



2020-2021 Student/Family Handbook Table of Contents

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NOTICE OF NON-DISCRIMINATION

Brownell Talbot College Preparatory School does not discriminate on the basis of race, color, religion, gender, gender identity, age, disability, marital status, sexual orientation or based on any other status protected under local, state, and federal law, in admission or access to, or treatment of employment or educational programs and activities. Any person having information or inquiries regarding any such discrimination is directed to contact the Head of School, in writing at 400 N. Happy Hollow Blvd, Omaha, NE 68132 or by telephone at 402.556.3772.

Any person may also contact the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at 816.268.0550; or by fax at 816.268.0599, regarding complaints of discrimination based on race, color, national origin, gender, age, sex, disability, as well as complaints concerning the denial of access or other discrimination against Boy Scouts or other youth groups.

OVERVIEW

Mission Statement

Brownell Talbot College Preparatory School:
Every student. Every mind. Every heart.
Known. Inspired. Challenged.

Vision

A compassionate community of diverse learners empowered and determined to reach their unique potential and positively impact the world.

Philosophy and Goals

Brownell Talbot values integrity, self-discipline, and each person's inherent dignity. Our community challenges each student to endlessly strive to reach his or her potential through exploration, understanding, and development of the creative, intellectual, physical, spiritual, and social self. Through an appreciation of the United States and its role in the global community, students will become responsible leaders and stewards of their community, country, and the world.

Brownell Talbot seeks to:

- Foster self-awareness and achievement consistent with each student's abilities, interests, and talents.
- Implement a rigorous curriculum that develops critical thinking and decision-making and prepares students for success in a rapidly changing world.
- Promote core ethical values as the foundation of good character based on the school's [Points of Pride](#).
- Instill in students a selfless desire to serve their community.
- Attract and retain outstanding faculty who are passionate about teaching and learning.
- Establish a school community based on mutual respect and appreciation of differences.

COVID-19 RETURN TO CAMPUS GUIDING PRINCIPLES

The safety of our students and employees is of utmost importance. Brownell Talbot has defined four guiding principles that help to inform our decisions as we return to campus after campus closure due to COVID-19. These principles speak to our mission and vision. They are also aligned with what we have learned from our experience with distance learning during spring 2020 and the feedback from parent surveys.

Safety

Brownell Talbot's highest priority is the health and well-being of its community. We believe that a healthy environment is ultimately a secure environment, one in which students, faculty, and staff are able to thrive. We also believe that we have an obligation to support the health of the broader community – from our own Brownell Talbot families to those around our state. At all times, we will seek to align our measures with guidance from the Douglas County Health Department and the Centers for Disease Control and Prevention (CDC).

On-Campus Instruction

Brownell Talbot recognizes that the optimal learning environment for children is one in which they are learning from their teachers and fellow students in person. We also recognize the value of the unique

role our campus plays in the education of our students. To the best of our ability, and in accordance with official health guidelines, we will seek to provide as much on-campus instruction as possible for all students every day.

Academic Coherence and Excellence

Brownell Talbot believes in the pursuit of academic excellence in any context and that a continuous educational experience is vitally important to achieve this end. While health circumstances may necessitate certain changes or restrictions to student life, our ultimate goal is to support our students' learning and development as seamlessly as possible.

Flexibility and Adaptability

Brownell Talbot recognizes that any plan that we design to respond to external health conditions must be flexible and able to adapt to circumstances beyond our control. Our overarching goal is to create a continuous learning structure that is durable enough to adapt to possible future coronavirus infections while still allowing us to maintain as much on-campus instruction as possible.

All policies and procedures as outlined in Brownell Talbot's Return to Campus Plan must be followed.

Brownell Talbot Distance Learning

During the academic year, some students may participate in distance learning. The attendance policy transfers to distance learning, meaning daily attendance and participation are expected. Students are also expected to abide by all school policies during distance learning including, but not limited to policies related to attendance, discipline, bullying, assessment, homework, and uniform.

During distance learning, students should attend class in uniform. Students are required to be sitting at a table or desk and be in a location appropriate for others to see.

Proper online etiquette should be used at all times and all technology and online tools should be used appropriately.

History

Brownell Talbot was founded in September 1863 by the Rt. Rev. Joseph Cruickshank Talbot, D.D., then the Episcopal Bishop of the Northwest. It was his desire to bring cultural and educational opportunities to the daughters of the pioneers while sparing them the long journey to eastern boarding schools.

As a girls boarding school, Brownell Talbot was originally named Brownell Hall. Bishop Talbot named the school for the Presiding Bishop of Connecticut, Thomas Church Brownell, whose parish provided a large portion of the funds needed to purchase the school's first home. In 1868, Brownell Hall held the first commencement exercise in the state of Nebraska when it conferred diplomas upon Nebraska's first high school graduates.

The original Brownell Hall was located three miles north of the city of Omaha in Saratoga Springs, now 24th Street and Grand Avenue. The school moved twice before relocating in 1923 to its present site at the intersection of Underwood Avenue and Happy Hollow Boulevard. In 1952, the decision was made for Brownell Hall to become coeducational, and boys were enrolled in the Talbot School for Boys, named for the founder of Brownell Hall, Bishop Talbot. The school was called Brownell Hall-Talbot School for Boys until 1963, then renamed Brownell Talbot.

In 1967, Brownell Talbot became independent of the Episcopal Church. Brownell Talbot is Nebraska's only coeducational, independent college preparatory school for students age 3 through grade 12.

Brownell Talbot is governed by a self-perpetuating Board of Trustees comprising parents, past parents, alumni, and friends of the school. These community and business leaders are dedicated to the success and future of the school. The board sets the purposes, policies, and long-range strategic plans; takes responsibility for securing adequate financial backing; appoints and evaluates the Head of School; and delegates the responsibility of operating the school to the Head of School.

Students, Parents, and the School Covenant

An optimal educational experience for children requires an interactive partnership among educators, parents, and children.

It is the philosophy of Brownell Talbot that we enroll families, not just students. Parents, legal guardians, grandparents, and other family members play an integral role in every student's education. Brownell Talbot has found it helpful for the school and parents to enter into a "partnership" by which we express the reasonable expectations we have between the school, the parents, and the students.

Central to the success of the partnership is the acknowledgment that families have chosen to attend Brownell Talbot because the needs of the student, the family's expectations, and the philosophy and programs of the school align. This partnership is characterized by open lines of communication, a shared commitment to financial and charitable responsibility, involvement in the school community, mutual respect, and a common vision of the goals to be achieved.

