

# **Bridgeport Jr. High High School**

**2011-2012**

## **Parent/Student Handbook**



## **Home of the Bulldogs**

**BRIDGEPORT PUBLIC SCHOOLS  
PO BOX 430  
BRIDGEPORT, NE 69336  
Phone: (308) 262-0346**

**[www.bridgeportschools.org](http://www.bridgeportschools.org)**

**Dave Miller, Superintendent  
Matt Asche, Principal  
Mary DeCora, Secretary**

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## **Notice of Nondiscrimination**

Bridgeport Public School does not discriminate on the basis of race, color, national origin, sex, disability, marital status, or age in admission or access to, or treatment of employment in its programs or activities.

It is the intent of Bridgeport Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Bridgeport Public Schools.

Inquiries regarding grievance procedures or the applications of these policies of nondiscrimination can be obtained by contacting the Bridgeport Public Schools Superintendent, Dave Miller, 800 Q Street, P.O. Box 430, Bridgeport, NE 69336 or 308.262.1470 for Title IX, Title VI, Section 504.

### ***NO-DISCRIMINACION EN PROGRAMAS EDUCATIVOS y ACTIVIDADES***

Es esta la poliza de la Bridgeport Public Schools no discriminacion solore la base o fundamento de raza, origen nacional, creencia, edad, estado civil, sexo o discapacidad en este programa educacional, actividades, o polizas de trabajo requeridas por titulos VI de el ano 1964 Acto Devecho Civil, titulo de el ano 1972 Mejoras de Educacion de la Seccion 504 Acto de Rehabilitacion del ano 1973 y de Nebraska Igual Acto de Oportunidad Educacional.

Cualquier personal quien cree que ella o el puede ser discriminada en negacion a un beneficio, o ser excluido de participacion en cuanquier distrito de programa de educacion o actividad en la base de sexo, raza o obstaculo en violacion de esta poliza puede lamentar tal material usando la adaptacion de queja producida de este distrito tal procedimiento con el provee impulsar y justa solucion de queja cerca de actos de discriminacion.

Preguntas al respecto a complacencia con el titulo IX Seccion 504, titulo VI ode Nebraska Igual Oportunidad en Actos de Educacion tal vez dirigidos de

Dave Miller, 800 Q St., PO Box 430, Bridgeport, NE 69336, 308-262-1470.

## **RECEIPT OF HANDBOOK - INSTRUCTIONS**

Please find the receipt at the end of this handbook. Sign the receipt after you have read this handbook. Detach it from this handbook and send the receipt back to school with your child.

# 2011-2012

## INTRODUCTION

The Primary concern of Bridgeport Jr/Sr High School is to educate students by providing opportunities to obtain basic skills and social amenities necessary to function in society. A relationship involving cooperation, understanding, tolerance, and open communication between interacting groups is desirable to enable students to take their place in society as contributing and respected citizens.

Students are concerned with immediate needs; therefore the school should help them develop a workable value system for the present as well as for the future. Teachers must constantly reeducate themselves, staying attuned to changes and revising methods and procedures to account for those changes. All must strive to those concerned to meet the changing society. The school must provide skills that will equip students to handle those changes while developing to their highest potential. It is the sincere hope of the administration, in preparation of this handbook, that it be used only as a guide with which to better understand our position as educators – a fact which, in turn, will serve to accomplish our primary concern:

**THE BEST POSSIBLE EDUCATION FOR ALL STUDENTS.**

### **BOARD OF EDUCATION**

**Justin Corman - President**

**George Chikos– Vice President**

**Dale Nichols–Secretary**

**Kay Anderson - Treasurer**

**Dave Smith– Member**

**Jeff Pohl– Member**

**--SUPERINTENDENT OF SCHOOLS— Mr. Dave Miller**

**--PRINCIPAL— Mr. Matt Asche**

**--GUIDANCE COUNSELOR—Mrs. Pat Hass**

### **Mission Statement**

The mission of Bridgeport Public School is to provide a positive educational environment enabling all students to reach their full potential with the cooperation of parents and community.

### **WE BELIEVE ALL STUDENTS...**

CAN LEARN

ARE GOOD

CAN SUCCEED

NEED PRAISE/LOVE

NEED STUCTURE/DISCIPLINE

SHOULD FEEL SAFE AND BE SAFE AT SCHOOL

ARE SENSITIVE AND HAVE FEELINGS

NEED TO BE CHALLENGED AND ENCOURAGED TO REACH THEIR FULL POTENTIAL

NEED TO KNOW THE LIMITS OF THEIR ABILITY

HAVE DIVERSE NEEDS

HAVE A LIFE OUTSIDE OUR CLASSROOMS  
SHOULD RESPECT FAMILY  
NEED HEALTHY ENVIRONMENTS

## **NEW STUDENTS**

**The parent or legal guardian is required to visit with the school nurse when registering their child(ren) to go over the medical history form. Also, parents of out of state students or incoming seventh grade students need to pick up physical examination forms and vision screening forms from the school nurse.**

## **JUNIOR AND SENIOR HIGH BELL SCHEDULE**

1 <sup>st</sup> period.....8:10 – 9:02	Lunch B..... 12:13 – 12:43
2 <sup>nd</sup> period..... 9:05 – 9:55	6 <sup>th</sup> period..... 12:45 – 1:35
3 <sup>rd</sup> period.....9:58 – 10:50	7 <sup>th</sup> period..... 1:38 – 2:30
4 <sup>th</sup> period.....10:53 – 11:45	8 <sup>th</sup> period..... 2:33 – 3:25
Lunch A..... 11:45 – 12:13	

## **CHANGING SCHEDULES OR DROPPING SUBJECTS**

Students are not encouraged to change or drop a subject. Drop and Add will not be allowed at the beginning of the 1<sup>st</sup> semester. But if it becomes necessary, students have **Two(2) DAYS** after the beginning of the 2<sup>nd</sup> semester to change or drop a class. The procedure to change or drop is to contact the principal, obtain written permission from the teacher and then have the approval of your parents!

## **JUNIOR HIGH CLOSED CAMPUS FOR LUNCH –**

Junior High Students will not be allowed to leave campus during the lunch period. They will be required to go to the cafeteria. They may eat hot lunch or bring a sack lunch. All federal regulations to the lunch program must be followed. No candy or pop may be brought in the sack lunch.

## **PREPAID LUNCHESES**

**All students must prepay their lunch account. If their account falls below \$ 0, they will not be allowed to purchase a meal.**

## **School Breakfast Program**

- The cost for student breakfast per meal is **\$1.15** (Grades K-12).
- The cost for adult breakfast per meal is **\$1.60**.
- Breakfast begins at 7:40 AM; students need to finish eating by 7:55 AM. Students will not be served past 7:55 AM.

## **School Lunch Program**

- The cost for student lunch per meal is **\$2.05** (Grades K-6), **\$2.30** (Grades 7-12).
- The cost for adult lunch per meal is **\$3.20**.
- The cost for extra milk is **\$.40**.

- The cost for extra entrée is **\$1.45**.
- All students can have extra servings of canned fruit, fresh fruit, vegetables, and bread from the Fruit and Vegetable Bar at no charge.

Children have the opportunity to eat school lunch, bring a sack lunch and purchase milk, or go home for lunch. Please do not send soda pop in your child's lunch. If you plan on eating lunch at school with your child, please let the office know in advance. The cost for an adult meal is \$3.20, which can be paid in the office or at the cashier in the cafeteria. It is recommended that parents **do not** stay for recess.

The lunch program accounting system is a **prepay system**, which means that you deposit money into your family lunch account, and as your student(s) eat, the meal charge is deducted from your family account balance. Students **may not** charge against their family account if the account has a zero or negative balance. It is necessary to keep money in the family account so your children can continue to purchase against it. When the family account starts to get low, your student(s) may be given a verbal or written notice when he/she goes through the lunch line. If the family account falls to a zero or negative balance, the school will send home a written notice of the account status and the amount owed. You may pay with a credit card in the Elementary office.

## **ACADEMIC REQUIREMENTS**

### **GRADES AND REPORT CARDS**

It is hoped that all students are interested in their grades and will ask their teachers how he or she grades. Some teachers give daily grades, some give unit, chapter, or test grades, or combinations of all. Report cards are issued every nine weeks. With this nine week reporting system you and your parents should be able to chart your progress in a particular course. If your report card is missing a grade, you probably have an incomplete grade, contact your teacher and complete the missing work. After one week, unless there are unusual circumstances, an incomplete grade becomes an automatic failing grade. Midterm reports will be sent to parents and/or guardians. If your student is doing failing work or near failing work, it is advised that a parent-student-teacher conference be held to assist the student in doing passing work.

### **GRADING SCALE FOR JR/SR HIGH SCHOOLS**

94-100	-	A	86-93	-	B
78-85	-	C	70-77	-	D
69 or Below		F			

P = Passing, S=Satisfactory, I = Incomplete

### **HONOR ROLL**

Senior High honor roll will be figured on all classes except those receiving a letter grade- Art, weights, P.E., vocal and instrumental music. GPA and class rank will not use courses receiving a letter grade.

