conditions will a student be permitted to drop a course at the end of the first semester:

1. The course to be dropped is a one-semester course.
2. The student has a failing grade for the semester, and the express consent from both the instructor and counselor has been given to drop the class.
3. A student has been academically misplaced.
4. A previous failure in a required course needs to be remedied.

Withdrawal slips may be obtained from the guidance office. All students are requested to seriously consider all ramifications before making decisions regarding withdrawals. During the term, a parent may wish to withdraw his/her student from a class against the educational recommendations of the high school counselor and administration. After the first two weeks (ten school days) of a semester, students who choose to drop a class will receive an "F" for the semester.

**O. Teacher Cadet Program**

A pupil may register to be a "Teacher Cadet," (assistant to a classroom teacher) with approval of the teacher involved and the principal. Students must take six academic classes before signing up for a student aide class. Proper dress must be maintained in assisting the classroom teacher. Teacher Cadets will be graded on attendance, interest, performance of activities, cooperation with teacher, and dependability. Students must sign up with the school counselor.

**P. Part-time Students**

Bennington High School students interested wanting part-time status are to see the counselor for eligibility. Parents/guardian will meet with the principal before approval is granted. LB 821 allows students who are residents of the Bennington District, but attend another public, private, denominational, parochial school, or home school to attend Bennington High School on a part-time basis. Both the student and parents/guardians will be required to meet with the counselor and principal to provide proof of residence and to determine a class schedule. While the student is attending they will be required to follow all rules in the student handbook. Part-time students will not be eligible for a Bennington High School Diploma unless they have fulfilled all Bennington High School graduation requirements.

**Q Certificate of Attendance**

A parent/guardian of a student who qualifies for special education services may request Bennington Public Schools to issue one certificate of attendance and allow participation in one high school graduation ceremony. Under the Special Education Act, such student must be at least seventeen years of age, and has not completed his or her individualized education plan. It is recommended that the parent/guardian should receive approval from the IEP team before making a request to the administration. (Note for the board: This change has been required by LB 1153 which was passed in the legislative session this year).

## R. Hazing

Hazing or initiation by a school organization, groups, clubs, teams or individuals are prohibited unless specifically approved by the administration. Anyone engaging in hazing or initiation behavior will be subject to disciplinary action up to and including expulsion. Hazing is any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. The school will follow Neb. Statute 79-2, 101 to 2, 102 when dealing with hazing.

## XVI. STUDENT CONDUCT

PBiS: Positive Behavior Support is a school-wide system of acknowledging positive student behavior. When programs and initiatives focus on building respectful and trusting relationships among school staff, families, and community members they are more effective in creating and sustaining connections that support student achievement. PBiS introduces Bennington's school wide expectations. These expectations are taught to all students for specific areas in the building as explained below in the chart. Students will be acknowledged for consistently meeting these expectations

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be THERE</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>▶ Listen to teacher</li> <li>▶ Follow instructions</li> <li>▶ Be courteous to others in words and actions</li> <li>▶ Treat others' property with care</li> </ul>	<ul style="list-style-type: none"> <li>▶ Treat school property with care</li> <li>▶ Come to class prepared</li> <li>▶ Be safe</li> <li>▶ Throw trash away, recycle when possible</li> </ul>	<ul style="list-style-type: none"> <li>▶ On Time</li> <li>▶ On Task</li> <li>▶ Do your BEST</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>▶ Pace and Space</li> <li>▶ Hands and feet to self</li> <li>▶ Use an acceptable volume</li> <li>▶ Treat others' property with care</li> </ul>	<ul style="list-style-type: none"> <li>▶ Keep hallways clean</li> <li>▶ Move with a purpose</li> <li>▶ Have your agenda book &amp; organized</li> <li>▶ Keep your locker locked &amp; organized</li> <li>▶ Throw trash away, recycle when possible</li> </ul>	<ul style="list-style-type: none"> <li>▶ Keep your pace during passing periods</li> <li>▶ Be aware of the time</li> </ul>
<b>Locker Room</b>	<ul style="list-style-type: none"> <li>▶ Knock and be acknowledged before entering office</li> <li>▶ Hands and feet to self</li> <li>▶ Treat others' property with care</li> <li>▶ Be considerate of others privacy</li> </ul>	<ul style="list-style-type: none"> <li>▶ Keep your locker locked &amp; organized</li> <li>▶ Pick up after yourself</li> <li>▶ Have the proper attire</li> </ul>	<ul style="list-style-type: none"> <li>▶ Be dressed on time</li> </ul>
<b>Commons/ Lunchroom</b>	<ul style="list-style-type: none"> <li>▶ Follow directions</li> <li>▶ Hands and feet to self</li> <li>▶ Be courteous to others</li> <li>▶ Walk to lunch</li> </ul>	<ul style="list-style-type: none"> <li>▶ Keep area clean</li> <li>▶ Put trays, silverware, chairs, etc. in their proper place</li> <li>▶ Throw trash away, recycle when possible</li> </ul>	<ul style="list-style-type: none"> <li>▶ Remain in Commons</li> <li>▶ Stay in your place in line</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>▶ Be considerate of others privacy</li> <li>▶ Use facilities appropriately</li> <li>▶ Keep area clean</li> <li>▶ Treat others' property with care</li> </ul>	<ul style="list-style-type: none"> <li>▶ Practice good hygiene</li> <li>▶ Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>▶ Take care of needs quickly</li> <li>▶ Use the assigned student restroom</li> </ul>

## General Rules of Conduct

The Board of Education recognizes that a major function of school is the development of socially productive behavior on the part of students. It also recognizes that student behavior should not disrupt the educational process or constitute a threat to the health and safety of others.

**A.** The following rules and standards of conduct shall govern student behavior where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose, in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. Violation of these rules and standards shall constitute grounds for assignment of detention, Saturday school, short-term suspension, long-term suspension, expulsion, mandatory reassignment, or suspension of the privilege of participation in extra-curricular activities, contests, or performances.

1. No student shall:

- (a) Use violence, force, coercion, threat, sexual harassment, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of intent to harm or cause injury to another. Students who intimidate or are involved in any form of harassment verbal/non-verbal or physical will be considered in violation of Board Policy 504.18.
- (b) Willfully cause or attempt to cause substantial damage to property, steal, or attempt to steal property of substantial value, repeatedly damage or steal property, or set or attempt to set a fire of any magnitude. Students will be held financially responsible for damage.
- (c) Cause or attempt to cause personal injury to a school employee, to a school volunteer, or to any student.
- (d) Threaten or intimidate any student for any purpose that causes a disruption of school operations. Students who intimidate or are involved in any form of harassment verbal/non-verbal or physical will be considered in violation of Board Policy 504.18
- (e) Knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon (minimum consequence short-term suspension).
- (f) Engage in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal

substances on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

- (g) Exhibit public indecency or sexual conduct.
- (h) Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- (i) Engage in any unlawful activity as determined by the United States or the State of Nebraska.
- (j) Willfully disobey any reasonable written or oral request of a school staff member, or voice disrespect to those in authority (Willfully disobeying is considered insubordination).
- (k) Use language, written or oral, or exhibit conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
- (l) Be truant or fail to attend assigned classes or activities; or be tardy to school, assigned classes or activities.
- (m) Dress in a manner which is dangerous to the student's health and safety, the health and safety of others, or is distracting to the extent that it interferes with the educational process.
- (n) Willfully violate the behavioral expectations for those students riding Bennington Public School buses.
- (o) Engage in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events. The purpose of this rule is to provide a physically safe and emotionally secure environment for all students and staff.
- (p) Repeatedly violate any of the rules adopted by the Bennington Public School District Board of Education.
- (q) The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or the knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with