Brownell Talbot is one of more than 1,600 private independent schools operating throughout the United States. Independent schools are governed by a Board of Trustees, which sets basic policies, undertakes strategic planning, ensures financial stability, hires, supports, and evaluates the Head of School. Daily operations of the school are entrusted to the Head of School, who has the final say on all issues pertaining to programs, personnel, students, and parents.

The school's administration and faculty are responsible for establishing a positive, professional relationship with students and parents and for demonstrating to students the personal characteristics of integrity, curiosity, responsibility, discipline, creativity, and respect. The administration and faculty adhere to the highest professional standards for teaching and continue to seek additional opportunities to improve their skills.

By enrolling your student at Brownell Talbot, you are asked to support the school's mission and policies as listed in the Student/Family Handbook. You are asked to pay all bills on time and involve yourself and family in the life of the school through volunteering and other means, to promote the best interests of the students. The school reserves the right to dismiss any student if, in the sole judgment of the Head of School, that student's productivity, progress, conduct, or influence, on or off campus, or the behavior of his or her parents, is not in keeping with the school's accepted standards or is contrary to the best interests of the school.

Resources

The school's mission, policies, and procedures are contained in two valuable resources: the Student/Family Handbook and the Employee Handbook. Additional information is distributed and discussed in a variety of ways including systematic reports and communications, parent/teacher conferences, publications, website, and school calendar.

BT Commitment

The school is committed to providing information on each student in a timely and constructive manner, including parent/teacher conferences, mid-term updates, early warning notices, and informal conversations. The faculty, staff, and administration welcome parent comments at any time and are committed to responding promptly to any questions or concerns. A successful partnership requires all parties to support the cooperative relationship between the school, the parents, and the students.

Parents should respect that teachers know what to teach and how to teach it; teachers need to respect that parents are experts about their own children. Students should understand that both teachers and parents have their interests in mind at all times.

Brownell Talbot pledges to help any student having difficulties and to keep parents informed by cooperatively developing a plan of action to support the best interests of the student. Students are encouraged to let someone from the faculty, staff, or administration know immediately if they experience a problem or concern in any area. If a student is involved with disciplinary difficulties, the school will investigate thoroughly and adjudicate fairly, involving the parents at the earliest appropriate juncture.

Financial and Charitable Responsibility

Each year, an annual operating budget is developed by the school and approved by the Board of Trustees, which directs the fiscal soundness of the school. The board's responsibilities include both short- and long-term financial security.

As with other independent schools, Brownell Talbot must rely on more than the tuition revenues from each student to implement its annual goals and objectives. Traditionally, independent schools like Brownell Talbot operate on 85 percent of revenue from tuition and 15 percent from volunteer giving. This approach provides the best alternative to take advantage of opportunities for tax-deductible support. Parents are asked to make timely tuition and other payments as well as support fundraising efforts including The BT Fund, fundraisers, and capital campaigns.

While their students attend, parents are asked to make Brownell Talbot a priority for their charitable giving. Parents should expect the school to be solvent and under good fiscal management, supplying their students with the proper tools, materials, and equipment for positive personal growth and academic success. In addition, students have the opportunity to participate in a variety of charitable activities for the school and the community.

Personal Involvement

Brownell Talbot offers a unique environment that encourages students, teachers, and parents to become personally involved to gain the most of the BT educational experience. Parents are encouraged to show their support through participation in school activities and attendance at school events.

The school makes numerous programs, clubs, and extracurricular activities available to students and families. When developing the annual calendar, school administrators consider academic schedules, religious holidays, sports, and testing schedules. If a student wishes to participate in school-related programs, extracurricular activities, or sports programs, the school requests that parents respect the academic calendar and sports schedules by ensuring their students are available to practice, play, or participate. Whenever possible, parents should avoid planning vacations or other trips when school is in session.

Students at Brownell Talbot are active and involved in numerous activities. Whether participating as an individual or as a member of a team, students are asked to do their best, demonstrate good sportsmanship, and remember that they serve as ambassadors for the school.

Mutual Respect and Cooperation in a Safe and Nurturing Environment

An effective partnership seeks to establish positive, professional relationships characterized by mutual respect and dignity. We celebrate our diversity and strive to appreciate differences of race, religion, culture, gender, gender identity, and learning styles.

Brownell Talbot seeks to provide a safe, challenging, and creative learning environment. A philosophy of respect should also include respect for each individual, for the personal property of others, and for the school campus.

Parents are asked to provide a home environment that supports the development of positive learning attitudes and habits that are consistent with those of the school. Using the building blocks of support, encouragement, and structure within this learning environment, students are expected to maximize their educational opportunities.

In Conclusion

Brownell Talbot believes that a positive and constructive partnership between the school, the family, and the student is essential to the fulfillment of the school's mission. We pledge to make this partnership a priority.

COMMUNICATIONS

Website/Web-Based Information System (Veracross)

Brownell Talbot offers Veracross, a web-based student information system, to provide parents and students secure access to important information online in real time, including grades, attendance records, and assignments. They can also communicate directly with teachers via email.

Any member of the Brownell Talbot family with Internet access can make use of the school's website for information. Parents and students will find additional information available only to them on brownell.edu. Select "Community Login" and the appropriate community to your school role. On the login page, parents and students must enter the user ID and password provided by Brownell Talbot at the start of the school year. (If the information is misplaced, please contact the director of technology.) Within the portals are select pages containing information for school families. Information posted in portals is not available on the public website. It is also from within this portal that parents and students may access Veracross to track homework assignments, attendance, and grades.

School Closings/Notifications

Any changes to regular hours at Brownell Talbot will be announced using the following methods:

- School Messenger. Parents and families are encouraged to subscribe to School Messenger messaging system to receive phone alerts.
- WOWT Channel 6
- KETV Channel 7
- KMTV Channel 3
- KPTM Fox 42
- KFAB Radio
- [BT Facebook page](#)
- [Brownell.edu](#)

Announcements will specifically refer to Brownell Talbot. No announcement is made if Brownell Talbot is open as usual. Parents may keep their students out of school if they feel that conditions warrant.

A decision to dismiss classes early because of severe weather will be announced using School Messenger and on the designated radio and television stations, Facebook, and the school website. If classes are dismissed early, teachers will remain at school until all students are gone. Weather permitting, students living in the neighborhood will be allowed to walk home if someone is there to meet them. Every consideration for the safety of each student will be given concerning canceled classes or early dismissal of school because of weather conditions.