Honors: 3.00 – 3.44

High Honors: 3.45 – 4.00

Junior High Honor Roll will be figured on all classes. Honors: No grade below a B.  
High Honors: All A's.

### **GRADUATION REQUIREMENTS—Board Policy #611.07**

It is the philosophy of the Bridgeport Public School District #63 that the school's academic program should provide students with certain direction towards a high school diploma.

## A. DIPLOMA REQUIREMENTS

To be eligible for a diploma from the Bridgeport Public Schools, a student must have completed eight semesters of full-time high school attendance with the final semester as a full-time student at Bridgeport High School, with the exception of a 5<sup>th</sup> year senior who needs to complete credit hours. Upon satisfactory completion of a minimum of 240 credits of instruction, eligible students are considered to have met the graduation requirements of the district and are awarded a diploma. These credits include those required by Nebraska State School Law and by the District. Students eligible for special education services successfully completing the requirements for their Individual Educational Plan (IEP) will be awarded a diploma, but may be permitted to attend school after completion of the graduation requirements and before awarding a diploma when extension of school services is specified in their IEP.

## B. CURRICULUM REQUIREMENTS

The Board shall direct what courses of studies shall be taught. The curriculum shall be in keeping with the philosophy of the Board of Education, and shall meet all requirements as specified by Nebraska School Law.

The curriculum requirements are set forth by the Board of Education to provide students with an academic background deserving of a high school diploma. Students must enroll in and complete seven (7) courses each year, except those accepted for office aides, in addition to meeting the specific course requirements listed below:

1. Forty credit hours of language arts with course content that includes composition, verbal communication, literature, research skills, and technical reading and writing. English 9, 10, 11, and 12.
2. Thirty credit hours of mathematics with course content that includes algebraic, geometric, data analysis, and probability concepts.
3. Thirty credit hours of science with course content that includes biological, earth/space, and physical science concepts with corresponding science inquiry skills and laboratory experience.
4. Thirty credit hours of social studies/history with course content that includes civics/government, geography, United States and world history, and economic concepts.
5. Thirty credits in career education courses-ten credits in computer applications (keyboarding), and twenty other credits in business, home economics, industrial, journalism, and/or additional computer courses.
6. Ten Credits in Fine Arts – Art, Band, Chorus or foreign language
7. Ten Credits in Physical Education or Weights

Credits can be earned only after fulfilling the course work and time requirements. No fraction of class hours can be given after six days for students entering or leaving a class, unless the student is entering or leaving the school district.

## C. PROMOTION BY CLASSES

A student's classification is determined by the number of credits earned. To keep up with his/her class a student must have at least the number of credits listed in the table below:

<b>CLASSIFICATION</b>	<b>BEGINNING OF 1<sup>ST</sup> SEMESTER</b>	<b>BEGINNING OF 2<sup>ND</sup> SEMESTER</b>
<b>Sophomores (10<sup>th</sup>)</b>	<b>60 Credits</b>	<b>90 Credits</b>
<b>Junior (11<sup>th</sup>)</b>	<b>120 Credits</b>	<b>150 Credits</b>
<b>Senior (12<sup>th</sup>)</b>	<b>180 Credits</b>	<b>205 Credits</b>

NOTE: Ten Credits are earned by successfully completing a 36-week course, or five credits for an 18-week course, meeting one period each day, five days a week.

**D. CORRESPONDENCE, EVENING, AND SUMMER SCHOOL**

Under special circumstances up to forty credits towards graduation will be accepted, from approved evening or correspondence study bureaus whose sponsoring universities or colleges are members of one of the regional accrediting bodies. In all cases, prior approval must be obtained from the High School Principal to take correspondence or evening school courses for credit. Correspondence study and evening school information are available in the Guidance Office.

Two full-time summer sessions at an accredited high school may be counted as the equivalent of a semester of attendance provided twenty (20) or more credits are earned.

**E. PREGNANT STUDENTS/STUDENTS WITH CHILDREN**

The Board encourages pregnant students and students with children to continue to attend the education program as long as they are physically able to do so. The pregnant student or student with children may need special considerations for medical or psychological reasons. If these students provide the Principal with written verification from a doctor, special considerations may be approved by the Board for graduation requirements. These students will be required to resume classes upon the recommendation or clearance from their doctor. Work permits or absences for other than medical or psychological reasons will not be considered.

**F. PARTICIPATION IN COMMENCEMENT EXERCISES**

In order to be eligible to participate in commencement exercises at Bridgeport High School students must be receiving a Bridgeport High School Diploma. Students participating in commencement exercises at Bridgeport High School are required to wear mortar boards and gowns consistent with the wishes of the senior class.

**G. All students expelled from the Bridgeport Public Schools shall be restricted from all school activities including graduation exercises during the course of the expulsion, as stated in District Policy #505.04**

**H. Any exception to this policy must have prior board approval.**

Adopted: August, 1982  
 Last Amended: July, 2006  
 Last Reviewed: June, 2007  
 School District #63  
 Bridgeport, NE

## **GUIDANCE AND COUNSELING**

It is the duty of the guidance counselor to assist students with their problems-occupational, educational or emotional-both present and future.

The freshman year is not too early to begin thinking about your future. In this way you can work toward a definite goal throughout your four years at B.H.S.

If you should ever have a problem of any type, such as difficulty with classes, adjusting to high school, questions about various procedures, after high school, problem with a friend, or etc. contact your guidance counselor.

## **JUNIOR HIGH RETENTION**

The Junior High teachers and Principal will determine if certain students are to be automatically retained. Other 7<sup>th</sup> and 8<sup>th</sup> grade students who receive a failing year average grade in two or more of the "major" subjects, Science, History, Math, English, will be required to attend and successfully complete a remedial summer program. Failure to attend and successfully complete the summer program will cause that student to repeat his last grade – the student will be retained!

Students receiving failing semester grades in more than two core subjects will be reviewed by the Junior High Staff and retention will be probable. Grades received in exploratory classes as well as individual equivalency results from the most recent test scores, will be considered strongly in the decision to retain or pass the student.

## **--ELIGIBILITY REQUIREMENTS--**

### **INTERSCHOOL COMPETITION 506.01a**

All students are encouraged to participate in school activities. Whether participating on teams or as individuals, representing the Bridgeport Public School District is an honor. Any student representing the Bridgeport Public School District in competitive activities must meet the coaches' or sponsors' participation requirements in addition to academic requirements set by the Board of Education. Regardless of a student's ability in an activity, that student must meet or exceed the following activities; (i.e. all athletic activities, cheerleading, debate-forensics, music and drama contests, etc.):

1. Students leaving school to participate in an activity must make arrangements with their teacher(s) to make up the assigned work in advance (prior to leaving), or to have it completed upon return to school. Failure to make satisfactory arrangements prior to leaving school will result in the student being unable to participate in the activity.
2. A student must be in attendance the entire day in order to be eligible to practice or participate in an activity. The only exceptions are medical and family emergencies. All exceptions must be approved by the Activities Director or Principal.
3. To be eligible, the student must be continuously enrolled in at least twenty credit hours of instruction per semester at the school the student represents in interscholastic competition.
4. A student shall have credit on the school records for twenty credit hours of schoolwork for the immediate preceding semester. The term "preceding semester" means the semester immediately preceding the semester in which the student wishes to participate in activities.
5. The preceding semester rule does not apply to students that are entering high school for the first time and have not competed or participated with a high school team.

6. Opportunity to Fulfill Scholastic Deficiency: A student who does not earn twenty credit hours during the spring semester may make up credits not to exceed ten credit hours during the summer in an accredited program. Such work must be completed and the grades recorded on the school records prior to September 1 or the opening day of school whichever comes first, in order for that student to be eligible for varsity interscholastic participation during the fall semester.
7. If incomplete grades are the determining factor in whether a student has the required number of credit hours the preceding semester, the student remains ineligible until the incomplete is replaced by passing grades and the incomplete grades are on the records of the school.

### **ELIGIBILITY REQUIREMENTS OF NSAA**

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. If you do not understand a summary of these rules listed below, or you need an explanation of other requirements, consult the high school principal or athletic director.