the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

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

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

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

**Consequence Guidelines**

<u>Infraction</u>	<u>Definition</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Possible Action</u>
Pushing and Shoving	(non-injurious)	Admin. Conf.	Sat. School	
Fighting	Mutual attempt to physically harm another person through mutual physical contact			
<i>1<sup>st</sup> offense</i>		Sat. School	Long Term	Legal Authorities
<i>Additional offenses</i>		Short Term	Expulsion	Legal Authorities
Physical Assault	Initiation of a violent act against another person through aggressive physical contact.	Long Term	Expulsion	Legal Authorities
Physical Injury to Employees, Volunteers,	Causing or attempting to cause personal injury to an	Long Term	Expulsion	Legal Authorities

	employee, a school volunteer, or any student			
Use of Threat (verbal & written)				
Level One Threat	Using a threat as a common expression or in a context the recipient does not feel threatened, frightened, or coerced (e.g., "I could just kill you for that.").	Admin. Conf	Short Term	
Level Two Threat	Using an expression or an implied or veiled threat with the intent of threatening, frightening, or coercing another and the recipient feels threatened, frightened, or coerced ("I will kill you.")	Short Term	Long Term	Legal Authorities
Level Three Threat	Threatening to kill or injure another person or threatening to damage property with potential for injury	Long Term	Expulsion	Legal Authorities
Repeated Threats	Threatening another student or staff member more than one time	Admin. Conf	Expulsion	
Threatening with an Object	Threatening with an object which can be used as a weapon (Must resemble a real weapon)	Short Term	Expulsion	Legal Authorities
Bomb Threat	Threatening to use any type of explosive device to injure a person(s) or destroy property	Long Term	Expulsion	Legal Authorities
Firearms	Knowingly possessing, handling, transmitting, using, intimidating with or threatening with any firearm, explosive, destructive device (any weapon that will expel a projectile by the action of explosion)	1 yr. Expulsion		Legal Authorities
Other Guns	Using, intimidating with, threatening with or possessing on one's person, handling or transmitting any paint ball gun, soft air gun, bb gun, or pellet gun	Long Term	1 yr. Expulsion	Legal Authorities
Other guns in vehicles	Above mentioned in vehicle	Short Term	Long Term	
Other Weapons	Possessing, using, or threatening with any	Short Term	Expulsion	Legal Authorities

	weapon that might be used to injure a person (brass knuckles, knives, throwing stars, etc.)			
Possession of prohibited objects	Knowingly possessing, handling or transmitting non-violent, disruptive objects	Saturday School	Long Term	
Extortion	Threatening or intimidating any student for the purpose of or intent of obtaining money or anything of value	Short Term Suspension	Expulsion	Legal Authorities
Sexual assault or attempted sexual assault	Any sexual assault or attempt to sexually assault any person (on and off school grounds) as defined by Neb. Rev. Stat.	1 yr. Expulsion		Legal Authorities
Sexual contact	Intentional touching of another person's sexual or intimate parts or the clothing above those parts without consent	Short Term Suspension	Expulsion	Legal Authorities
Sexual Engagement	All consensual physical sexual activity	Short Term Suspension	Long Term Suspension	
Sexual Harassment	Unwanted activity of a sexual nature which interferes with the educational process (touching, pinching, patting, verbal, sexual name calling, pressure to engage in sexual activity, propositions, messages, notes and unwanted body contact)	Administrative Conference	Expulsion	Legal Authorities
Harassment	Intentionally hurtful, demeaning or disparaging acts, words symbolic representations or behavior that is disruptive to the educational process (verbal, physical, visual, or graphic actions such as name calling, taunting, mocking, slander, humiliating, defaming, teasing, pestering, derogatory remarks, jokes, or drawings)	Administrative Conference	Expulsion	
Bullying	Intentionally hostile or offensive verbal, written, graphic, demonstrative, electronic, or physical act that has the purpose of	Administrative Conference	Expulsion	

	exerting domination over another student through the act of intimidating, frightening, oppressing, or controlling another student			
Hazing	When a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation, admission, affiliation or continued membership of a group. Consent by the student being hazed shall not be a defense to hazing	Short Term Suspension	Expulsion	
Possession and distribution of tobacco or tobacco products	Including look alike and e-cigarettes	Detention	Long Term	
Possession of alcohol or other drugs	Possession or use of illegal drugs or look-a-like drugs, or possession of a prescribed medication by a student for whom the medication was not prescribed; or possession or use of drug paraphernalia. Possession or use of alcohol	Short Term Suspension	Long Term	Legal Authorities Suspension Reduction
2 <sup>nd</sup> Offense		Long Term Suspension	Expulsion	Suspension Reduction
Distribution of Alcohol or Drugs	Distribution or attempted distribution to any other person, of illegal narcotic drug, controlled substance, look-a-like substance, drug paraphernalia, or alcohol	Long Term	Expulsion	Legal Authorities
Possession, Use or Transportation of Medication	Possession of prescribed medications is prohibited. Students may possess non-prescribed medications, but may not possess prescribed meds except in transport to and from school. All prescribed medication must be turned in to the nurse. (students may possess inhalers and glucose tablets tablet in original containers	Administrative Conference	Long-Term Suspension	Legal Authorities Suspension Reduction

Distribution of Prescribed Meds	Distribution or attempted distribution to any other person	Long Term	Expulsion	Legal Authorities
Distribution of non-prescribed Meds	Distribution or attempted distribution to any other person	Administrative Conference	Short Term Suspension	
Exposure to Bodily Fluids	Intentionally spitting, throwing, wimping, or dispersing bodily fluids on or to another student or staff member	Administrative Conference	Long-Term Suspension	
Profanity and Obscenity	Written or oral language that is reasonably offensive and disruptive	Administrative Conference	Long Term Suspension	
Disparaging Language or Symbolism	Disparaging or demeaning language or symbolic actions (including writing)	Administrative Conference	Expulsion	
Damage to Property	Willfully causing or attempting to cause substantial damage to property	Administrative Conference	Expulsion	Legal Authorities if over \$500
Theft/Larceny	Stealing or attempting to steal	Short Term	Expulsion	Legal Authorities if over \$500
Arson or False Fire Alarm	Intentionally starting a fire or pulling the fire alarm (excluding approved spirit/activities)	Short Term	Expulsion	Legal Authorities if believed to be criminal
Inappropriate use of Technology	Use of any electronic device or program that disrupts the educational environment See School Board Policy 606.06	Administrative Conference	Expulsion	
Truancy	Unauthorized absence from school	Administrative Conference	Reassignment	
Dishonesty	Being dishonest in a way that interferes with the educational process.	Administrative Conference	Long Term Suspension	
Academic Dishonesty	Cheating on examinations or plagiarism	Administrative Conference	Long Term Suspension	
Insubordination		Administrative Conference	Expulsion	
Disruptive Behavior	Behavior or possession of a material that disrupts the educational environment	Administrative Conference	Expulsion	
Parking	Parking in staff lot or not in a parking stall in the 9-12 lot.	Detention Fine	Saturday School Loss of Parking Privilege	Authorities may be contacted
Nuisance Item	Any item that interferes with the educational process	Detention	Short Term	

**C. Reporting Law Violations**

Under State law, district administrators are required to contact police whenever it is known or suspected that a student has violated the Nebraska Criminal Code. Cases of law violations or suspected law violations by students will be reported to the Bennington Police Department and to the student's parents or guardian as soon as possible. The school district shall refer all incidents of student discipline for violation of the Federal Gun-Free Schools Act to the Bennington Police Department.