Who to Contact

For issues relating to students, a parent's first point of contact should be the student's teacher or advisor, followed by the appropriate administrator (Assistant Head of School for Early Years - grade 8 and Dean of Students for grades 9-12), and, as a final resort, the Head of School. Administrators maintain an open door policy to discuss issues that cannot be resolved at the classroom level.

Other pertinent contacts may include:

- Financial aid/scholarships - Executive Director of Business and Finance
- Bill payments - Business Office
- Fundraising - Executive Director of Advancement
- Alumni - director of constituent relations
- Gala/events - director of events
- Admissions - director of admissions
- Communications/public relations - director of communications and marketing
- Email/Veracross - director of technology
- Contact information updates - administrative assistants

Grievance Policy

Students who feel they have not been given due process in the classroom or concerning violations of school policies should observe the following guidelines:

- The student and/or parent/guardian should first schedule a meeting with the teacher of the class/activity involved. Most issues should be resolved at this level.
- If the explanation provided by the teacher is not satisfactory for the student and/or parent/guardian, they should then meet with the appropriate administrator to discuss the situation.
- If meeting with the administrator does not resolve the situation, the student and/or parent/guardian should meet with the Head of School to discuss the previous two meetings and why the student and/or parent/guardian is still not satisfied with the situation.

ACADEMICS

Each school has academic policies and guidelines specific to its students. These policies and guidelines can be found in each school's section of this handbook.

Academic Honor Code

The pursuit of knowledge in an academic community brings students and faculty together in an association of shared rights and responsibilities. Central to this association is an atmosphere of mutual trust and high ideals of honesty and integrity. Brownell Talbot articulates these ideals in its Academic Honor Code.

Brownell Talbot has a long, respected history of moral and ethical commitment to integrity. This integrity presumes that all members of our community consider themselves responsible for upholding these ideals while striving for excellence in their individual disciplines.

Brownell Talbot students respect shared intellectual property and resources, complete and submit their own work, and observe the stated and implied rules governing honest academic achievement. Examples of honor code violations include but are not limited to lying, cheating, plagiarizing, stealing, violating another's property, misrepresenting another's work as their own, violating stated and implied rules of honest scholarship and academic conduct, or facilitating others' dishonesty.

Each school has an Academic Honor Code policy specific to its students. These policies can be found in each school's section of this handbook.

Assessment Policy

Assessments are intentional learning activities that provide feedback on students' learning in order to evaluate, reflect, plan, and monitor student progress. Assessments are used to guide curricular programs and gauge school performance year to year.

Assessment at Brownell Talbot is a dynamic process that creates consistent and clearly articulated measures of student growth. Assessment outcomes guide all members of the learning community toward high levels of achievement in all disciplines. Assessments will focus on the school's mission of critical thinking and passionate learning. Assessment enhances student learning. Assessment policy allows for flexibility, reassessment, and adjustment to ensure that assessments support learning and contribute to an environment where students are intrinsically motivated to advance their intellectual growth.

Brownell Talbot's assessment philosophy embraces the following principles and values:

- Differentiated assessment focuses on all key areas of student learning and development: academics, intellectual ability, the arts, social responsibility, and physical fitness.
- Instructional decisions are rooted in multiple forms of assessment, including, but not limited to, standardized assessments, classroom-based assessments, and professional observations of student performance. Written or multiple choice tests are not the only reflection of student learning.
- Assessments are based on BT's grade and subject-level Standards of Excellence.
- Assessment data is systematically linked to analyses of school system and instructional improvement.
- Assessment feedback is communicated in a timely manner.
- Reassessment provides the opportunity for students to take an active role in their learning and take ownership of the learning process.

- Reassessment is an important part of the growth process and having a growth mindset.
- Reassessment provides the opportunity for students to take an active role in their learning and take ownership of the learning process.

Summative Assessments/Tasks

Summative assessments/tasks provide for culminating feedback of student learning based on established learning standards. These are frequently referred to as assessments OF learning.

Summative assessments/tasks may take the form of:

- Projects.
- Extended written responses, essays, and research reports.
- Chapter, topic, or end-of-unit tests.
- Performance-based assessments (for example, fitness testing, safety testing, and musical performances).

Summative assessments/tasks should be:

- Administered after opportunities to learn the content/skill have occurred.
- A demonstration of students' application of knowledge and skill.
- Administered after students have been provided feedback from practice and formative assessments during the instructional/learning process.
- Designed with clear and descriptive levels of performance and linked to BT's Standards of Excellence.

Formative Assessments/Tasks

Formative assessments/tasks provide timely and ongoing feedback to teachers and students to guide instruction. Formative assessments can be either formal or informal. These are frequently referred to as assessments FOR learning.

- Formal formative assessments are typically written documents or performance assessments (quizzes, short answer responses, and small projects).
- Informal formative assessments are part of any highly effective lesson plan (class discussions, questioning, self-evaluation, small group work, inventories, observations, and exit tickets).

Formative assessments/tasks should:

- Be aligned with the summative assessments they precede.
- Provide students with feedback that affirms understanding, directs what to do next, or directs what to do differently.
- Guide differentiated instruction and/or personalized learning.

Homework Policy

At Brownell Talbot, we believe in an education that empowers students to learn passionately, think critically, act responsibly, and lead with integrity. Academic rigor is at the heart of everything we do as we prepare each student for the demands of college and life. High expectations are rooted in the type and caliber of skills being learned and practiced by our students. As part of building those skills, students need to practice and prepare outside of instructional time. Practice work may include problems, worksheets, and motor skill work, while examples of preparation include pre-reading, annotating, and pre-labs. We believe this work should be:

- **Relevant.** Work should be purposeful and intimately tied to practice and preparation of the standards and skills central to the course.
- **Differentiated.** Student work will differ based on age and skill level and allow for flexibility based on students' needs.
- **Formative.** Work provides teachers with information about student growth and learning while moving curriculum and standards forward.
- **Empowering.** Work allows taking academic and intellectual risks without the fear of failure.
- **Informative.** Work gives students and parents an opportunity for teacher feedback before assessments.
- **Enriching.** Students grow as thinkers and learners during their work.

Homework can be practice, formative, or summative in nature.

STUDENT BEHAVIOR EXPECTATIONS

Philosophy/Rights and Responsibilities

As a school, one of our responsibilities is to help students make good behavior choices as part of their holistic development. We accomplish this by reinforcing positive behaviors, but also by correcting behaviors when required, doing so in a manner that maintains dignity and allows for additional opportunities to “get it right.”