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance in accordance with the school's attendance policy.
3. Student must be enrolled in some high school on or before the 11<sup>th</sup> day of the current year.
4. Student is ineligible if 19 years of age before September 1 of current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport that are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins August 17, 2011, and ends with the state meets in the fall sports. The winter sports season begins November 16, 2011, and ends with the state meets in the winter sports. The spring sports season begins March 1, 2012, and ends with the state meets in the spring sports.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school student.
11. A student shall be ineligible for ninety school days to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in a district.)
12. A student is ineligible if his/her parents have changed their domicile to another school district and the student has remained in former school which is in a different school district. (Exception: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if the parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)

13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parents have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

### **7-12 Eligibility(Week by week)**

**An eligibility list will be compiled weekly. Beginning with the second Monday of the semester, each Monday a grade report will be run on all students. The report will identify any student who has a failing grade for the current nine weeks grading period. If a student is failing in two courses for two weeks in a row, he/she will be ineligible to compete, perform or participate for the next seven calendar days beginning with the Monday on which the eligibility list was compiled. This includes all extracurricular activities, king/queen royalty selections, school dances/prom, trips, and musical performances.**

### **RESTRICTION OF EXTRA-CURRICULAR ACTIVITIES**

The principal or other administrative personnel (hereinafter "principal") may take action regarding student behavior other than those specifically provided in the Student discipline Act (Sec. 79-4, 169 to Sec. 79-4, 205. 2 R.R.S. 1943), which is reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such action includes restriction of extracurricular activity. Before such restriction of extracurricular activity shall take place, the principal shall make an investigation of the alleged conduct or violations of rules or standards of behavior and determine that such restriction of extracurricular activity is necessary to aid the student, further school purposes or prevent interference with the educational process. Before such restriction of extracurricular activity shall take effect, the student shall be given oral or written notice of the charge against him/her, an explanation of the evidence the principal has, and an opportunity to present his/her version. Within 24 hours of such restriction of extracurricular activity, the principal shall send a written statement to the student and his/her parent or guardian describing the student's conduct, misconduct or violation of rules or standards and the reason for the action taken.

Following are the rules and regulations outlining the school's expectations for students participating in extracurricular activities or planning to participate.

#### **A. Tobacco, Alcoholic Beverages, Drugs, Controlled Substances and Criminal Offenses**

1. First Violation – Any Bridgeport Public School student charged with criminal offenses, determined to have used or possessed tobacco, alcoholic beverages, drugs, or controlled substances, or who accepts a diversion program in lieu of charges being filed, has two (2) options.
  - a. If the student reports such violation to school officials (coach, principal, superintendent, athletic director, or teacher) within forty-eight (48) hours of the violation, they will not be allowed to participate in their activities for 10 school days and minimum of 25% of the scheduled contests for the entire season (A contest is a game, tournament, triangular, etc. as it is listed on the schedule). If necessary, this will be carried over to

the next season of participation. Any partial games will be rounded up. The student will be required to participate in or attend all practice sessions during the time of suspension and may also be required to attend their scheduled activity if it does not require missing class time. If the restrictions that are imposed are not followed, the student will have the same penalty as a student that does not report.

- b. In the event the student fails to report such violation and it is later learned through an investigation that the violation took place, the student will be subject to the second violation enforcement.

Students who are not participants in school activities, at the time of the violation, will serve their suspension during the next activity that they participate in. Restrictions from activities will be concurrent with other disciplinary action that may be taken by the school. Each head coach may require their student/athletes to do extra work to maintain their status on the team.

Students who do not participate in any school activities will not be allowed to attend any school sponsored activities during the time in which the suspension is in force.

**Violations Occurring on School Property-If such violation is committed at school or while attending a school sponsored activity, the student will be disciplined according to school suspension policy. The student will not be allowed to attend any school sponsored activity during the time in which the suspension is in force. On the first offense during their high school career, the student will be ineligible to compete or participate in any activity for a period of 90 school days. On the second offense during their high school career, the student will be ineligible to compete or participate in any activity for the remainder of the school year.**

2. **Second Violation** – A second violation (or failure to self-report the first violation) of the rules and regulation pertaining to the restriction of extracurricular activities occurs the student has two (2) options:
  - a. If the student reports such violation to school officials (coach, principal, superintendent, athletic director, or teacher) within forty-eight (48) hours of the violation, they will not be allowed to participate in their activities for 30 school days and a minimum of 50% of the scheduled contests for the entire season (A contest is a game, tournament, triangular, etc. as it is listed on the schedule). If necessary, this will be carried over to the next season of participation. Any partial games will be rounded up. The student will be required to participate in or attend all practice sessions during the time of suspension and may also be required to attend their scheduled activity if it does not require missing class time. If the restrictions that are imposed are not followed, the student will have the same penalty as a student that does not report.
  - b. In the event the student fails to report such violation and it is later learned through an investigation that the violation took place, the student will be subject to the third violation enforcement.
3. **Third Violation** – A third violation (or failure to self-report the second violation) of the rules and regulations pertaining to the restriction of the extracurricular activities shall result in a student being ineligible to compete or participate in any extracurricular activities for the remainder of the school year.
4. **Activities Covered**-All NSAA sponsored contests, competitions, and events shall be included under these rules and regulations, including, but not limited, to the following: athletic, music, science and

quiz bowl, and speech contests, events and competitions. Cheerleaders will be subject to these same rules and regulations. Cheerleading seasons are fall(football and volleyball) and winter( basketball, wrestling, 1-acts and speech).

**School-sponsored dances will be included under these rules and regulations.**

5. **Effective Dates**-These rules and regulations shall be in force while attending summer camps and continuously during the entire school year beginning with the NSAA "0" week first practice in the fall and continuing until the end of NSAA sponsored state championships.
6. **Dress**-Students participating in extracurricular activities are expected to dress in a manner which will reflect favorably on themselves, their team, and their school. Proper clothing shall not include plain work jeans, T-shirts, tank tops, etc.
7. **Due Process**-Before any restriction of extracurricular activity shall take place, the principal shall make an investigation of the alleged misconduct or violation of rules or standards of behavior and determine that such restriction of extracurricular activity is necessary to aid the student, further school purposes, or prevent interference with the educational process. In addition, before such restriction of extracurricular activity shall take effect, the students shall be given oral or written notice of the charge against him/her, an explanation of the evidence the principal has, and an opportunity to present his/her version of the facts. Within 24 hours or such additional time as is reasonably necessary following such restriction of extracurricular activity, the principal shall send a written statement to the student and his/her parent or guardian describing the student's conduct, misconduct, or violation of rules or standards and the reason for the action taken.

## **ATHLETIC INJURIES**

1. The coach may use his/her good judgement in handling the common athletic injury that he/she feels can be treated by applying his/her athletic training, first aid and coaching experience.
2. For the more serious injury that results in a visible joint deformity, severe swelling, discoloration, or bleeding, treat with first aid and discontinue participation in that activity. Attempt to contact parents to inform them of the situation and guidance as to how they would like to handle contacting the doctor and/or transporting to the hospital or doctor's office. In an extreme emergency call for an ambulance- try to contact parents or guardians.
8. At the discretion of the coach, for any head, neck or back injury; if any of the following symptoms continue to prevail the athlete should be taken out of play until the parents and doctor are contacted and they consent to allow the athlete to participate. The following symptoms are: temporary amnesia, loss of orientation, mental confusion, dizziness, dull headache, or ringing in the ears.
9. In the event that an athlete needs to seek doctor and/or hospital care, that care may be delayed without parental consent. It is suggested that parents make every effort to be at all athletic events in which their student participates to insure prompt medical attention if needed.

## **WARNING**

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

## **SCHOOL PROVIDED TRANSPORTATION (ACTIVITIES) BOARD POLICY 801.06**

Students who ride to a school sponsored activity by school provided transportation must return on the school provided vehicle. The only exceptions are to be by written parental or guardian request to the Principal prior to the end of the school day on the day before the event for reasons of travel to a destination other than the return trip home with parent or guardian. In cases of injury, illness, or family emergency, the advance request may be waived by the Principal, Athletic Director, or Coach.

No Student will be allowed to drive his/her own vehicle to or from a school-sponsored activity when the school provides transportation for the participant.

### **DRESS CODE**

In order to provide a safe, orderly, and positive learning environment free from disruptive or distracting influences, the following guidelines apply to all students on school grounds and/or student activities. This is not an all inclusive list of excluded items and the administration reserves the right to exclude other items determined to be inappropriate.

1. Clothing that carries derogatory connotations, is obscene or suggestive, or endorse/promise any illegal activity is prohibited. (Example: Big-Johnson T-shirts, Co-Ed Naked apparel, Lucky Pub and Brewery T-shirts, with alcohol, tobacco, or other drug advertisements or logos.)
2. Clothing which is unnecessarily distracting to the learning environment. (Example: cutup jeans, no shoes, mesh shirts with no undergarments, "half-shirts" (no bare midriffs showing), tank tops, "muscle-man" shirts, sleeveless shirts, **LOW CUT TOPS**, hats on in the building during school hours, coats or jackets worn during class without the teacher's permission, short shorts (hem of shorts must reach end of fingertips when standing normally), biking tights/shorts, and Heavy Metal T-shirts and jeans with holes bearing skin.)
3. It is the intent of the school that it be free from the threats or harmful influences of any group that advocates drugs or disruptive behavior. The presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by nature of its color, arrangement, trademark, or any other attribute denotes membership in such groups will not be permitted. Such group-related clothing may vary and may change from year to year; therefore, it is the responsibility of the administration to determine appropriateness of clothing or accessories. (Example: "Homie" T-shirts, sagging pants, chains, beepers, suspenders worn off the shoulders, handheld phones, caps with graffiti written on them, and bandannas.)
4. Coaches and other activity sponsors may have additional expectations for student athletes and other activity participants while traveling or on game/contest days.
5. Clothing that is extremely loose fitting will not be allowed. This includes baggy or sagging pants (the belt line of the pants must be at the waistline), oversized shirts or oversized hoodies. The oversized tops may not extend below the belt line.
6. Coats and jackets must be left in the student's locker and will not be allowed in the classrooms or halls.