**D. Sanctions**

The Superintendent, the principal or their designees are delegated full authority and are authorized to take all action appropriate or necessary to implement student disciplinary sanctions in the Bennington Public Schools. The decision to exclude would be made after the principal or designee has investigated the facts, given the student oral or written notice of the charges against him/her, and provided an opportunity for the student to present his/her version. A complete copy of due process procedures is available upon request from the building principal.

1. **Short-term Suspensions** - Such short-term suspension shall be made only after the administrator investigated the alleged conduct or violation and determined that such suspension is necessary to help any student to further school purposes or to prevent an interference with school purposes. Before such short-term suspension shall take effect the student shall be given oral or written notice of the charges against him/her and an explanation of the evidence the authorities have. He/she shall have an opportunity to present his/her version of the incident. The administrator shall send a written statement to the student and the student's parents or guardian describing the student's conduct, misconduct, or violation and the reason for the action taken. The administrator shall make a reasonable effort to hold a conference with the parents or guardian before or at the time the student returns to school.
2. **Exclusions** - Any student may be excluded from school under the following circumstances:
  - (a) If the student has a dangerous communicable disease transmittable through normal school contacts and poses an eminent threat to the health and safety of the school community;
  - (a) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. Exclusions from school shall last no longer than necessary to avoid the dangers herein before described. Procedures for short-term suspension shall be followed, and, if longer than five (5) school days, procedures for long-term suspension or expulsion shall be substantially followed subject to being modified to the extent necessary to accomplish the hearing and determination within ten (10) school days after the date of the initial exclusion.

**E. Long-term Suspension, Expulsion and Mandatory Reassignment**

1. Long-Term Suspension shall mean the exclusion of a student from attendance in all schools in this district for a period exceeding five school days but less than twenty school days.
2. Expulsion shall mean exclusion from attendance in all schools within the system for a period of time not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred within ten (10) school days prior to the end of the first semester in which case the expulsion shall remain in effect through the second semester, or within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period. In addition, the following shall apply to any expulsion: In the case of a student bringing a weapon to school in violation of the Federal Gun-Free Schools Act, such student shall be expelled from school for a period of not less than one year. The superintendent, on a case-by-case basis, and to be in compliance with state law, may reduce said expulsion. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The hearing examiner shall conduct the review after the hearing examiner has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be readmitted for the upcoming school year. If the Board of Education or a committee of such Board took the final action to expel the student, the student may be readmitted only by action of the Board. Otherwise, the student may be readmitted by action of the Superintendent, State Statute 79-4, 196.
3. Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action.

**F. Procedures to be followed if an administrator makes a decision to discipline a student by long-term suspension, expulsion or mandatory reassignment:**

1. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two school days of the decision, send a written notice by registered or certified mail to the student and the student's parent or guardian, informing them of the rights established under this act;
2. Such written notice shall include the following:
  - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - (b) The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject;
  - (c) A statement that the student shall have a right to a hearing, upon request, on the specified charges, before long-term suspension, expulsion, or mandatory reassignment, for the disciplinary purposes can be invoked;
  - (d) A description of the hearing procedures provided by this act, along with procedures for appealing any decision rendered at the hearing;

- (e) A statement that the principal, legal counsel for the school, the student, the student's parents or the student's representative or guardian shall have the right (1) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right (2) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
- (f) A form on which the student, student's parents, or guardian may request a hearing to be signed by such parties and delivered to the principal or Superintendent in person or by registered or certified mail; and
- (g) Nothing in this act shall preclude the student, the student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

If a hearing is requested within five days of the receipt of the written notice by the student, the student's parents or guardian as described in these rules and regulations, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to. (See Section of State Statutes 79-254 to 79-291, R.R.S., et seq.)

#### **G. Other Disciplinary Action**

Administrative and teaching personnel may take other disciplinary action regarding student behavior when deemed reasonably necessary to aid the student, further school purposes, or to prevent interference with the educational process, which may include, but is not limited to, counseling, parent/guardian conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, detentions, restriction of extracurricular activity, or requirements that a student receive counseling, etc.

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

#### **H. Saturday School**

1. Saturday School will be earned for the following behaviors:
  - (a) Truancy: A full day absence will result in Saturday School assignment.
  - (b) Students receiving more than 12 tardies during a semester will receive a Saturday School.
  - (c) Skipping detentions: The second skipped will result in two Saturday School assignments, and parents will meet with Principal or Assistant Principal.
  - (d) Students who violate school rules that would result in a one-day suspension will receive a Saturday School rather than a suspension.
  - (e) Students may be assigned a Saturday School by the Discipline Committee for repeated violation of school rules.
2. Saturday School assignments will consist of three hours. The students will serve from 7:30 a.m. - 10:30 a.m. The doors to the school will open at 7:15 a.m. and be closed at 7:45 a.m. Students will be given a ten-minute break at 9:00 a.m.
3. Student responsibilities and expected behaviors for Saturday School are:



- (a) Students must be on time and prepared to work at 7:30 a.m.
  - (b) Students must have enough schoolwork to do during Saturday School.
  - (c) Students are expected to stay on task and follow Saturday School Supervisors instructions.
  - (d) Any activity the supervisor sees as unacceptable such as (sleeping, have gum/candy, arguing, or bring nuisance devices) will result in dismissal from Saturday School and will result in a doubling of the Saturday School assignment;
  - (e) A parent/guardian must notify the principal, if the student is unable to serve due to illness. This notification must be made by 7:30 a.m. on the assigned Saturday. If not, the absence will be considered a skipped Saturday School.
  - (f) Parents/guardians will be notified by mail of Saturday School assignments and the student will receive written notice from the Principal or designee on the Thursday prior to any Saturday School assignment.
4. Students who have inappropriate behavior during Saturday School will earn the following consequences:
- (a) Students who show up late to or skip a Saturday School will be assigned a one day out-of-school suspension the following Tuesday. Parents will be notified by the administration of the suspension Monday morning.
  - (b) Students who skip a second time will be suspended the following Tuesday, Wednesday, and Thursday and will be required to meet with the Discipline Committee. Parents/guardians must also meet with the building principal after suspension and prior to the students return to classroom.
  - (c) If students fail to follow Saturday School rules they will be required to leave and will be-suspended the following Tuesday.
  - (d) Students who arrive late to Saturday School will be required to leave and will be suspended the following Tuesday (first offense). (Second offense) Students will be suspended the following Tuesday and Wednesday and will be required to meet with the Discipline Committee.
  - (e) Students who receive more than four Saturday School assignments may be recommended for expulsion.

#### **I. Discipline Committee Procedures**

The Discipline Committee will be involved in the decision process in the following two situations:

1. In the case of repeated rule violations the Principal/Assistant Principal will call a meeting with the committee, parents/guardians, and student. The Principal will present discipline evidence. If the family wishes, they may respond. After the family response, the committee will render its decision and inform the parents/guardians of the consequence. If expulsion is recommended, the parents/guardians and student will be informed of their right for a hearing.
2. In the case of activity rules a student or their parents/guardians can appeal the Activity Director's decision to the Discipline Committee. The Activity Director will present all information regarding their decision to the committee. After the school's case has been presented the parents/guardians and student will be given the opportunity to present reasons for appealing the Activity Director's decision. After both sides have been presented the Committee will meet to render a decision. After the Committee has made a decision, the Principal shall inform the

parents/guardians and student of the Committee's recommendation for a consequence. If a hearing is required, the parents/guardians and student will be notified of their right for a hearing.