This policy covers expected behavior during the school timings, during extracurricular activities, during school trips, and students’ participation in social media forums.

The following is a statement of student rights and responsibilities. It is through mutual acceptance of responsibilities that rights exist.

- Every student has the **right** to a relevant education.
- Every student has a **responsibility** to be prepared and put forth an effort.
- Every student has a **right** to be safe and secure in the school community.
- Every student has a **responsibility** to respect the security of others and deal with conflict in an appropriate manner.
- Every student has a **right** to expect reasonable and socially responsible behavior from others.
- Every student has a **responsibility** to treat themselves and others with respect by speaking and acting in a socially responsible manner.
- Every student has a **right** to a positive learning environment.
- Every student has a **responsibility** to follow school behavior expectations.
- Every student has a **right** to be part of a school of which they can be proud.
- Every student has a **responsibility** to take pride in the school by helping maintain the campus, the buildings, and all materials and equipment.
- Every student has a **right** to his/her good name.
- Every student has a **responsibility** to respect the reputation of others.

Bullying

The school has a zero-tolerance policy for bullying in all its forms. Bullying is the intentional and deliberate intimidation of another person through emotional, physical, psychological, or cyber means. Instances of proven and intentional bullying may result in immediate suspension of the aggressor from school. The matter will be referred to administration for ratification.

Online Behavior

Aligned with the above, the school will not tolerate any form of defamation or intentional harm practiced through social media forums. The school must set a clear policy for parents and students about the use of and participation in social media outlets and forums. This policy includes, but is not limited to, the following:

- Parents and students in all grade levels using any social media forum or any form of electronic communication must, at all times, demonstrate respect for the members of the school community (including all students and personnel).
- Parents and students must not breach confidentiality, defame, or make threats to any person in the school community.

Instances of proven and intentional breach of the above will result in sanctions that may include suspension or expulsion of students and/or parents from the school. Brownell Talbot does not tolerate any form of defamation or intentional harm practiced through social media forums.

Guidance and College Counseling Program

The Early Years guidance curriculum uses Kimochis to discuss students’ emotions and choices. The Lower School and Middle School guidance program encompasses social/emotional learning through the utilization of RULER. Students and teachers are educated on and employ RULER’s anchor tools: charter, mood meter, meta-moment, and blueprint. Through RULER, students are able to recognize, understand, label, express, and regulate their emotions, which enhances a positive emotional climate in our school.

The college counseling curriculum is designed to help each Upper School student take full advantage of the educational, extracurricular, and personal opportunities afforded by the school. With solid college counseling, each student will be ready at the appropriate time to make wise decisions on gaining admission to the colleges and universities of his or her choice. Throughout the Upper School program, students are educated on the long-term impact of early educational decisions and are encouraged to keep all their educational options open until they are ready to make an informed choice. In Upper School, students meet with the college counselors in seminar-style small groups to discuss topics appropriate to the students' needs at each grade level. The curriculum aligns with the American School Counselor Association Mindsets & Behaviors for Student Success, which provides standards for college and career readiness in kindergarten through grade 12 students. BT's curriculum provides an opportunity to explore the knowledge, skills, and attitudes students need to achieve academic success, college and career readiness, and social/emotional development.

Cheating

Cheating of any type is regarded as unethical and violates the school's Academic Honor Code. Some examples of cheating include, but are not limited to, copying another student's work, asking or revealing the contents of a quiz or test before all students have had an opportunity to take it, or copying text material without proper documentation. Plagiarism, using another's work without proper documentation, is cheating.

Each school has an honor code policy specific to its students. These policies can be found in each school's Academic Honor Code section of this handbook.

Dangerous Possessions

Possession or use of an item that might inflict personal injury or property damage is prohibited. This includes, but is not limited to, knives, fireworks, guns, martial arts paraphernalia, and tools. The item will be confiscated and given to the appropriate administrator. This is considered a very serious offense and may result in further discipline.

Dress Code Violations

The purpose of the dress code is to allow students to focus on the importance of academic achievement and individual character rather than social and economic differences or competition introduced by changing fads and styles.

Students are expected to adhere to the dress code. In case of violations, parents may be notified and expected to arrange for appropriate clothing. Dress code violations will result in a behavior point. Students may be asked to surrender the non-compliant uniform item and pick it up at the end of the school day. Faculty and administration will render the final decision on the interpretation of the dress code and personal appearance.

Each division has a dress code policy specific to its students. These policies can be found in each division's section of this handbook.

Pranks

Any disruption to the educational schedule, by creating a mess or causing damage to the school, can be detrimental to the learning process and is not allowed. The traditional senior prank is coordinated by the class officers and approved by the senior sponsors and Dean of Students.

Profanity

Swearing, obscene language, and obscene gestures are not permitted at any time in class, in the halls, on the athletic courts and playing fields, or at off-campus school functions.

Public Displays of Affection

Public displays of affection while on campus or at off-campus school functions are inappropriate.

Theft or Property Damage

Theft or damage to school property is a serious violation. Individuals responsible for damage done to school property will reimburse the school for expenses incurred.

Threats and Threatening Behavior

Comments and written messages that threaten the safety of an individual or the school are considered a serious violation of the school's code of conduct. Individuals will receive consequences appropriate to the action.

Tobacco, Drugs, and Alcohol

Engaging in the possession, selling, dispensing, or use of tobacco, controlled substances, or alcoholic beverages is a violation of school rules. This includes being under the influence of a controlled substance or alcoholic beverage. The use of electronic cigarettes (vaping) and smoking devices, whether used with tobacco or flavored oils or by-products, is prohibited on campus and at all school activities.

Brownell Talbot is committed to the promotion of healthy living and to the safety and well-being of its students. In keeping with this commitment, the school believes the use of breathalyzers at school activities is an acceptable deterrent to the use of alcohol by students. The school retains the right to use a breathalyzer test to determine if a student is under the influence of alcohol. A breathalyzer test may be administered in the following manner at the sole discretion of the school designee in charge of any event:

- An administrator or designee may randomly test students upon entering or leaving a school event.
- An administrator or designee may test upon reasonable suspicion that a particular student or group of students is under the influence of alcohol.

Violation of Municipal, State, or Federal Laws

Engaging in any other activity forbidden by law, whether or not found guilty in a court of law, and/or where such activity constitutes a danger to others or interferes with the school's purpose and reputation will result in disciplinary action. This policy includes actions taken off school grounds and/or at non-school activities.