### **CONSEQUENCE for violations will be**

1. **Parent Notification, Conference with Principal & Clothing Change**
2. **SAME AS ABOVE and Detention**
3. **Code of Conduct Violation**

# ATTENDANCE POLICY

## SECONDARY 503.04a

WHEREAS, the Mission of Bridgeport Public Schools is: TO PROVIDE A POSITIVE EDUCATIONAL ENVIRONMENT ENABLING ALL STUDENTS TO REACH THEIR FULL POTENTIAL WITH THE COOPERATION OF PARENTS AND COMMUNITY.

Bridgeport Public Schools believes the primary responsibility of attendance rests with the student, although parents are also responsible for instilling this value and promoting good attendance. The administration and faculty of Bridgeport High School see the high correlation between regular attendance and success in school. What happens in the classroom is important. Merely submitting written makeup assignments does not replace time in class for participation, discussions, demonstrations, lectures, audiovisual presentations, field trips, etc. Regular attendance in school is the key to learning, and absence from school is the greatest single cause of lack of achievement.

Our goal is for BHS students to be in class, on time, everyday. Each year employers contact the school for information regarding job applicants. The most frequently asked question is, "What is the student's attendance record?" Businesses simply do not hire people who are not dependable. Regular attendance is as important in the world of work as it is in education.

**Reporting** – Normal school hours are from 7:45 A.M. to 3:45 P.M. Monday through Friday. PARENTS SHOULD CALL THE HIGH SCHOOL OFFICE (262-0346) STARTING AT 8:00 A.M. AND ON THROUGH THE DAY OF YOUR STUDENT'S ABSENCE. A written note will also be required upon the student's return to school explaining the reason for the absence. Students are encouraged to conduct personal business errands outside of school hours.

In the event a student must leave the building during regular school hours, he/she must obtain permission in the office and sign out on the sign-out sheet.

Parents will be invited to meet with school staff whenever a pattern of absences is noticed. **When a student must be absent, it is his/her responsibility to request makeup work from teachers and to meet the due dates.**

### Absences

#### Per class per Semester -- Attendance Pattern Action taken by BHS

- 5 Absences ..... Parent and administrator notification by teacher
- 9 Absences.. . . . . Attendance review with recommendations
- 9 Excused/ unexcused absences..... No credit is given **unless documentation is provided by a health care professional, annotation of attendance at a funeral, or any other pertinent information excusing any absence over 8 absences.**
- 5 truanancies .....Administrator sends Letter to county attorney

### Parent Notification

When 5 absences have been recorded in one class the teacher will: visit with the student regarding how continued absences will negatively affect their grade, notify the parents by sending a letter or calling by phone. Letters will also be sent after the 8<sup>th</sup> absence and a notification letter for a attendance hearing will be sent after the 9<sup>th</sup> absence.

### Attendance Review and Recommendations

When 5 truanancies or 9 absences or 5 tardies have been recorded in one class the student, counselor and an administrator will meet for an attendance review. Absences resulting from extenuating circumstances

will be considered on an individual basis. The following areas will be considered: reason for absences, academic standing, and work habits. Based on the review one or more of the following recommendations may be made:

1. Conference with the student, teacher(s), parent/ guardian, counselor, and an administrator.
2. Decision to drop class at the end of the semester.
3. Offered credit recovery when applicable and available
4. Removed from all classes and allowed to re-enroll in the classes the following semester.

Note: Absences resulting from extenuating circumstances will be considered on an individual basis, and are at the discretion of the attendance review committee.

**Listed below are absences from class not counted against the attendance policy. However, make up of assignments is required.**

1. School sponsored activities: ( *music performance, athletic event* )
2. Required court appearance
3. Out of school suspension
4. In school suspension
5. Administrative excused ( *funeral, Bereavement, 504/IEP meetings, counselor meetings* )
6. Spectator attendance at State Event ( *must check in with administrator* )

Absences due to hospitalization or other verified medical reason will be handled on an individual basis. The Administration will make decisions concerning extenuating circumstances.

### **MAKING UP WORK DUE TO ABSENCE**

Making up work is the responsibility of the student. A student, immediately upon return from any absence, should check with each of his/her teachers about missing assignments, tests, quizzes, etc. Students with prearranged absences are encouraged to complete assignments quizzes or tests prior to the absence. Students have one school day for every day missed from class to make up assignments or tests in that class.

**ONE DAY ABSENCE:** Immediately upon returning to school after the absence, the student must visit with all teachers to turn in assignments due the day of the absence, and ask for assignments given the day of the absence. The student must also make arrangements to take quizzes or tests missed the day of the absence. Teachers (**with guidance from the principal**) may extend the time allowed to turn in assignments or to take tests or quizzes. The minimum time gives students to make up assignments must follow this policy.

**Example:** A student misses a class on Monday. Contact is made by the student with the teacher on Tuesday to turn in assignments due at the beginning of the class Monday (the date of the absence), and ask for assignments or make arrangements to take a test or quiz the following day. Wednesday all assignments, quizzes or tests are completed and turned in, unless a teacher extends the time due to special circumstances.

**MULTIPLE DAY ABSENCES:** Students missing multiple school days are granted one school day for each day missed to make up assignments tests or quizzes. The student is responsible to make contact with the teacher the day of his/her return to school to turn in assignments due the first day of the absence, and obtain a list of work he/she must do to be caught up with the other students in the class.

**Example:** A student is gone for 5 consecutive days and returns to school on Tuesday. On Tuesday the student must visit with all teachers regarding missed assignments, test, or

quizzes. All assignments must be turned in **no later than the end of the day on** Tuesday of the next week. Arrangements must also be made to take quizzes or **tests no later than the end of the day on** Tuesday of the next week. It is important to remember teachers (**with guidance from the principal**) may extend deadlines to help accommodate students' needs resulting from special circumstances **in order to accommodate educational opportunities which are in the best interest of the students.** Students are encouraged to take test or turn in all assignments early if possible. In case of extended illness, when assignments are being sent home or to a hospital through the student's counselor or teacher, the length of time allowed for makeup will be agreed upon by the teachers (**with guidance from the principal**). However, the minimum amount of time for work to be completed may never be shorter than the guideline established in paragraph on in this policy. Since the State (rule 10) establishes the amount of seat time (hours) required for students to receive credit for a class, excessive absences may keep credit from being extended to a student.

### **Tardy Policy**

We expect students to be in class every day, and to arrive on time. These simple habits are the top two skills required by employers. Punctuality is a good work habit! Students who are tardy for a final exam will not be allowed to enter the class and will be required to make up their final exam during the designated make-up time.

Tardy = Not in seat when bell rings

Truant is recorded when student is greater that 20 minutes late to class

### **Pattern of Tardies Action taken by BHS**

3 tardies ..... Student is considered absent for that class

5 tardies .....Teacher notification to administration/ counselor and attendance review with recommendation.

10 tardies.....No credit given

Adopted: July 1995

Last Amended: June 2009

**STUDY HALLS** - Attendance at noon study halls is required. Unexcused absences will be dealt with as truancy.

### **MAKE UP WORK**

Excused absences: one day is allowed for making up work for each day absent, unless assignment was given before the absence.

### **Eighteen Day Rule Regarding Absences (For Jr. High Students Only)**

When eighteen (18) absences have been recorded during the school year, exclusive of participating in school-sponsored activities, the student and his/her parent/guardian will be required to meet with the Attendance Committee. Due process will be followed.

1. Students who exceed this limit will be reviewed by an Attendance Committee to determine if an extension is warranted. The Attendance Committee will be made up of the Principal and two appointed faculty members. Documentation will be required.

2. The parent and/or guardian will be notified when six (**6**) absences have occurred, when ten (**10**) absences have occurred, and then again by Certified mail when fourteen (**14**) absences have occurred.
3. Notification will be sent by Certified mail when the student records his /her eighteenth (**18**) absences.
4. The Attendance Committee will determine whether the student needs to attend summer school for promotion.

## **Excessive Absenteeism**

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike 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.

Excessive Absenteeism is the failure to attend school for the minimum number of days established in the school calendar by the board. Excessive Absenteeism is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment.

The superintendent shall designate an attendance officer. The attendance officer will investigate the report of any child who is unlawfully absent from school. The Principal as initial appointed attendance officer will follow all attendance procedures and inform the Superintendent and County Attorney of continuous absences of students or disregard of attendance policy by students or parents.