## **XVII. EXTRA-CURRICULAR ACTIVITIES**

### **A. Extra-Curricular Activities**

Students are encouraged to participate in one or more of the extra-curricular activities offered by Bennington High School. A student has the opportunity to display leadership talents and gain valuable experiences by taking part in the activity program. School sponsored activities available are:

- Vocal and Instrumental Music (chorus and band)
- Student Senate (officers are elected)
- Volleyball
- Football
- Girls and Boys Basketball
- Wrestling (Junior and Senior High)
- Girls' and Boys' Track & Field
- Girls' and Boys' Golf
- Girls' and Boys' Cross Country
- Softball
- Baseball
- Girls' Soccer
- Boys' Soccer
- Unified Bowling
- National Honor Society (members selected by merit)
- Speech and Drama
- School Newspaper/Annual Staff
- Engineering Club
- Foreign Language Club
- Quiz Bowl
- Cheerleading (Varsity and Wrestling)
- Dance Team
- Skills USA – VICA
- FBLA
- Art Club

**All students participating in these activities must follow the Activity Rules for Bennington High School.**

### **B. National Honor Society**

The National Honor Society was founded to stimulate high school scholarship, develop leadership, provide service with a purpose, and to recognize unquestionably worthy character among its members. The initial qualification for candidate consideration is scholarship, a 3.5 GPA based on cumulative grades. A screening committee comprised of four faculty members will make final decisions on membership. The

faculty committee, using a four-point scale, rates the candidate on character, leadership, and service. The Lions Club sponsors the Installation Banquet in the fall.

### C. **Activity Rules for Bennington High School**

Understanding the activity rule is vital to your participation in school activities. Both parents/guardians and students need to understand that honesty and cooperation with school officials concerning this policy are of vital importance. Parents/guardians and athletes please take time to read and discuss all items in the Activity Rules. Bennington Public School abides by all Nebraska Schools Activities Association constitution and bylaws. More information can be found at: [www.nsaahome.org](http://www.nsaahome.org)

**PHILOSOPHY:** The Bennington High School activity program is an important part of the total school program. Those students who participate in this program reflect the image of the school and the community of Bennington.

This philosophy is firmly based on the belief that there is more to the activity program than playing the game or participating. During the season, participants must maintain a high standard of conduct, which will enable them to function and perform to the best of their abilities. Therefore, the sponsors and the administration of Bennington High School will not tolerate the use of, alcohol, tobacco, and/or illegal drugs by student athletes and all other activity participants.

The philosophy of the Bennington High School activity program is also based on the belief that student participants are representatives of Bennington High School and the community of Bennington for as long as they participate in the activity program. As such, their actions, both on and off the playing field, must be above reproach. Participant-related incidents, as well as the use of alcohol, tobacco, or illegal drugs, are considered improper behavior for student participants and are subject to penalties.

This philosophy recognizes the fact that there must be close cooperation between the sponsors, the participants, and the parents/guardians if the activity rules are to be successful and effective. The activity rules are for the benefit of all the students involved in activities. The school and the parents/guardians must share the responsibility of making sure that the rules are followed. If the school and parents/guardians work together to enforce these rules, it will ensure a smooth-running activity program and eliminate any problems that may occur.

#### All Activity Rules violations will be referred to the Activities Director.

1. **ACADEMIC ELIGIBILITY FOR ACTIVITIES:** A student will be ineligible to compete or perform interscholastically if

(a) He/she has below a 70% average in two classes  
Each student must meet eligibility requirements by mid quarter (progress reports) and end of the quarter (report card). Grade checks will be done, and if the student is failing two or more courses, they will have seven calendar days to regain eligibility (students will still be eligible for all contests and practices during this seven day grace period). At the end of seven days and each subsequent Monday, reports will be run, and any student still failing two or more courses will be ineligible for all competition that week.

Eligibility is considered only for interscholastic activities, which are not requirements for a particular class.

Students will be required to attend before and after school practices unless the head coach or sponsor excuses them. Students who have medically verified illnesses will be provided time to make up work.

This rule is applied for all midterms and first and third quarter reports. The NSAA requirement for all students to pass 20 semester credit hours in order to be eligible will be applied for the each semester.

2. ALCOHOL, TOBACCO, DRUGS: There shall be no tolerance for drinking of alcoholic beverages, use of tobacco, e-cigarettes, or the use of illegal drugs. Student participants shall not remain in an area where alcoholic beverages are being used unless accompanied by their parents/guardians. Business establishments that also provide food and recreational activities are excluded.
  - (a) Penalty –FIRST OFFENSE–OPTION A: If a student self-reports a violation within 72 hours of the violation they will sit out one contest. OPTION B: Student participants will be suspended for 25% of the current season's competition. This will not exceed 4 games or two weeks in the activity in which they are participating or the next activity they will be involved in. OPTION C: If the student and parents/guardians choose to be involved in a service program, the student will be suspended from one contest in the activity they are participating in or the next activity in which they are to participate. They will also complete ten hours of community service that will be determined by the administration. The community service must be completed before participation can resume.
  - (b) Penalty –SECOND OFFENSE--Student will be suspended from all interscholastic activities for the remainder of the current school year.
  - (c) Before action can be taken, student must freely admit to a violation or be observed violating the training rules by a member of a school faculty, administrative staff, a law enforcement officer, or an adult willing to come into school and make a formal statement.
  - (d) A minor in possession conviction shall be regarded as a violation of Rule 2.
  - (e) The options above will apply to drinking, selling, or possessing alcohol or using, selling, or possessing other illegal substances while school is not in session during summer vacation (training rules are observed year round). The beginning of the athletic calendar year will start the first day, after the last day of the academic calendar year (ex. last day of school is May 22<sup>nd</sup>, then the first day of the new athletic calendar year would be May 23<sup>rd</sup>, or the conclusion of a spring sport that extends past the last day of the academic calendar year (ex. golf and track)
  - (f) Offenses that occur in the summer will be served during the first season the offending athlete participates and successfully completes.
  - (g) The Activities Director's decision may be appealed to the Discipline Committee by the student or the student's parents/guardians.
  
3. CRIMINAL ACTIVITY: A student will be ineligible to compete or perform interscholastically if
  - (a) A student is charged with a misdemeanor (could exclude traffic tickets) during the school year as substantiated by law enforcement officials or school personal, will result in a one week suspension from all games, practices, and activities. A second offense during the school year will result in suspensions from all activities for the remainder of the year.
  - (b) A student is charged with a felony during the school year as substantiated by law enforcement officials, will result in immediate suspension from all games, performances, events, practices, and activities until the matter is

resolved to the satisfaction of the Bennington High School administrative team.