SAFETY

Crisis/Safety Plan

The School Safety Team consists of several administrators and staff, including the director of facilities and campus safety. The team meets regularly to review and update the current plan. A copy of the Crisis/Safety Plan is on file in the Head of School's office.

Safe2Help NE Hotline and App

Safe2Help NE is a school-related tip management system that allows students, families, faculty, and staff to instantly relay and submit secure and anonymous safety concerns to the school, law enforcement agencies, and crisis counselors. Information shared from the student or community member can be related to harmful, dangerous, or violent activity that is directed at the school; students, faculty, or staff members; or the threat of these activities. Some of these activities range from violence, suicide, weapons, domestic violence, inappropriate relationships, illicit drug use, threatening behavior, bullying, cyberbullying, self-harm, and other acts of victimization that impact students in Douglas County.

The Safe2Help NE app allows people to submit anonymous and secure school safety-related information to a 24/7 staffed crisis center. The crisis center is housed with the Boys Town National Hotline. Tips can be submitted via the Safe2Help NE website (Safe2HelpNE.org), calling, 531.299.7233, or through the mobile app. The tipster can opt to two-way dialogue with the staff or crisis counselors as well as upload images or video to pass along information. The tip is triaged by trained staff or crisis counselors and forwarded to local law enforcement if immediate action is necessary to protect lives. Safe2Help NE will use the most accurate information and respond with the most effective intervention strategies to provide help when needed.

Mandatory Reporting Procedures - Harm, Abuse, Neglect

According to the Mandatory Reporting Requirements for the State of Nebraska, any person is required to report any reasonable cause to believe a child has been subjected to child abuse or neglect or observation

of a child being subjected to conditions or circumstances that reasonably would result in child abuse or neglect. This includes but is not limited to a child being in a situation that endangers his or her life or physical or mental health; deprivation of necessary food, clothing, shelter, or care; and sexual abuse.

At Brownell Talbot, the following procedures are in place to support our students' mental and emotional well-being and to ensure their safety.

Suicidal Ideation

If a Brownell Talbot employee suspects a student is suicidal, they will escort them to a counselor.

If a *counselor* is told by a student that they are **currently suicidal** and have a **plan to follow through**:

- The counselor will call the parent to pick up their student and take them to the emergency room.
- In the event the parent cannot be reached, a school representative will take the student to the emergency room.
- At the request of school administration, the parent must submit documentation* to the school following this assessment that includes diagnosis and recommended treatment plan.
- Please see section titled *Ongoing Support for Our Students* for next steps to meet the needs of the student upon re-entry to school.

If a *counselor* is told by a student that they are **currently suicidal**, but **do not have a plan to follow through**:

- The counselor will call the parent and provide resources for the parent to assist the student in receiving a psychological evaluation.
- The school requests the parent consults a mental health professional that is not a family member to assess the need for treatment within 24-48 hours.
- At the request of school administration, the parent must submit documentation* to the school following this assessment that includes diagnosis and recommended treatment plan.

If a *counselor* is told by a student that they **have felt suicidal in the past** but **don't currently feel suicidal**:

- The counselor will call the parent and recommend the parent consults a mental health professional that is not a family member to assess need for treatment.
- At the request of school administration, the parent must submit documentation* to the school following initial treatment that includes diagnosis and recommended treatment plan.

Self Harm

If a *Brownell Talbot employee* suspects a student is or has been engaging in self-harm, they should inform the counselor.

If a *counselor* suspects or confirms that a student is or has been engaging in self-harm:

- The counselor will call the parent and recommend the parent consults a mental health professional that is not a family member to assess need for treatment.
- The counselor will provide resources for the parents to contact.

Abuse/Harm/Neglect

If a *Brownell Talbot employee* suspects abuse/harm/neglect, the staff member will call Child Protective Services (CPS).

- The Brownell Talbot employee will inform the Dean of Students and/or the Assistant Head of School and the counselor.
- If needed, a counselor or administrator will coach the staff member and be present while the call is made.

IMPORTANT: If a student shares information that will constitute a call to CPS, the student should be spared from additional interviews from other Brownell Talbot employees. The students should only have to tell their story once to an adult in the school.

Seclusion and Physical Restraint Policy

Restraint and seclusion are behavioral interventions, not educational techniques. They are limited to extreme circumstances and situations that necessitate their use to protect the safety of the student, other students,

faculty, staff, and property. This policy does not cover physical interventions that a student's healthcare provider has indicated are medically necessary for the treatment or protection of the individual.

Seclusion

Seclusion is a last resort emergency safety intervention that provides an opportunity for the student to regain self control. Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student. A room or area used for seclusion must not be locked, must not prevent the student from exiting the area should staff become incapacitated or leave that area, and must provide for adequate space, lighting, ventilation, viewing, and the safety of the student.

Physical Restraint

Physical restraint involves direct physical contact that prevents or significantly restricts a student's movement. Restraint is a last resort emergency safety intervention to prevent or stop students from harming themselves, others, or property. Restraint is an opportunity for the student to regain self-control.

Ongoing Support for Our Students*

The guidance department is willing to partner with private mental health practitioners regarding students who regularly receive counseling or therapy. Parents are asked to sign a Release of Information form in order for the counselor to communicate with the outside agency.

If a student receives professional care outside of school that takes them out of their normal school routine for a period of time, parents are asked to inform the school prior to the student's re-entry to the school day. Based on the student's needs, a plan for support will be developed.

If a student has received professional care, is still suicidal, and/or possibly poses a risk to themselves during the school day, administration will determine which staff are directly involved with the student (including the counselors) and will inform those individuals about the student's plan for safety at school.

Parental Partnership

Brownell Talbot seeks to collaborate with students and families to best support the mental and emotional health of our students. If students require additional support outside of the school resources, school counselors want to partner with outside agencies to best meet the needs of each individual. If the requests of the school go unanswered, the student will not be able to return to school until the student's mental and emotional needs are met with proper treatment.

Parking and Traffic Guidelines

Happy Hollow Circle Drive and Underwood Circle Drive are student drop-off/pickup areas. Parents who find it necessary to leave their cars during drop-off or pickup time should use designated parking areas in the upper or lower lots. The parking lot on Underwood Avenue is reserved for student and faculty parking from 7:45 am to 4:10 pm. Handicap accessible parking is designated and available any time in the Underwood Avenue parking lot and the Happy Hollow Circle Drive. The Roberts Gymnasium (Lower School gym) parking lot is designated for faculty and staff parking.