If any student has accumulated a total of five *excused and unexcused* absences per quarter or the hourly equivalent of five absences, for a total of 20 absences per school year, the school shall render all services in its power to compel the student's attendance. These services shall include the following:

1. Administrator will send letter to county attorney.
2. A meeting or meetings between the attendance officer or designee, the student's parent/guardian and the student to solve the truancy problem.
3. Educational counseling to explore alternative educational programs to solve the excessive absenteeism problem.
4. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problem.
5. Investigation of the problem by a school social worker or designee to identify conditions contributing to the truancy problem, meeting(s) with the parent/guardian and referrals to appropriate agencies to remedy the conditions.

6. If the problem continues, the attendance officer shall serve written notice to the parent/guardian warning him/her of the need to comply with the compulsory attendance statute of section 79-201. If the violation continues, within one week a report shall be filed with the county attorney as required by law.

Students are subject to disciplinary action for excessive absenteeism including in-school suspension and/or Saturday school. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall, in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

## **DISCIPLINE**

The Bridgeport Board of Education believes that reasonable rules and regulations are necessary to attain a quality education. The Board further believes that every student is to be treated fairly and impartially; that equal treatment is to be afforded all members of the educational system, and that the rights of each individual are to be equally protected.

### **PROGRESSIVE DISCIPLINE PLAN GRADES 7 – 12 FOR BRIDGEPORT PUBLIC SCHOOLS**

**Bridgeport Schools' Mission Statement: The mission of Bridgeport Public Schools is to provide a positive educational environment enabling all students to reach their full potential with the cooperation of parents and community.**

Students have a responsibility to their school, other students, their parents, and themselves to behave and set a good example. Responsibility means the ability to fulfill one's needs and to do so in a way that does not deprive others of the ability to fulfill their needs. If a student, in their pursuit to fulfill their needs, infringes upon the rights of others to do the same, they will receive consequences which may vary from verbal warning to suspension or expulsion. Students suspended will not be allowed to participate or attend any extracurricular activities while in suspension. The activity suspension will begin on the day of the offense, or the day the investigation of the offense was completed. The typical process to be followed for violation(s) of the Code of Conduct will be:

**1<sup>st</sup> Offense** – (1) day of "in school" suspension

**2<sup>nd</sup> Offense** – (3) days of suspension (In school or out of school)

**3<sup>rd</sup> Offense** – (4) days of "out of school" suspension or attendance at Saturday School the following Saturday and (2) days of "out of school" suspension, development and placement on a Remedial Discipline Plan.

**4<sup>th</sup> Offense** – (5) days of "out of school" suspension

**5<sup>th</sup> Offense** – Recommend Expulsion to the Board of Education

The administration reserves the right to move to serious discipline actions when violations occur that warrant serious discipline actions or Board Policies specifically state discipline actions to be taken. (Example – Selling Drugs on school properties will automatically result in Expulsion.)

**The progressive discipline process will start over at the beginning of each semester with the exception of the following:**  
**Any student reaching 3<sup>rd</sup> offense or above during the first semester will be placed disciplined starting at 2<sup>nd</sup> Offense in the second semester.**

## **CODE OF CONDUCT**

The principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity. Suspension or expulsion shall be mandatory for these serious violations in a school building on school property, in school vehicles, or during a school-sponsored activity. These violations include but are not limited to:

1. Willful disobedience or defiance of proper authority.
2. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
3. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury to another person except in self-defense.
5. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Infractions will be reported to law enforcement authorities.
6. Violation of criminal law.
7. Violation of district or building regulations.
8. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using, or possessing a weapon without the authorization of the school or school district, in accordance with state law, and infractions will be reported to law enforcement authorities.
10. Violation of the district's alcohol use/drug abuse policy. Infractions will be reported to law enforcement authorities.
11. Violation of the district's smoking and use of tobacco policy.
12. Throwing objects outside of supervised school activities that can cause bodily injury or damage property.
13. Directing intimidation, using profanity, using vulgar language or obscene gestures toward other students, school personnel, or visitors to the school.
14. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty which includes but is not limited to cheating on a test, stealing a test, plagiarism, unauthorized collaboration with another person in preparing school work, or unauthorized access or modification of any school records.
17. Any sexual harassment including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
18. Behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel.

19. Repeated interference with the school's ability to provide educational opportunities to other students.
20. Repeated incidents of Public Display of Affection.
21. Gang-related behavior which includes gang-identifiable dress, symbols, and/or paraphernalia.
22. Truancy or unexcused absence.
23. Excessive assignments to detention – 5 or more.

These written rules regarding student conduct are not intended to cover all the problems and situations that may occur. Both staff and students must realize that mutual good will, common sense, and fairness are necessary if the school system is to successfully operate within these guidelines. All staff members will be required to document and report any of the above violations to the principal. The Principal or Superintendent will make all final decisions on suspensions.

Each principal or designee shall post a copy of these rules in a prominent place in each school and shall distribute a copy to each student. Copies also shall be available to any patron of the school district upon request.

### **Definition of Defiance**

"Defiance" will be defined as "an act or attitude of challenge or resistance or behavior contrary to instructions from a person in a position of authority."

### **Examples**

Defiance is demonstrated under the following scenarios:

1. A student is directed to perform a specific task or action and refuses or ignores the instruction.
2. A student is ordered by any school personnel to cease a particular action or activity and refuses to do so.
3. A student habitually fails to comply with oral or written directives or instruction.

### **Documentation**

Each and every instance of defiance by a student must be documented by the teacher by the end of the school day and filed in the designated format with the administration. Documentation is essential for any action to be taken by the school administration.

## **STUDENT DISCIPLINE**

### **(Remedial Discipline Plan)**

1. Staff members must refer incidents of disruptive behavior to the principal or designee, who for purposes of these procedures will be called the "disciplinary officer."

School personnel will provide written documentation to the disciplinary officer when a student initiates disruptive behavior in the classroom, on school grounds, in school vehicles, or at school activities or events which is willful and overt and which requires attention of the school official reporting the incident.

The disciplinary officer will confer with the staff member reporting an incident of disruptive behavior. If determined necessary, the disciplinary officer will contact the student's parent/guardian either by telephone or in person to discuss the nature of the incident.

The disciplinary officer will prepare a brief written summary of the incident based on these conferences. The parent/guardian will be given a copy of the summary, which will be placed

in the student's cumulative file. The student and/or guardian may submit a written response to the incident report which will be attached to the written summary.

2. The disciplinary officer will develop a remedial discipline plan for a student when it is determined that the student has been disruptive for the third time in a school year, based on the incident reports on file.

The disciplinary officer at his/her discretion may develop a plan for any student prior to the filing of the third disruptive incident report.

To develop the plan, the disciplinary officer will arrange for a meeting with the student, the student's parent-guardian, any members of the staff whom the officer deems need to attend and community agency personnel working with the student.

The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to cooperatively establish goals, objectives, and time-lines to modify such behavior. A written plan will be prepared which establishes behavior goals and objectives and any other information deemed necessary. It will include the consequences in the event the student is disruptive in violation of the plan.

The plan may be written in the form of a contract, which the student and his parent/guardian will sign and date.

The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student's cumulative file.

3. Disruptive behavior by special education students will be dealt with in accordance with the student's individual education plan (IEP). These procedures for disruptive student behavior apply only to the extent that staff members must file incident reports on disruptive behavior by all students. It will be the responsibility of the disciplinary officer to coordinate these procedures with the special education student's EIP.

4. A student will be declared "habitually disruptive" if he initiates overt and willful misbehavior more than five times during the school year and violates his remedial discipline plan.

The principal will inform the superintendent if a student is disruptive for the fifth time and is in violation of his remedial discipline plan.

District procedures for expulsion will be followed prior to expulsion of a habitually disruptive student.

**ALL SCHOOL RULES ARE SUBJECT TO THE CONSTITUTION AND LAWS OF THE UNITED STATES AND NEBRASKA. DECISIONS REGARDING THE ENFORCEMENT OF THE CODE OF CONDUCT SHALL BE MADE IN ACCORDANCE WITH APPLICABLE GOVERNING LAW.**

The information included in the policy is intended to inform students of inappropriate behavior and its consequences. In most circumstances, this list will be an effective guideline and the order of the offenses and consequences will be appropriate. However, by its very nature, this list cannot be complete and the severity of an infraction may require a consequence more severe than the one indicated on the list. Therefore, the administration will judge each infraction individually. When, in its discretion, the administration determines that the severity of an infraction requires a consequence more or less severe than the one indicated on the list, it may deviate from the list and impose the consequence it deems most appropriate.

## **DETENTION**

Students may be assigned after school detention by any teacher for unacceptable behavior in the classroom and school campus. Teachers will give bus students 24 hours notice in order for the student to make arrangements for transportation home. **(If a bus student drives, the 24 hours is waived).**

Detentions will be served with the teacher. Date, duration of detention, and time of the detention will be set at the teacher's discretion (before school or after school or over the lunch period). Detention will double if the student does not serve at the original time set or make arrangements with teacher. Students failing to appear the second time will be referred to the administration **which will result in a code of conduct violation**.