4. **PRACTICE SESSIONS:** No participants shall miss a practice without first being excused by one of the coaching staff or sponsor of activity. If participants are not in school or are suddenly taken ill, they will bring their excuses when they return to school. If there is a conflict with another school activity, they must clear it with the sponsor before they miss the practice.
5. **SUSPENSIONS: STUDENTS WILL NOT BE ELIGIBLE TO ATTEND OR PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY OR PRACTICE ON DAYS THEY HAVE BEEN SUSPENDED.** Students will be allowed to practice or compete after school on the final day of suspension.
6. **CONCUSSIONS – RETURN TO PLAY**
  - (a) **No Physical Activity:** this period of time should be a minimum of 24 hours rest.
  - (b) **Light Aerobic Exercise:** Walking, swimming or stationary biking at less than 70% of the maximum heart rate. NO resistance training.
  - (c) **Sport Specific Exercise:** NO head impact activities. Exercises are designed to the movements required for the specific sport and are done close to full speed.
  - (d) **Non-contact Training:** Begin to incorporate resistance training and coordination (catching, rebounding, spiking, etc...) exercises. Begin preparing the athlete for return to full contact activities.
  - (e) **Full-contact Practice:** Participate in normal training activities as directed by the coaching staff while being observed by the medical staff.
  - (f) **Return to Play:** Cleared for normal game play.
    - (f 1) Has been evaluated by a licensed health care professional and has received a written and signed clearance to resume participation in athletic activities from that professional;
    - (f 2) Has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student, parent or guardian.

\*\* Failure to successfully complete any one step returns the athlete to step #1 on the progression. Every athlete is different and every concussion is different. Recommendations for athletes are that the return to play progression is done on a daily basis that results in a week-long progression to return to the sport activity.

#### **Concussions – Return to Learn Progression**

- (a) **At Home Rest:** Stay at home; limit mental exertion and interaction especially with computers, phones, texting, television, video games and homework.
- (b) **At Home Light Mental Activity:** No more than 30 minutes of mental exertion. No prolonged concentration on any activity. Minimal interaction with TV, computer, phone or texting.
- (c) **School – Part time:** NO Testing, avoid loud noises, schedule a quiet area for the student to use if necessary (this includes lunch), modify the student

schedule if necessary, allow for extra time in regards to the completion of homework. No physical activity.

- (d) **School – Part time:** Modified classroom testing, begin to decrease the additional time for the completion of homework. No standardized testing or physical activity.
- (e) **School – Part time:** Extend the amount of time a student is at school and in the classroom. Begin to remove the temporary accommodations that were in place for the student and progress back to a full normal day of school.
- (f) **School – Full time:** Return to physical active classes and full homework, testing, class participation.

\*\* This progression will be different for each individual. Communication between the parents, athletic training staff, administration, teachers and athletes is essential to ensure that the athlete is not being placed in an environment that will adversely affect their recovery from a concussion or their academic performance.

- 7. **GENERAL CONDUCT:** Good sportsmanship shall be observed during practice sessions and contests. Activity participants are expected to be positive and respectful at all times. Being arrested for or charged with a misdemeanor or felony may result in a restriction of activity participation.
- 8. **ATTENDANCE IN SCHOOL ON DAY OF CONTEST:** Student athletes must attend school five class periods the day of a contest. Doctor's appointments, educational activities or funerals are exceptions. The Principal approves all exceptions. To receive credit in activities, students must take part in all public appearances of that activity unless excused by the sponsor.
- 9. **SEASONS:** During the season of a sport, no student will be permitted to participate in a sport clinic or be a member of a non-school sport or club as per NSAA regulations.
- 10. **EQUIPMENT:** All equipment from one sport must be returned before the athlete can check out equipment for another sport.
- 11. All other reasonable rules or regulations adopted by the coach or sponsor of an extra-curricular activity shall be followed, provided that participants are advised by the coach or sponsor of such rules and regulations prior to the beginning of the season. Coaches/ sponsors will provide the students with training rules and practice procedures.
- 12. **TO THE PARENTS/GUARDIANS:** The training rules that are listed above have been kept to a minimum. We, at Bennington High School, realize that it is impossible to cover every situation that might develop in the future. Each case not covered in the activity policy will be decided on its own merit. We sincerely request your cooperation in this matter. Good sportsmanship begins with adults. We thank you in advance for modeling positive and respectful behavior as a Bennington spectator and fan throughout the school year.

Each organization's constitution or bylaws must include eligibility criteria at least as rigorous as that spelled out in this handbook. Foreign exchange students and option students must meet the same criteria for eligibility as resident students. Part-time students are not eligible for extra-curricular activities.

**D. Activity Ticket**

All Bennington students are encouraged to purchase an Activity Ticket. Student Activity ticket prices will be \$35.00 for all students in grades K-12. Adult activity ticket prices will be \$70, and \$160 for family activity tickets (K-12 Bennington students and their legal parents and/or guardians.) These prices are for both junior and senior high students. Students must have their activity pass to be admitted without being charged an entrance fee. Students who leave the activity before its conclusion will not be allowed back into the activity.

**E. Dance Policies**

1. Homecoming and Prom are the only recognized, school sponsored dances throughout the school year. All other dances are sponsored by outside organizations and will be supervised by that organization.
2. Students planning to attend any dance will be required to wear APPROPRIATE clothing for the particular event.
3. Bennington students will be permitted have dance dates from outside of the school. Bennington students with out of school dates must sign up their dates by the Wednesday prior to the dance. (Sign-up sheets will be provided in the office) The out of school date will be required to fill out a form and have it signed by their parents and their high school principal, this form must be turned in no later than 1 p.m. the day prior to the dance. Should any Bennington student, however, attempt to bring any non-resident student to a dance who is not his/her date, the Bennington student will be indefinitely suspended from all further dances until the policy breach is resolved. Faculty dance sponsors shall decide the authenticity of a date.
4. Depending on sport events and other circumstances different dances will have different starting times. No dance shall extend later than midnight. Students leaving a dance must sign-out and will not be permitted to return.
5. Underclassmen, students in grades 9-10-11, are only eligible to be Homecoming Attendants once. That is, if you are attendant as a freshman, you are not eligible in 10<sup>th</sup> or 11<sup>th</sup> grade.
6. Prom attendance is limited to eligible juniors and seniors. The Prom coronation ceremony is open to the public. All seniors, except Homecoming King and Queen, are eligible to be elected as Prom King or Queen. Also, juniors elected as Prom Prince and Princess are not eligible for Prom King or Queen when seniors.
7. The use or possession of alcohol, drugs, tobacco, or any other prohibited substance, or any damage to school property are subject to the same policies during dances as those that apply to the school day and activities.

## **F. Music**

The Instrumental and Vocal Music programs offer a wide variety of musical activities. Band and Chorus is offered at both the Junior High and Senior High level, with some extra-curricular activity involved. Junior high general music is required for seventh and eighth graders. All other music classes are electives. Credit and grades are given for each class. Private and small group instruction is also offered to students at no cost.

## **G. Activities Transportation**

All teams attending a contest of any kind shall be accompanied by their sponsor, coach, or other faculty member designated to supervise. Athletic trips are made by school vehicle if at all possible. Therefore, all team members must travel with the team. Parents/guardians may transport only their student home from a contest or performance with clearance from the head coach, sponsor, or Principal.

## **H. Sportsmanship and School Spirit**

1. The students of the Bennington Schools are consistently judged by the general public for moral and ethical conduct during school activities and for the control of their personal lives. Such judgments also reflect on the training received in the school, home, church, and community. Indeed, we want the public to praise and commend our students for their loyal support of school in all activities, but we also want the same public to be able to admire and extol them when victory is in the shadows of defeat. While no one admires a loss, the manner of its acceptance will create an image of respect, honor, and dignity for all Bennington students.
2. School spirit means loyalty to all functions of the school. A loyal student supports his school and does his utmost to keep his activity standards at the highest possible level. School spirit will mean cheering for our team, not against our opposition. To these goals, all Badgers should be dedicated.