Upper School students may park on campus. See the Upper School Parking and Traffic Guidelines in the Upper School section of this handbook.

Security Systems

The campus is monitored by exterior closed-circuit cameras. Exterior doors are electronically controlled. These doors are unlocked at scheduled times for pickup and drop off.

Photo ID Access Cards

The security system for Brownell Talbot has made the school identification card a mandatory student item. Students in grades 5 through 12 are given an access card with photo ID at the beginning of the school year. Students must carry their cards to allow them access to the school buildings between 7:00 am and 4:30 pm. In addition to serving as an identification/access card, the card is used for lunch purchases.

Lost cards must be reported to the main office so the card can be disabled, preventing unauthorized access to the buildings. Since these cards are individualized and important for security at the school, the cost of replacement for a lost card is \$25. Student photos are taken the first week of class and used as the security card picture.

Lower School parents whose children are enrolled in the Extended Care program are issued security cards with limited access, times, and locations.

SERVICES

Business Office

The Business Office is responsible for student billing for tuition and incidental fees. Billing is done using FACTS Management which provides families online access and simplified payment tracking. Families will receive electronic invoices and monthly statements and can automate their tuition payment plans via ACH or credit card. It is important to keep your account balance current as Brownell Talbot reserves the right to withhold students from classes or from taking tests if the account becomes delinquent.

Food Service

Brownell Talbot's lunch program is provided by Heirloom Fine Foods, the area's only local and organic focused full-service caterer. Heirloom offers a seasonal menu that includes daily lunch options at a reasonable price.

How the Program Works

- Families, faculty, and staff are given advance notice of the menu for the following week. Those interested in ordering one or more lunches must place their order on Heirloom's website by Friday at 3:00 pm.
- Lunches are delivered to school each day from Heirloom's commercial kitchen on 72nd and Cass Streets. Each lunch is labeled and sorted by the student's name and designated lunch location. School staff deliver orders to classrooms.
- Students eat with their class, advisory, or House, either in their classroom or in another location where social distancing is allowed such as outdoors.

Health

Health Records

An annual update of each student's health, along with current emergency information, is included in the Student Health Update online form, which the school provides access to before the beginning of school each year. Parents are to complete the online form at the start of each year. It is important that the completed form be on file by the opening of school. Parents need to notify the main office if changes occur during the school year. All students must provide a record of adequate immunization per current state requirements. Questions about this state requirement should be directed to the appropriate administrator.

State regulations require students entering kindergarten or seventh grade and out-of-state transfer students to have complete physical examinations as well as a mandatory eye exam for kindergarten. Health examination forms are mailed to parents of these students.

If a child has known allergies or any physical disability, please notify the main office. A statement from parents will be kept on file in case of an emergency.

Medications

All medications, whether prescription or over-the-counter, must be left in the office. Parents must send the medication in its original container along with a signed note stating when the student is to take the medicine. Students should bring their medicine to the main office before the beginning of school. With the exception of students who use an EpiPen or an asthma inhaler, students must not carry medicine with them. Students should never give medicine, including inhalers, to other students. These rules are enforced for the health and safety of all. Questions or concerns may be addressed to the school nurse.

School Nurse/Health Screenings

The school nurse is on campus one day a week. The nurse is available to answer questions regarding health issues. On days the school nurse is not on campus, questions should be directed to the appropriate administrator. School health screenings are provided to assist parents in identifying potential health problems. Annual health screenings include height/weight for all Lower and Middle School students (PE Fitnessgram), vision screening for kindergarten and grades 2, 4, 6, 8, and 9; and hearing screenings for kindergarten and grades 1, 2, 3, 6, and 9. Students may be screened upon the request of a parent or teacher at any time. A parent will be notified if additional screening is recommended. Hearing tests are performed for students whose previous year's records indicate a need for rescreening.

Life-Threatening Food Allergy Policy and Procedures

Brownell Talbot is dedicated to meeting and supporting the needs of students with life-threatening food allergies. Brownell Talbot provides a nut safe environment. Reasonable measures are taken to ensure that students can function in a safe and comfortable school environment.

The following paragraphs detail the steps that are taken to successfully manage food allergies for new and returning students.

New Students

Admissions Office: Once an enrollment contract has been signed and returned to the school, the Admissions Office (if it is aware of the new student's life-threatening food allergy) should immediately notify the administration.

Student's parent/guardian: Prior to the first day of school, the parent/guardian of a new student with life-threatening food allergies must communicate in writing, using the school's Student Health Update form, the details of their student's allergic condition. The parent/guardian must provide to the school written information about "safe and unsafe" foods.

School nurse: The school nurse is responsible for creating/maintaining a file on the student and ensuring that the Emergency Response Team is aware of the student's health needs and is educated in recognizing the signs and symptoms of an allergic reaction/anaphylaxis and responding to it. A coordination of efforts with the student's teachers, administration, and the student's parents is essential.

Administration: Before school opens, the administration informs the faculty about the specifics of the student's food allergies and what to do in case of an emergency should food allergy symptoms appear and implements procedures designed to maintain the student's safety.

Classroom teacher: During the year, the classroom teacher is responsible for making sure there is good communication about the student's food allergy issues with the other students' parents and appropriate faculty and staff. The teacher provides daily assistance to the student (as appropriate to the student's age) about safe food choices and enlists the support of classmates to maintain a safe school environment for that student. The teacher also makes sure that the student's food allergy concerns are successfully managed during special events and/or field trips.

Director of food service: The director of food service is responsible for creating a nut safe food menu and clean dining room. The director must inform the cafeteria staff of school policy.

Administrative assistants: The administrative assistants are responsible for collecting all health forms and, along with the school nurse, documenting the emergency health information. As overseer of the infirmary, the administrative assistants are trained in emergency response procedures.

Substitute teachers: Substitute teachers are educated about the special food allergy concerns prior to their involvement at break or lunch.

Returning Students

Prior to the first day of school, relevant school staff will review the current status of the student's food allergy and the school's management plan and will evaluate the need for any management plan modifications for the upcoming year. The school nurse will inform the student's new teachers.

Brownell Talbot is committed to creating and maintaining a safe school environment for its students with life-threatening food allergies. It will educate the adult members of its community through periodic distribution of information related to food allergies through such resources as the National Institute of Health and The Food and Allergy & Anaphylaxis Network.

Libraries

Our library follows the framework of the American Association of School Librarians. This framework is combined with standards from the International Society for Technology in Education to ensure our library program is on the cutting edge of media and informational literacy.