Students who have multiple detentions from multiple teachers have the responsibility to communicate with the teachers involved to make arrangements with those teachers to make up a detention per day in order to avoid consequences (for appearing to skip the other detentions).

## **OTHER RULES AND REGULATIONS**

Some other rules or regulations on which students and parents should be aware of are:

1. Any student who leaves school prior to dismissal time at the end of the day must receive permission from the office.  
Those students leaving school without notifying the office will be given an unexcused absence.
2. School officials reserve the right to inspect desks, lockers, books and other property assigned to a student.
3. Students are discouraged from bringing valuables and large amounts of money to school. The School will assume no responsibility in case of loss.
4. Books and equipment supplied by the school district must receive reasonable care. Students will be expected to pay for the loss or damage done to a book or any equipment.
5. Freshmen hazing is prohibited!
6. Foods and drinks are to be consumed in the lunchroom only.
7. A school staff person must supervise students in the building prior to 8:00 a.m. and after 3:25 p.m.
8. Hats are not to be worn inside Bridgeport school building during school hours.
- 9. Students will not be allowed to have cell phones during school hours.**  
**1. Warning; 2. Phone confiscated – Parent pick it up; 3. Code of Conduct**
10. Students are not allowed to leave the site of a school activity without permission from the sponsor or coach.

## **1. DRUG/ALCOHOL DISCIPLINARY ACTION AND PROCEDURES**

Any student in the Bridgeport schools who is determined to be in violation of handbook policy relating to the possession, use or sale of alcohol or a controlled substance on school property (as defined in school policy 504.15), at school sanctioned activities or when being transported in vehicles dispatched by the school district shall be disciplined according to the following guidelines:

- A. 1. First Offense (Possession/use).
  - (a.) The student shall be placed on a 19 school-day out-of-school suspension, but shall be given the option of
  - (b.) Having the long-term suspension reduced to a 5-day out-of-school suspension providing he/she undergoes a diagnostic evaluation for substance abuse and follows those recommendations made by a certified Substance abuse evaluator. Cost of evaluation will be borne the student/parent choosing option 'b'. Selecting option 'b'

requires that the student furnish proof of attendance and/or completion of evaluator's recommendations.

- (c.) If a student fails to follow treatment recommendations, he/she shall be required to complete the remainder of the 19-day out-of-school suspension.
- (d.) Prior to re-admission to school the student along with his/her parent(s) or guardians must meet with the Principal and the Guidance Counselor.

**2. Second offence (possession/use).**

The student will be placed on a five-day out-of-school suspension pending a recommendation for expulsion for the remainder of the current semester or school year.

- B. 1. Selling or giving: The student will be placed on a five-day out-of-school suspension pending a recommendation for expulsion for the remainder of the current semester.

Law Enforcement – In the case of illegal possession, use, or sale of alcohol and/or controlled substance, the appropriate law enforcement authorities will be contacted.

Definition – “possession of alcohol or a controlled substance” – a student is in possession if alcohol or a controlled substance is on the student's person or in a location where a student would have access: lockers, desks or vehicles if parked on school property.

Confidentiality – if a student contacts a staff member for help dealing with a drug/alcohol problem the staff member must respect the confidentiality of the student. The staff member must receive permission from the student to contact those persons who may be able to provide assistance. (Possible suspension).

## **STUDENTS –TOBACCO**

The use or possession of tobacco in any form by a student of the Bridgeport Public Schools is prohibited. Students found using or possessing tobacco within school boundaries as defined in school policy 504.15 or at school sponsored activities shall be in violation of school policy. Violation of school policy with reference to tobacco will result in the following action being taken:

- 1. First offense will be a three- (3) day suspension and a conference held with the student, parent and principal.
- 2. Second offense will be a five- (5) day suspension and a conference held with the student, parent and principal.
- 3. Third offense will be a long-term suspension, not to exceed twenty (20) school days or until the next regular school board meeting whereby expulsion for the remainder of the semester will be recommended. (Refer to Policy 505.).

Legal Reference 28-1418 and 1419 – Tobacco: Use by Minors; Sale to Minors.  
Penalty Policy Adopted: September 8, 1980 --School District 63, Bridgeport, NE

## **EMERGENCY EXCLUSION, SUSPENSION OR EXPULSION OF STUDENTS**

### **Board Policy #505.**

This Board policy is adopted to comply with the terms of LB503 passed by the 1976 Legislature of Nebraska. Much of its language is abbreviated from the law. Wherein this policy does not comply with or is in conflict with said LB503, the provisions of LB503 are

incorporated in this policy by reference. The term "this act" if and when used in this policy shall be construed to mean and refer to the terms of LB503.

The Board of Education hereby authorizes:

1. Emergency Exclusion;
2. Short term suspension;
3. Long-term suspension; or
4. Expulsion of any pupil from school for conduct prohibited by law or by the Board's rules of standards.

Rules and standards shall be established by the school officials, by delegation, and authorization of the Board of Education through handbooks and publications.

Rules and standards which from the basis of the above matters are set forth in the buildings' Parent-student handbooks which shall be distributed at least annually at the beginning of each year, and shall be given to new students as they enter the school during the term. Handbooks shall be approved by the Board of Education. A copy of this policy shall be included in the handbooks.

1. **DEFINITIONS:** Board Policy hereby provides for four types of exclusions:
  - (a) Emergency exclusion: Exclusion for an initial period of up to five days for reasons of health, danger to the person or disruptive conduct.
  - (b) Short-term Suspension: Suspension to last from one to five school days.
  - (c) Long-term Suspension: Suspension to last from six to 20 school days.
  - (d) Expulsion: Exclusion from attendance in all school in the system for a period not to exceed the remainder of the semester which it took effect.
2. **EMERGENCY EXCLUSION:** A student may be excluded from school for the following reasons:
  - (a) Dangerous communicable disease
  - (b) Creating a danger to self or others
  - (c) Disrupting others' opportunity to learnThe exclusion may last only as long as a clear factual situation warrants it. It may initially last for up to five school days and the following procedures should be followed:
  - (a) The principal should investigate
  - (b) The student should receive oral or written notice of the charges and the reasons for the exclusion.
  - (c) The student should be told the basis of the evidence used to make the decision.
  - (d) The student should be given an opportunity to present his/her version of the story.
  - (e) Parent should be notified within 24 hours.
  - (f) The principal should try to hold a conference with the parents before or at the time the student returns to school.
3. **SHORT-TERM SUSPENSION:** The principal may suspend a student for as many as five school days for conduct which:
  - (a) Constitute grounds for expulsion under the law.
  - (b) Violated the rules of the board.The following procedure should be followed:
  - (a) The principal should investigate
  - (b) The student should receive oral or written notice of the charges and the reasons for the suspension.
  - (c) The student should be told the basis of the evidence used to make the decision.
  - (d) The student should be given an opportunity to present his/her version of the story.
  - (e) Parents should be notified within 24 hours.

- (f) The principal should try to hold a conference with the parents before or at the time the student returns to school.
4.  **GROUNDS FOR LONG-TERM SUSPENSION OR EXPULSION:** The following conduct constitutes grounds for long-term suspension or expulsion when it occurs on school grounds or during an educational function or event off school grounds. When a student faces a suspension or expulsion due to unlawfully possessing, selling, dispensing or using a controlled substance or alcoholic liquor it is suggested that the principal or guidance counselor offer to assist the parents and student in seeking the help of outside counseling.
- (a) Using violence or threats
  - (b) Willfully damaging property or stealing.
  - (c) Causing or attempting to cause physical injury to a school employee or student.
  - (d) Threatening or intimidating a student to gain money or anything of value.
  - (e) Knowingly possessing or handling a weapon.
  - (f) Unlawfully possessing, selling, dispensing, or using a controlled substance or alcoholic liquor.
  - (g) Engaging in other unlawful activity if it constitutes a danger to other students or interferes with school purposes.
  - (h) Repeatedly violating board rules if each violation constitutes a substantial interference with school purposes.
5.  **NOTICE OF DISCIPLINARY ACTION** (in cases of long-term suspension or expulsion): The principal or other person who decides to discipline a student must file a written charge and summary of the evidence with the superintendent on the date of the decision. Within two school days of the decision to discipline, the school should send written notice by certified mail (no personal delivery) to the student, the student’s parents, or guardian. This notice should contain the following information:
- (a) The rule violated.
  - (b) A summary of the evidence.
  - (c) The recommended penalty and other penalty of which the student may be subject.
  - (d) Notice of the right to hearing upon request.
  - (e) A description of the hearing procedures.
  - (f) A description of the appeal procedures.
  - (g) A statement of the right to:
    - (i) Examine the student’s academic and disciplinary records as well as any affidavits to be used at the hearing.
    - (ii) Know the identity of the witness to appear at the hearing and the substance of their testimony.
  - (h) A form to request a hearing.
6.  **SETTLEMENT NOT PRECLUDED:** The student, student’s parents or guardian may settle the matter with school officials without a hearing prior to having a hearing, and the matter will then be concluded.
7.  **THE PENALTY:** If a hearing is requested within five days as provided by the law, the matter shall be handled by a hearing examiner. The hearing examiner’s report and recommendations shall be reviewed by the superintendent and by the board if appealed. The superintendent and board may change or reduce the penalty, but may not increase it.
8.  **THE HEARING EXAMINER:** The hearing examiner shall:
- (a) Be any person (including any school employee) who:
    - (i) Has not brought the charges.
    - (ii) Will not be a witness.