## **I. Athletics**

1. All athletics will be centered in one department under the Director of Activities. It shall be the duty of the director to coordinate all athletics under one program to facilitate unity and cooperation.
2. All boys and girls out for inter-scholastic athletics are required to have a physical examination by a doctor (Article 1-a, Section 9, of the N.S.A.A. rules). Any boy or girl out for athletics must also have his/her parents'/guardians' consent and physical examination before he/she is issued any equipment or permitted to engage in the activity. This consent must be written on the official NSAA form that also includes the insurance information.

## **J. District and State Contests**

1. Only team members or individuals qualifying for district and state contests will be under the direct supervision of the school district.
2. Students wishing to attend district or state contests must have permission from a parent or guardian to leave school. Students that wish to participate in an extra-



curricular activity that afternoon or evening (practice, concert, game, etc.) must attend a minimum of five class periods during the day.

**K. Mounts and Pyramids**

No mounts or pyramids will be allowed during any school-sponsored activity, practice, or contest as dictated by the NSAA guidelines. This rule applies to both cheerleader and spectators.

**XVIII. STUDENT GOVERNMENT**

**A. Election of Class Officers**

**B. Student Senate**

The students of Bennington High School execute their democratic responsibilities as citizens through Student Government. While the purpose of this organization may vary, the members develop leadership, positive attitudes, and practice the responsibilities of good citizenship. The Student Senate aims to promote positive school spirit, assist in school functions, provide a forum of students' expression, build school morale, and promote student involvement. Grades 9 through 12 student senate officers are elected in the spring. All elections will be conducted under Parliamentary Procedure and ballots on all candidates will be used. They will represent their school at Student Senate meetings.

**XIX. ADDENDUM**

Parental/Community Involvement In Schools

It is the policy of this school district to foster and facilitate parental/guardians and community information about, and involvement in, the education of their children. Along these lines:

- A. Reasonable attempts by the district staff will be made to involve parents/guardians and community through frequent open communications, volunteer programs, progress reporting, and through the support of activities, which encourage involvement.
- B. Parents/guardians and other interested citizens are welcome to visit the schools and/or confer with principals and teachers concerning the school's programs. (Children should not be visitors without adults.) Persons seeking to disrupt the educational environment shall face those penalties established by the law, board policies, and administrative rules.
- C. Textbooks, tests, and other curriculum materials used in this school district are, and shall be, available for review at school upon request.
- D. Parents/guardians wishing to attend and monitor courses, assemblies, counseling sessions, and other instructional activities are welcome. Prior approval of and from the proper teacher, counselor, and administrator, is requested.
- E. Testing shall occur in this school district as determined appropriate by district staff to assure proper measurement of educational progress and achievement. Results of such testing are made available to parents/guardians.

- F. The school district will excuse students from testing, surveys, classroom instruction, and other school experiences, upon written parental/guardian request, only under circumstances required by law. The proper teacher and administrator prior to, or as a part of, the granting of any parent/guardian request shall approve a plan for an acceptable alternative.
- G. Parents/guardians and others will be provided access to records of students according to law (e.g., Family Educational Rights & Privacy Act, 20 U.S.C. Section 1232 or Section 79-2,104, R.R.S., et seq.).

## NOTICE OF NONDISCRIMINATION

The Bennington Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Mrs. Whitney Fagan, Director of Student Services, 11620 North 156<sup>th</sup> Street, P.O. Box 309, Bennington, NE 68007 (402) 238-3044 (sihrig@bennps.org).

Employees and Others: Dr. Terry L. Haack, Superintendent, 11620 North 156<sup>th</sup> Street, P.O. Box 309, Bennington, NE 68007 (402) 238-3044 (thaack@bennps.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

The Bennington Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties and others is strictly prohibited and will not be tolerated.

## NONDISCRIMINATION GRIEVANCE PROCEDURES

The following procedures are established in order to assist in the fair resolution of student grievances. A grievance hereunder is a claim by a student that a violation of civil rights legislation has occurred (includes Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975). It is the policy of the Bennington Public Schools that a student may not be discriminated against on the basis of sex, race, national origin, marital status, age, or handicap in admission to school; access to enrollment in courses, access to and use of school facilities; counseling and guidance materials, tests and practices; vocational education; physical education; competitive athletics; graduation requirements; treatment as a married and/or pregnant student; and student rules and regulations. Whenever a grievance occurs, the following procedure will be followed and every effort will be made to secure an appropriate resolution as early as possible.

Additional information concerning the Bennington Public School's policy of nondiscrimination can be obtained from Janice Saunders, 11620 N 156<sup>th</sup> Street, Bennington NE 68007, (402) 238-3044.

**EXPLANATION** - This grievance procedure is not intended to limit the option of the district and a grievant to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons involved.

The grievance procedure is not required if the grievant prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: 1) representation; 2) present witnesses and evidence; 3) confidentiality; 4) review relevant records; and 5) proceed without harassment and/or retaliation.

A grievance may be filed by an individual grievant or by a parent/guardian on behalf of a student grievant except that no grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event that is the subject of the grievance.

Days in this procedure shall refer to days when school is in session. During summer vacation days shall refer to Monday through Friday (excluding federal holidays).

The inclusion of time limits in this procedure is for the purpose of insuring prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be deemed to have been settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

## PROCEDURES

**Level One** - A grievant shall, within ten (10) days after the occurrence of the event that is the subject of the grievance, make an appointment with and discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

**Level Two** - In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it and submit it to the principal or immediate supervisor within five (5) days of the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how such facts results in civil rights discrimination. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

**Level Three** - In the event the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five (5) days thereafter to the Superintendent. The Superintendent will meet with the parties involved. A complete record of this meeting shall be kept and signed by both parties for possible future reference. The Superintendent will respond to the written grievance within five (5) days of the receipt of the written grievance.

**Level Four** - In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the School Board within five (5) days of the receipt of the written response from the Superintendent. The School Board shall consider the grievance at the next regular meeting and issue a written response within five (5) days of the meeting.

## SPECIAL EDUCATION SERVICES

The school district serves approximately 100 students in district special education programs birth to 21 years of age. Young children with disabilities (birth through age three) are served in home-based programs. An early education center serves preschool students with disabilities. School age special education students are served in the least restrictive environment. For further information contact Ms. Sarah Ihrig, Student Service Coordinator at the Bennington Schools Central Office (402-238-3044).

## PERMITTED PRESENCE OF SERVICE ANIMALS

An individual with a disability shall be permitted to be accompanied by his or her service animal in all areas where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. A bona fide trainer of a service animal also has the right to be accompanied by such animal to attend events for which a fee is charged.

Service animals may be excluded from school premises if:

- a. The service animal is out of control and the service animal's handler does not take effective action to control it;
- b. The service animal is not housebroken; or
- c. The presences of the service animal poses a direct threat to the health or safety of others.