Learn more about the AASL framework by visiting brownell.edu/AASL.

Lower School

The Laura Jeannette James Lower School Library is open daily from 8:00 am to 3:15 pm, Monday through Friday. Teachers may bring their classes to visit the library weekly so that the students may check out books, have lessons, and listen to stories. Books previously checked out need to be returned before new ones may be selected. Computers are available for research and to access library resources. Parents are welcome to visit and utilize the library.

Middle and Upper School

The James Middle and Upper School Library is open to students in grades 5 through 12. Students are welcome between the hours of 7:00 am and 4:00 pm, Monday through Friday. Students must obtain passes from teachers to visit the library during scheduled class or study hall times. Upper School students may use the library during free periods without a teacher pass.

Books are checked out for a two-week period and may be renewed. Periodicals and reference materials may not be checked out. Students are charged replacement cost for books not returned by the end of the school year. A copy machine is available at no charge for required school-related work.

Student Accident Insurance

Every student enrolled at Brownell Talbot is covered by a student accident policy underwritten by Ameritas. The annual cost for this protection is included in student fees.

This plan covers medical expenses resulting from an accident up to a maximum benefit of \$50,000. Benefits are provided on an excess-only basis. This means the Brownell Talbot plan will pay benefits not payable under any other insurance program that covers a student.

This insurance protects students while:

- Attending regular school sessions.
- Participating in or attending school-sponsored and supervised extracurricular activities.
- Traveling directly to and from school for regular school sessions and while traveling to and from school-sponsored and supervised extracurricular activities in school-provided transportation.

This policy also covers participation in all interscholastic high school sports.

BEFORE/AFTER SCHOOL SUPERVISION

Each school has policies for before and after school supervision for its students. These policies can be found in each school's section of this handbook.

STUDENT EXPECTATIONS

School Honor Code

The school recognizes the value of the individual. The individual, as a part of a community, is responsible to and for that community. A courteous atmosphere of mutual respect and trust between faculty and students is derived from the recognition of the dignity of each individual. Therefore, members of the school community are expected to respect the rights of others and to value and care for their own property as well as the property of others. Students are expected to display good ethical values and behavior at all times. These expectations apply during the school day and at all school and non-school sponsored activities.

Each student should expect to learn in an atmosphere free of disruption. Policies and procedures are intended to assure proper order and protect the rights of all in the school community while encouraging individuals to take personal responsibility for their behavior. Natural consequences, a simple structure, and reasonable guidelines provide the framework for the school's approach.

Each school has a School Honor Code policy specific to its students. These policies can be found in each school's section of this handbook.

ACTIVITIES

Each school offers a variety of activities, with coordinating policies and guidelines, in which students can participate. Activity policies and guidelines can be found in each school's section of this handbook.

GENERAL POLICY STATEMENTS

Attendance

At Brownell Talbot we place high value on student engagement in the classroom. Regular classroom attendance is essential to student success. Students are expected to be in attendance every day of the academic year, remaining on campus for the full school day and attending all classes and required activities. All classes begin at 8:00 am. Lower School classes end at 3:15 pm. Middle School classes end at 3:35 pm and Upper School ends at 3:40 pm. Seniors who qualify for open campus privileges may leave campus at approved times (see Senior Privileges in the Upper School section of this handbook).

When a student is absent, not only does a student miss material presented, but the group dynamic suffers and cannot be duplicated. We understand that students may miss school for a variety of reasons, but excessive absences may negatively impact a student's success.

The school calendar is designed to allow generous vacation time. Beginning vacations early or resuming school late creates a hardship on both students and teachers. Individual participation in each day's class is essential for successful achievement. Vacations other than those designated by the school calendar are strongly discouraged.

Students and parents are expected to ensure prompt, consistent attendance at school. Missing more than 20 minutes of any class period counts as an absence in that class. Exceeding 10 absences in any course in any semester, excluding school-sponsored activities, may result in academic penalties, including a loss of letter grade in each affected course. Parents are contacted when a student has an excessive number of absences or tardies in any semester. The student and his/her parents may be required to meet with the appropriate administrator to discuss the nature and extent of the absences. If deemed necessary by the school, an attendance contract will be implemented. Students who feel they have extenuating circumstances may appeal the action to the Head of School.

Illness

Students should not come to school if they exhibit any of the following symptoms:

- A fever of 100.4 degrees or higher.
- Vomiting within the last 24 hours.

If the student has taken medicine to reduce a fever of 100.4 degrees or higher, the student may be asked to go 72 hours without medication or fever before returning to school.

Signing Out

Students **must** sign out at the reception desk in the main office immediately before leaving campus. If they return that same day, they must sign in upon their return. Incorrect information on the sign-out sheet or failure to sign out may be construed as an unexcused absence with resulting consequences.

Each school has tardiness and absence policies specific to its students. These policies can be found in each school's section of this handbook.

Backpacks, Instruments, and Athletic Bags

Due to added safety procedures, students in grades 7-12 will not be assigned lockers for the first semester. Students are allowed to carry books to and from school and between classes in backpacks.

Valuables

We recommend that students not bring valuables or carry large amounts of money to school. All valuables should be kept under lock in either a regular locker or a physical education locker. Upper School students must exercise caution in securing laptops and other accessories. Students may ask a school staff member to hold items until the end of the day. The school is not responsible for valuables left in vehicles.

SCHOOL UNIFORMS

Brownell Talbot encourages a tasteful and modest lifestyle, with concern for ethical values, self-discipline, and the continuing individual growth of both faculty and students. The school uniform policy augments these goals by preparing students for life beyond the classroom where a certain degree of formality is necessary in order to reflect, in attire, the professional expectations of the workplace. Our uniform policy promotes these goals by reducing competition between students based on the style and expense of their clothes. The uniform policy also encourages individual expression based on character, personality, and special talents, rather than on the superficial basis of clothing.

Students must maintain a neat and clean appearance at all times. Appropriately sized uniforms must be properly worn throughout the school day. Shirts must be tucked in as required, knee socks pulled up, and all clothing must be in good repair. Items of apparel or accessories not included in the official description of the dress requirements are not allowed. This includes oversize clothing or styles of clothing that do not fit properly.

Each division has school uniform guidelines specific to its students. These policies can be found in each division's section of this handbook.

Clothing Suppliers

Dennis Uniform Company, 748 N. 109th Ct., Omaha, 402.496.9911, dennisuniform.com
DiGiorgio's Custom Sportswear, 14111 Q Street, Omaha, 402.894.5627, digiorgios.com

Gently Used Uniforms

Gently used uniform clothing may be purchased from the Brownell Talbot Parent Association during quarterly sales. All uniform donations welcome. BTPA will advertise specific donation dates throughout the year.