- (iii) Has no involvement in the charge.
  - (b) Be appointed by the superintendent upon receipt of a written request for a hearing.
  - (c) Give written notice, within two days of being appointed, of the time and place of the hearing.
  - (d) Set the hearing within five days of the request, but may extend this time period for good cause.
  - (e) Not set the hearing on less than two days actual notice to the parties (without their consent).
  - (f) Remain IMPARTIAL.
  - (g) Be available before the hearing to answer questions on the nature and conduct of the hearing.
  - (h) Request legal counsel to be present at the hearing if he deems it advisable. The hearing examiner may be advised by legal counsel in the conduct of the hearing.
  - (i) Exclude the student, if he deems it advisable, at times when the student's psychological evaluation or emotional problems are being discussed.
  - (j) Be in charge of the hearing and exclude disorderly persons.
  - (k) Not be bound by rules of evidence.
  - (l) Ask witnesses to testify at the hearing, in his discretion.
  - (m) Administer an oath to the witnesses.
  - (n) Make reasonable efforts to assist in obtaining the presence of witnesses.
  - (o) Question any witness, in his discretion.
  - (p) Conduct one hearing for a group of students when the facts and charges are substantially the same.
  - (q) Provide separate hearings when a student's rights are substantially prejudiced by a group hearing.
  - (r) File a report of findings and recommendations.
  - (s) Limit the findings and recommendations solely to the evidence presented at the hearing.
  - (t) Explain in the recommendations in terms of needs of the student and the school board.
9. THE HEARING: if such a hearing is requested within said five school days of the students receipt of written notice:
- (a) The superintendent shall appoint a hearing examiner.
  - (b) Within two school days of being appointed, the hearing examiner shall issue written notice of hearing to be held within five school days of the school's receipt of the request.
  - (c) The recommended punishment shall not go into effect. However, a school could exclude a student on an emergency basis or suspend a student for as many as five school days and concurrently initiate procedures for long-term suspension or expulsion.
- If a hearing is not requested within five days of receipt of written notice, the punishment shall go into effect.
- If a hearing is requested after five school days of receipt of written notice but before thirty calendar days, a hearing shall be held and the punishment shall continue in effect pending a final determination.

#### Before the hearing

- (a) Records and statements of witnesses must be made available for examination.
- (b) The principal shall give the hearing examiner statements in affidavit form of persons with information about the student's conduct, but not unless these statements have been made available to the student, the student's parents, guardian or representative prior to the hearing.

- (c) Witnesses may be asked to attend the hearing by the student, the parents, guardian, representative, principal or hearing examiner.
  - (d) Legal counsel for the board may advise the hearing examiner in the conduct of the hearing or act as the principal's designee, but the same person may not serve both functions.
  - (e) The student may bring a representative and that person may be an attorney.
  - (f) The student, parents, guardians, or representative, the principal, the school's legal counsel or the hearing examiner may question witnesses.
  - (g) Witnesses shall give testimony under an oath administered by the hearing examiner.
  - (h) Witnesses shall be present only when giving information.
  - (i) All persons giving evidence shall have the same immunity as a person testifying in a court case.
  - (j) The student may be excluded from the hearing at the discretion of the hearing examiner, when the student's psychological evaluation or emotional problems are being discussed.
  - (k) Students may be given a group hearing when the facts and charges in each of their situations are substantially the same.
  - (l) The school district shall record the hearing at its own expense, (a tape recording will suffice).
10. THE DECISION: The hearing examiners report:
- (a) Will include his findings and recommendations for action.
  - (b) Will explain the recommended action in light of the needs of the student and the school.
  - (c) Must be based on the evidence at the hearing.
  - (d) Shall be reviewed by the superintendent who may change or reduce the penalty but may not increase it.
- The decision of the superintendent and the findings of the hearing examiner shall be communicated to the student, student's parents or guardian by mail or personal delivery and will take effect upon delivery.
11. APPEAL TO THE BOARD OF EDUCATION: The student, student's parents or guardian may appeal the superintendent's determination by written request filed with the secretary of the board or the superintendent within 15 school days following the disciplinary hearing. The appeal shall be made solely on the record of the hearing, except that new evidence may be admitted to avoid substantial threat of unfairness. The hearing board shall:
- (a) Meet on or before the next regularly scheduled meeting of the board of education.
  - (b) Be composed of the board of education or a designated committee of the board consisting of not less than three members.
  - (c) Record any new evidence.
  - (d) Take new evidence if necessary to avoid the threat of substantial unfairness.
  - (e) Withdraw to deliberate privately on the record and any new evidence.
  - (f) Reopen the hearing to receive new evidence if the board deems it necessary.
  - (g) Approve or change the superintendent's decision but it shall not approve a more severe sanction.
  - (h) Notify the student AND the student's parents or guardian of the board's final action by personal delivery or certified mail.
12. APPEAL TO THE DISTRICT COURT: Any aggrieved party may appeal a final decision in a contested case to the district court of the county where the action was taken. The appeal must be filed within 30 days after service of the final decision by the board of education. The record of the case shall consist of:
- (a) The charge.

- (b) The notice.
- (c) The evidence presented.
- (d) The hearing examiner's findings and recommendations.
- (e) The action of the superintendent.
- (f) Any additional evidence.
- (g) Any additional action taken in the case.

**ALL SCHOOL RULES ARE SUBJECT TO THE CONSTITUTION AND LAWS OF THE UNITED STATES AND NEBRASKA. DECISIONS REGARDING THE ENFORCEMENT OF THE CODE OF CONDUCT SHALL BE MADE IN ACCORDANCE WITH APPLICABLE GOVERNING LAW.**

### **GUN FREE SCHOOLS**

The Board Policy is adopted to comply with the provisions of the GUN FREE SCHOOLS ACT of 1994 (20 U.S.C. seg.)

A student who, without permission, is determined to have brought a weapon inside a school building or on school grounds shall be expelled from school for a period of not less than one (1) year. A weapon means a firearm as defined in s921 of Title 19 of the United States Code. The Superintendent of Schools may modify this expulsion requirement on a case by case basis to include insuring compliance with non-discriminatory requirements of Title 7 of the Civil Rights Act of 1994, Title 9 of the Education Amendments of 1972, s504 of the Rehabilitation Act of 1973, and Title 2 of the Americans With Disabilities Act.

In compliance with the Gun Free Schools Act of 1994 (20 U.S.C. 2701 et. Deq.), it shall be the policy of Bridgeport Public Schools to refer to any student who is determined to have brought a weapon inside a school building or on school grounds without permission to local law enforcement officials. A weapon means a firearm as defined in s921 of Title 18 of the United States Code. The procedures set forth in Board Policy #504.11 shall be utilized to enforce this policy.

### **PUBLIC COMPLAINTS**

Attempts to resolve complaints should occur first with the person or persons closest to the problem. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved.

In the event a complaint remains unresolved the complainant should follow the various levels of the chain of command: principal, superintendent, board of education.

Formal complaints which arise from parents or patrons of the district should be initiated in the following manner:

1. All formal complaints concerning a particular school situation shall be submitted in writing to the building principal on the appropriate form.  
They should be as detailed as practical. If the complaining party involved is other than an individual, then the organization or persons represented shall be identified.
2. The school administrator, after he sees the complaint in writing, shall arrange a meeting date, which is mutually convenient to all parties involved. At this time suggestions for resolving the complaint will be discussed.
3. Should the matter remain unresolved to the mutual satisfaction of all parties involved, the complainant may appeal in writing to the Superintendent of Schools.

4. If the complainant is not satisfied with the response of the Superintendent, said party may address a written appeal to the Board of Education through the Secretary of the Board of Education.

All formal complaints shall be in writing and no anonymous correspondence may be considered by the Board of Education.

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

## **STUDENT RIGHTS**

### REQUEST FROM LAW ENFORCEMENT/SOCIAL SERVICE AGENCIES TO VISIT WITH STUDENTS:

- A. The school will cooperate, with law enforcement/social service agency and ask if parents have been notified.
- B. The school will notify parents if it is deemed appropriate to do so. In cases involving suspected parental abuse, the parent will not be notified.
- C. If attempts to contact parents fail, law enforcement/social service agency will be allowed to visit with the student except in cases of suspected parental abuse. The building administrator will visit with the student prior to law enforcement/social service agency contact and offer to sit with the student during the interview to assure the student's rights are protected. (In case absence of building administrator, the school counselor will offer the student the same protection.)
- D. The agency involved will be asked to contact the parent following contact with the student, and the building administrator or his/her representative will contact the parent on behalf of the school except in cases of suspected parental abuse.  
The following regulations will prevail for the purpose of ensuring student's rights and expression of opinion, while at the same time protecting administrative responsibility and duty and the rights of other students and individuals.