## STUDENT FEES POLICY

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2016-2017 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

**Bennington High School**  
**Fee List**

<b>Secondary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
General	Misuse of School Equipment and Property	The Student and Parent/guardian will be Responsible for Replacement Cost. Cost will vary
General Supplies for Classroom	Classroom Supplies, Pens, Pencils, Notebooks and other optional supplies for a minimum of 6 academic classes.	Cost will vary according to number of items purchased.
Physical Education Classes	Appropriate clothing (non-specialized attire) Locks	Tennis shoes, socks, running shorts, and T-shirt. Locks - \$5
Industrial Technology/Art, special projects, science classes	Costs above standard assigned project. Appropriate clothing (non-specialized attire) Goggles – 1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Fees will vary according to the size of student project. Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing; goggles
Family Consumer Science	Cost above standard assigned project	Fees will vary according to the size of student project.
Music-Optional band courses	Musical Instruments	Musical Instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by all students
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at the rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
All Curriculum Areas	Field Trips Meals	Sack lunches will be provided for all students at no cost. If student and parent/guardian choose other arrangements they will be responsible for cost. Costs will vary
Post-Secondary education classes	Tuition and fees for college courses taken for credit	None – any post-secondary education costs are to be paid directly by students enrolled.
School Meals		Breakfast - \$1.55 Lunch - \$2.60

		Milk - \$0.45 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
End of the year: lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost or ruined books are charged the replacement cost up to \$100.
College entrance tests and preparation	Prep program and tests	Costs of college entrance tests prep courses are determined by the testing companies.
Summer school courses	Classes offered during the summer or at night	Drivers education classes are determined by ESU#3 - \$350 Summer school - \$100 per class
Yearbook - optional	School Book	Not to exceed \$60
Parking Lot	Unauthorized parking	\$5 fine and/or towed vehicle or loss of parking privileges
All Curriculum Areas	Textbook Damage or loss	Cost will vary and a schedule of costs is included in Student Handbook.

<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Admission	Spectator fees for admission to events	Students may purchase an activity card for \$35 per year. District and State events hosted by the school: cost to be set by NSAA not to exceed \$20.00.
Physicals	NSAA required athletic physicals	Cost varies – payable directly from student/parent to physician.
Football	Shoes and other optional attire	Costs will vary
Volleyball	Shoes and other optional attire	Costs will vary
Softball	Shoes, Gloves and other optional attire	Costs will vary
Baseball	Shoes, Gloves and other optional attire	Costs will vary

Cross Country	Shoes and other optional attire	Costs will vary
Boys' and Girls' Basketball	Shoes and other optional attire	Costs will vary
Wrestling	Shoes and other optional attire	Costs will vary
Boys' and Girls' Track	Shoes and other optional attire	Costs will vary
Boys' and Girls' Golf	Shoes, Clubs, Balls and other optional attire	Costs will vary
Boys' and Girls' Soccer	Shoes and other optional attire	Costs will vary
All Athletic Activities	Medically Prescribed and other optional braces	Cost will vary
Instrumental Music	Reeds and other consumables	Costs will vary according to instrument
Instrumental Music	Instrument and other optional equipment	Costs will vary
Vocal Music	Students in Varsity Choir will be required to pay a fee for the use of Choir Robes; Shoes and Show Choir Outfit	Costs will vary
Cheerleaders	Uniform and other optional attire	Costs will vary
Dance Team	Performance Outfit, Shoes and other optional attire	Costs will vary
National Honor Society	State and national dues and activities	Currently no dues required.
Student council	State and national dues and activities	Currently no dues required
FBLA	State and national dues and activities	Costs will vary due to membership & activity.
Foreign Language Clubs	State and national dues and activities	Currently no dues required
Skills USA	State and national dues and activities	Costs will vary due to membership & activity.
All Activities	Camps or other optional activities outside of the school year.	Costs will vary according to activity.
All Activities	Meal Costs for Overnight Events	The School will provide per meal stipend. If students choose meals beyond the stipend, they will be responsible for additional costs.
Camps and clinics	Registration and other costs of camps and clinics	Students are responsible for costs and equipment
Marching Band/Musical groups	Equipment and attire	Students will be responsible for possible uniform rental and cleaning fee up to \$50
<b>Social &amp; Recognition Activities</b>		

Class dues	Jr. Class	\$45
School dances	Prom and Homecoming	Not to exceed \$15 per dance
Musical and Play	Admission to events	Not to exceed \$15 per performance.
Picture packets	Optional – pictures are taken for the school yearbook	Students may purchase packets as desired and pay directly to the photo company
Senior recognition assessment	Optional graduation activities (senior picture and dvd)	Not to exceed \$20
Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extra-curricular activity. The maximum cost of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.
Reproduction of Records	Video Redacted	Costs will vary due to requests.

THE NO CHILD LEFT BEHIND ACT OF 2001

NOTICE CONCERNING STAFF QUALIFICATIONS FOR TITLE I TEACHERS

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, Bennington Public Schools 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 in your child's school building. The information will be provided to you in a timely manner. Finally, Bennington Public Schools 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.



## NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The No Child Left Behind Act of 2001 requires Bennington Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents/guardians and secondary students have the right to request that Bennington Public Schools 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/guardian consent. Bennington Public Schools will comply with any such request.

### **XX. ACCEPTABLE USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET**

**606.06**

We are pleased to offer the staff and students of the Bennington Public Schools access to the district computer network, including electronic mail ("e-mail") and the Internet. To gain access to electronic mail (e-mail) and the internet, all staff must sign and return the "Staff Agreement" form to the central office. Likewise, to gain access to e-mail and the Internet, all students attending the Bennington Public Schools must sign a "Student Agreement", and their parents must sign a "Parents Agreement", which will be kept on file.

Access to e-mail and the Internet will enable staff and students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with Internet users throughout the world. Students and parents should be warned that some material accessible by 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 students should follow when using media and information resources. To that end, the Bennington Public Schools support and respect each family's right to decide whether or not to apply for access.

#### **A. E-Mail and Internet Rules:**

##### **1. General Rules**

- (a) The e-mail and Internet networks are provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access to e-mail and the Internet is a privilege, not a right.
- (b) Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with district standards and will honor the agreements they have signed. Beyond clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
- (c) Network storage areas shall 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 or any information stored or otherwise retained
- (d) Users should not expect, and the district does not warrant, that files stored on district servers will always be private.

- (e) The district will not be liable for purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

## 2. Policy for Acceptable Use of Computers and Networks

The following policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

- (a) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, information, files, programs or disks.
- (b) Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members.)
- (c) Users shall not use or try to discover another user's password.
- (d) Users shall not use Bennington Public Schools computers or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (e) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- (f) Users shall not copy, change, or transfer any software or documentation provided by the Bennington Public School District, teachers, or other students without permission from the network administrators.
- (g) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- (h) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images.
- (i) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

## 3. Penalties for Violation of Rules

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent enhancing services.

Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of the Bennington Public Schools concerning the use of computers and networks may result in disciplinary action up to, and including, suspension and/or expulsion of students and suspension, termination, non-renewal or cancellation of the contract of an administrator, teacher or other school employee.

4. Use of Computer Access to Telecommunications Resources is a Privilege and Not a Right.

Violations of the policies and procedures of the Bennington Public Schools concerning the use of computers and networks will result in disciplinary actions being taken against individual administrators, faculty, staff and/or students who are in violation of said rules. Disciplinary action may include loss of access, in addition to other disciplinary or legal action.

B. Staff, Student and Parent Agreements.

The Administrators, Faculty and Staff Agreement, Students Agreement and Parents Agreement, in the forms attached hereto as Appendix "1", Appendix "2", and Appendix "3" respectively, are incorporated herein by this reference.

## XXI. 1:1 INITIATIVE

### A. Introduction

Bennington Public Schools is proud to offer our students in seventh and eighth grades Chromebooks for use at school and at home. The 1:1 Learning Initiative, which provides mobile computing and wireless technology to all students in these grades, has been designed to provide students with the skills and tools they need in school and for lifelong learning and success.

### B. Computer Specifications

All students are issued one Chromebook, one Chromebook power supply, and one protective laptop sleeve. The laptop and the power adapter have been assigned serial numbers and asset tags by the District.

Please note that these devices require a Wi-Fi connection in order to be able to access the Internet. Chromebooks have limited offline functionality, but the full power of the device will be realized with an Internet connection.

### C. Laptop Take-home Privileges

While all students will be issued a laptop for use at school, it will be up to individual families to decide whether or not they would like their students to bring their laptops home at the end of the school day. Before take-home privileges will be granted, parents/guardians and students must attend an orientation. At this orientation, parents/guardians may pay the cooperative loss fee and sign all the necessary agreements. Parents/guardians who do not attend the orientation will be required to receive a certificate of completion of a district-assigned 30-minute e-learning module before take-home privileges will be assigned.

The laptop, power supply, and sleeve will all be collected at the end of the academic year or upon termination of the student's enrollment for maintenance, cleaning, and repair.

Any laptops not returned when requested will be reported to local law enforcement as stolen property.

### D. Fees and Cooperative Loss Agreement

Families who would like to have take-home privileges for their students' Chromebooks may pay an annual, non-refundable fee of \$20. This fee provides for an 80% discount on up to 4 repairs that must be conducted on the student's Chromebook during the school year.

*After 4 repairs in one school year, families will be responsible for 100% of the repair cost.* Families who choose not to participate in the cooperative loss program will be responsible for the full cost of the repair each time.

With or without the cooperative loss agreement, damage that results in a complete loss of the Chromebook will result in a damage bill for the full replacement cost of the device.

The following table lists the costs for each event. Note that parts availability and pricing is subject to change. The information provided is accurate as of the most recent edition of this handbook.

Damage Type	With Cooperative Loss	Without Cooperative Loss
Broken Screen	\$5	\$40
Broken Chassis	\$20	\$100
Lost/broken Power Supply	\$5	\$40

Keyboard Replacement	\$20	\$100
Total Loss	\$200	\$200

Repairs due to defects in workmanship or warranty service will be facilitated by the Technology Department.

## **E. Laptop Use at School**

### **1. General**

Laptops are intended to be used at school every day. Students are responsible for bringing their laptops to every class unless specifically advised by teachers not to bring them.

Laptops must be brought to school fully charged every day. Only use the provided charger to charge your laptop.

Students must comply with individual classroom teachers' rules.

No laptops will be allowed in the locker rooms at any time.

Laptops will not be permitted at the tables during lunch.

### **2. Laptop Software, Apps, and Settings**

The presence of inappropriate material including (but not limited to) guns and weapons-related content, pornographic content, alcohol-, drug-, or gang-related symbols or pictures, or any other material deemed unacceptable by the school administration on the laptop or in the student's online storage will result in disciplinary action (see Computer Violations) and, where appropriate, referral to law enforcement.

### **3. Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. All students are advised to acquire headphones or earbuds. All Chromebooks are equipped with a standard 3.5mm headphone jack similar to what is found in most portable devices and cell phones.

### **4. Printing**

Students will not be granted access to printers with their Chromebooks.

### **5. Lunch**

Students will not be permitted to use their Chromebooks during lunch.

### **6. Extracurricular Activities**

Students will be allowed to take their laptops to extracurricular events at the discretion of the coach/sponsor.

If students bring their Chromebooks to an event, students and parents/guardians assume full responsibility for any loss, damage, or theft that may occur during the event.

## **F. Laptop Care**

### **1. General**

No food or drink is allowed next to your laptop.

Students may not carry the laptop with the screen open.

Under no circumstances should laptops or other technology be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, common areas, unlocked classrooms or lockers, bathrooms, busses, cars, and hallways. Any computers left in these areas are in danger of being lost or stolen.

Students are not permitted to write, draw, or place stickers or labels on the laptop.

The laptop must be transported to and from school in the district-provided sleeve or in a student-purchased bag or sleeve approved by the district.

Students may install covers or cases on their laptops as long as the cases are removable and do not cause physical damage to the Chromebook.

Students should not under any circumstances repair, alter, or make changes to their laptops. When students encounter a problem, they or a teacher should contact the Technology Help Desk.

Loaner laptops will be made available for students whose laptops are awaiting repair by the Technology Department. Students will be expected to return the loaner laptop by the end of the school day.

Student laptops will be labeled in the manner specified by the school district. Under no circumstances are students to modify, remove, or destroy these labels and markings.

### **2. Display Care**

The laptop display can be damaged if subjected to rough treatment. The display is particularly vulnerable to damage from excessive pressure.

- Do not lean on the lid of your Chromebook when it is closed.
- Do not place anything in the laptop bag that will press against the case.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pencils, pens, fingers, or headphones).
- Do not place your Chromebook in your backpack.

## F. Misbehaviors and Consequences

### 1. Computer Violations

Bennington Public Schools has a zero tolerance policy on computer violations. Students who are not responsible users of technology will receive the following consequences:

- First Offense – Detention
- Second Offense –
- Third Offense – Required attendance at Saturday Digital Citizenship class, take-home privileges revoked until the class is attended and passed.
- Fourth Offense – Determined by Administration

### 2. Forgotten or Uncharged Laptops

Teachers will expect that students come to school ready to learn and with their laptops in appropriate working order (charged, undamaged, and fully functioning). Students who forget to bring or charge their laptops will receive consequences at the teacher's discretion.

Unsupervised laptops will be confiscated by the staff and taken to the administrative office. Disciplinary action will be taken for leaving a laptop unattended.

#### 1. IT Controls

The Technology Department has the right at any time to access student computers, add or remove software, change settings, and/or remove local data on the Chromebook. It is up to students to make sure their data is safely stored.

## G. Family Computing Tips

Computers are a resource tool. Bennington Public Schools strives to provide students with the skills and tools needed to support lifelong learning and success. While it is great to have your children learn to use the latest technology, spending too much time with video games and surfing the web can be unproductive. Due to federal regulations, Bennington Public Schools will filter and document usage on District-owned equipment at all times. Measures have been put in place to limit student access to harmful or inappropriate material both on and off school grounds. **No technology measure is perfect or will serve as an adequate substitute for parent/guardian involvement, communication, and supervision.** It is the responsibility of parents and guardians to supervise, manage, and monitor their children while they are not at school.

Parents and guardians should communicate with their children and set computer limits. Here are some examples:

- I will not give out personal information such as my address, phone number, parents' or guardians' work addresses/phone numbers, or the name and location of my school without parent or guardian permission.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. I will report mean or uncomfortable messages to a trusted adult or teacher.
- I will talk with my children so that we can set up rules for going online. We will decide on the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit.
- Limit the hours during the day that your child is on the computer.

One of the District's goals with this initiative is to provide equitable technology access to families. Family members of the student with a school-issued laptop are permitted to use the laptop to check the school website, child's grades, etc. The student's use for school work should take priority over other family use. All users of the student's Chromebook are required to follow the policies and procedures outlined in this handbook as well as the District's Acceptable Use of Computers and Internet Policy.

When students are off-campus, a Wi-Fi Internet connection should be made available to enable access to all learning materials made available through the District. It is possible to complete some tasks (composing documents, creating spreadsheets and presentations, using offline apps) without an Internet connection. The District can provide contacts in the community to help qualifying families subscribe to affordable Internet services.