1. Due process, as defined in the statutes of the State of Nebraska, will be followed in all situations that may involve emergency exclusions, short or long term suspension, expulsion, or mandatory reassignment. Such due process shall include written notice to the student, parents, and/or guardians of the reasons for the exclusion, and notification of the right to request a hearing, as provided by statute.
2. The following process will be used to resolve conflict situations that involve staff and patrons or students and which do not involve long-term suspension, expulsion, or mandatory reassignment:
  - (a.) The building principal will orally communicate to the student any major decision that directly affects a student.
  - (b.) The student will be given opportunity to react to the decision of the building administrator.
  - (c.) In the event of a decision to suspend the student for a period of time of not more than five days the principal shall within 24 hours of such additional times as is necessary, send a written statement to the student, the student's parents or guardian, describing the student's misconduct, or violations of the rule or standard and the reasons for the action taken.

Such written communication may also include a request to confer with the parents before, or at the time, the student returns to school.

## TRANSPORTATION

**Bus Stops:** Students will be returned to the same bus pick up stop as they were picked up at in the morning unless arrangements have been cleared through the Transportation Director.

**Bus Riders:** School buses are provided for transportation of our rural patrons children that attend Bridgeport Schools. We ask parents to only use the buses to transport their children to a different destination in emergency situations. Our bus routes are designed to meet the needs of the regular route; therefore, requests from others put a capacity and time burden on bus drivers and regular riders. If an emergency arises, we will be happy to accommodate, but please notify the Principal that such services are needed.

**Pupil Misconduct:** Any student reported by the bus driver to the Principal for gross misconduct on a bus, may be denied bus transportation for one week. Subsequent offenders may be refused transportation for a semester of time. Any student misconduct reported by the bus driver or sponsor during an activity trip may result in the Student(s) being denied bus riding privileges to other activities the remainder of the year.

### **Use of Video Cameras on School Buses**

The Bridgeport Public School Board of Education has authorized the use of video cameras on school district buses. The video cameras are used to monitor student behavior, to maintain order on the school buses, and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video tapes may be used in a student disciplinary proceeding. The content of the video tapes is confidential student records and will be retained with other student records. Video tapes will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the school administration. Parents may request to view video tapes of their children if the video tapes are used in a disciplinary proceeding involving their child.

The following notice will also be placed on all school buses equipped with a video camera:

*"This school bus is equipped with a video/audio monitoring system."*

**Transportation of Unsafe Items:** School transportation vehicles shall not transport any items, animals, materials or equipment which in any way would endanger the lives, health, or safety of passengers and driver.

**Bus Rules:** In the interest of promotion of the safety and well-being of all bus passengers, the following bus rules have been established:

1. Under the direction of the driver, each student may be assigned to a seat and held responsible for that seat.
2. Pupils must be on time; the bus cannot wait for those who are tardy.
3. Unnecessary conversation with the driver is prohibited.
4. Outside of ordinary conversation, classroom conduct is to be observed by students. Any pupil who is guilty of unbecoming conduct, of using inappropriate language, or abusing or casting reflections upon the driver or upon other pupils, forfeits the right to ride on the bus. Students will not be ordered off the bus unless they are home or at school.
5. Pupils must not throw wastepaper or other rubbish on the floor of the bus, or out the window.
6. Pupils must not get on or move within the bus while it is in motion.
7. Pupils will not, at any time, extend arms or hair out of the bus windows.
8. When leaving the bus, pupils crossing the road must look both ways and make sure that they can cross safely.
9. Food and drink are permissible on extended Activity Trips, but all remains must be picked up and disposed of properly.

10. The driver is in full charge of the bus and pupils. Pupils are requested to comply promptly, cheerfully, and fully if monitors or patrol are on duty. Pupils must obey and respect their orders.

11. Any damage to the bus is to be reported to the driver at once.

12. Students may bring no liquid drinks onto the bus.

**Penalty:** Violation of the above rules will render pupils immediately liable for temporary debarment from riding the bus using the following procedures:

1. The bus driver reports the violation to the Principal.
2. The Driver and Principal discuss the infraction with the student. Such infraction to be reported to the student's parents.
3. Further violation will result in denial of bus riding privilege for one week (five school days) on notice sent to the parents from the Transportation Director.
4. Any further violation will result in debarment for one semester (90 school days) or a permanent suspension.

### **EMERGENCY TRANSPORTATION OF STUDENTS**

When, due to illness or other emergency, it becomes necessary to transport a student home, it will be the practice that the student be accompanied by at least two staff members.

### **NATIONAL HONOR SOCIETY**

To be eligible for membership the candidate must be a member of either the sophomore, junior, or senior class at Bridgeport High School. Candidates eligible for election to the chapter shall have a minimum scholarship cumulative grade point average of 3.4. Further eligibility shall then be considered on their service, leadership, and character. New members to NHS will be selected by a faculty council.

### **FIRE AND TORNADO DRILLS**

B.H.S. will hold fire drills periodically throughout the school year. When the fire alarm is sounded, each individual should go in a quiet and orderly fashion to the exit assigned for that particular room.

The first two individuals passing through each exit should hold the doors open until all have passed through. Each teacher should leave with his own group. All should proceed a safe distance away from the building.

Students will be notified of a tornado drill by the intercom. It should be noted that there will be a tornado drill in the fall and the spring of each year.

Students are to report to the interior hallways, sit on the floor with their face to the wall, put their head between their legs and cover their head with arms and hands. During a Tornado Drill or warning it is expected that the students will walk and be orderly.

### **EMERGENCY PROCEDURES FOR SCHOOLS**

The school district has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis.

In most emergencies your children will remain and be cared for at the school they attend. In the rare event of an emergency affecting the school your child attends that prohibits reentry to the building (such as broken gas or water main, a fire or toxic spill), elementary students will be transported via school transportation to the nearest and most appropriate building. Junior and senior high students will be dismissed to return home for the day.

We ask that you follow this procedure if you hear of any school emergency:

1. **Turn on your radio or television.** We will keep the media informed of any emergency.
2. **Please do not telephone the school.** We have limited phone lines. These **MUST** be used to respond to the emergency.
3. **Please do not come to the school unless requested to pick up your child.** Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

### **CRISIS TEAM**

A crisis team has been established to assist students and staff in times of crises such as the death of a student, staff, parent, sibling, or any significant change or incident that might impact the school.

### **SEXUAL HARASSMENT POLICY**

It shall be the policy of Morrill County School District No. 63 (the "District") to prohibit sexual harassment of employees, applicants for employment, and students on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction. If proscribed acts as are set forth in this policy occur on such premises, the superintendent or his/her designee shall undertake immediate and appropriate action within the bounds of the law to punish as appropriate any violations of this policy or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future. Refer to Board Policy 404.06 and 504.18.

### **STUDENT FEES**

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

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

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

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

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

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

Waivers for any of the following shall be provided for students who qualify for free or reduced-price lunches:

- Fees and specialized equipment and specialized attire required for participation in extracurricular activities;
- Admission fees for onsite district-sponsored extracurricular activities and district transportation charges for spectators attending offsite extracurricular activities; and
- Materials required for course projects where the project becomes the property of the student upon completion.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs; and
- Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified courses and activities;
3. Any materials required for course projects if the project becomes the property of the student upon completion; and
4. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;



# BRIDGEPORT HIGH SCHOOL STAFF

## Staff Directory

### **Board of Education**

Justin Corman, President	<a href="mailto:icorman@panesu.org">icorman@panesu.org</a>
George Chikos, Vice President	<a href="mailto:gchikos@panesu.org">gchikos@panesu.org</a>
Kay Anderson, Treasurer	<a href="mailto:kanderson@panesu.org">kanderson@panesu.org</a>
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### **Bridgeport Administration**

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Kari Foreman, Director of Special Education	<a href="mailto:kforeman@panesu.org">kforeman@panesu.org</a>
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### **Bridgeport High School Teaching Staff**

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Roberta Mueller, Library

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Gail Beyer, Superintendent Secretary

Mary DeCora, High School Secretary

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Russ Woods, Lead Custodian

Janice Macomber, Custodian

Ken Pledger, Custodian

Susan Simons, Custodian

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**Transportation Director & Bus Drivers**

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Ward Nelson, 262-1472

Diane Renander, 262-1773

Tammy Dean, 308-489-5527

Peggy Backer, 308-489-5405

Gail Beyer, 262-1132

Leo Gusman, 262-0453

Barb Nelson, 262-1472

Cal Renander 262-1773



## RECEIPT OF HANDBOOK

Before a student will be permitted to attend school. this page must be returned to the office with the student(s) signature And the parents/guardians signature.

I acknowledge that I have received the Bridgeport Junior-Senior High School Student-Parent handbook For the 2011-2012 school year.

Student(s)

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Parent(s)/Guardian(s)

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