Any decision regarding the acceptability of school uniform items are at the sole discretion of the school administration.

Clothing Identification

All clothing should be carefully tagged with name tapes or have the student's name written on the label with indelible ink so that lost items may be returned.

Hair/Appearance

In keeping with the guiding principles described above, extremes in hairstyles or accessories that could potentially disrupt the learning process are discouraged and will be addressed individually when necessary.

Earrings or any other body piercing for boys are not allowed. Girls may wear modest earrings. Tattoos must be covered at all times. Skort or skirt length must be an appropriate length for the purpose of modesty. Students may be asked to modify hairstyles or to change/eliminate apparel or accessories when such choices are determined to be excessive, distracting, or unsafe. The faculty and administration will render the final decision on the interpretation of the dress code and personal appearance. Hats are not allowed to be worn during the day.

Out-of-Uniform Dress

On special occasions, students are allowed to come to school dressed out of uniform.

All of the following items are acceptable for wear on Out-of-Uniform days.

NOTE: If the item is NOT listed below, it CANNOT be worn for Out-of-Uniform days.

Bottoms:

- All items listed under Spirit Day.
- Non-uniform pants or shorts that are in good repair and of acceptable length and style (no holes, cuts, or tears).
 - Knee length athletic shorts.
 - Athletic pants.
 - Leggings.
 - Yoga pants.

Tops:

- All items listed under Spirit Day.
- Non-uniform shirts or tops that are of acceptable length and style (modest, no inappropriate language or symbols).

Footwear:

- Loafers, dress shoes, or athletic shoes. Shoes with a closed toe and open back, such as clogs, are acceptable.
- Shoes with an open toe and a closed back or strap, such as sandals, are also acceptable.

Spirit Day

The purpose of Spirit Day is to promote school spirit. Spirit Days may be declared on days in which a pep rally is held to recognize and honor athletic teams and may also be declared for other special functions when school is in session. Students participating in Spirit Days are required to adhere to the following guidelines.

These guidelines were developed in collaboration with the Upper School Student Council and approved by administration.

All of the following items are acceptable for wear on Spirit Days.

NOTE: If the item is NOT listed below, it CANNOT be worn for Spirit Days.

Bottoms:

- Non-uniform pants, jeans, or shorts that are in good repair and of acceptable length and style (no holes, cuts, or tears).
 - Knee length athletic shorts.
 - Athletic pants.
 - Leggings.
 - Yoga pants.

Tops:

- Regular uniform polo shirts (long-sleeve or short-sleeve).
- House T-shirts and/or sweatshirts specific to the student's assigned House.
- Brownell Talbot T-shirts (approved team or club designed shirts promoting a Brownell Talbot activity purchased through the team/club and school).

- Brownell Talbot sweatshirts (approved team or club designed shirts promoting a Brownell Talbot activity purchased through the team/club and school).

NOTE: The Brownell Talbot top must be the clearly visible outer layer of clothing and must be easily identifiable as an approved shirt/sweatshirt.

Footwear: loafers, dress shoes, or tennis shoes. Shoes with a closed toe and open back, such as clogs, are acceptable. Shoes with an open toe and a closed back or strap, such as sandals, are also acceptable. Miscellaneous: solid blue, solid gold, or blue and gold scarves can be worn with Spirit Day clothing.

The faculty and administration will render the final decision on the interpretation of the dress code and personal appearance.

TECHNOLOGY

Brownell Talbot uses technology to create a world-class, unique, and rigorous learning environment for students that affords increased opportunities to attain challenging educational experiences. Students are empowered to think critically, communicate effectively, solve problems creatively, and become actively engaged in a lifelong learning process.

Our approach enhances the ability to provide and receive information in every office, classroom, lab, and library. Implementing technology routinely and seamlessly into daily work is possible only because of constant updates in hardware, software, and instruction. We believe it is important to provide cutting-edge technology and to make sure that the administration, faculty, students, and parents are utilizing it to enhance all aspects of a Brownell Talbot education.

Please keep in mind that access to technology and the school network is a privilege that is conditioned upon student compliance with the current Responsible Use policy (detailed below). Maintaining a productive computing environment is a cooperative venture. Successful delivery of quality services depends on individual users acting responsibly.

Integration is a key part of technology. While high-tech science labs provide opportunities for Middle and Upper School students to gain information through a variety of resources, things like SmartBoards, Apple TVs, and document cameras make technology interaction available in all classrooms. Brownell Talbot uses technology to enrich educational opportunities. International real-time video conferencing, integration of social media, and access to global resources enlarge Brownell Talbot's world.

Laptops and iPads

Brownell Talbot is a wireless campus. Lower School classrooms include Internet-accessible computers, access to iPads and a computer lab for student use. Middle School students have access to iPads through the 1:1 Middle School iPad Program. Upper School students are required to purchase a laptop that is used to enhance their instruction.

All Middle School students are responsible for bringing fully charged iPads to school each day, taking their iPad to all academic classes, and storing their iPad in the school-issued case. Should an iPad need to be removed from the case for any reason, it is to be done by a member of the Technology Department. All educationally required apps will be installed by Brownell Talbot. Required apps are not to be removed by students. From time to time, the school may add apps for academic use. iPads that are damaged or in need of technical support should be taken to the Technology Department immediately.

Students entering the ninth grade are required to purchase a laptop computer for use in all classes. The Technology Department currently configures and supports only the school-selected laptop model(s) (see the Computer Purchase Form for model specifications). Loaners will not be made available for use if a student chooses to purchase another model. In addition, students who choose not to purchase the recommended model are responsible for acquiring and configuring their laptops with required course software.

It is recommended that all laptop computers used at the school be insured for damage and breakage. Laptops purchased through the school come with a special four-year parts/service warranty that is only available to educational institutions and is not available through the school on computers purchased by the general public. All students are responsible for purchasing a padded carrying case for the laptop computer.

Loaners

The school will provide a loaner laptop computer to the student only in the event that a laptop purchased through the school needs repair. The student agrees to be financially responsible for any and all accidental damages or loss, including theft, to a loaner laptop computer and its accessories they are in the possession of the student. The student agrees to use a padded carrying case to protect the loaner laptop. Further, the school-purchased laptop warranty does not cover damage to or loss of a school-owned loaner computer in a student's possession.

The student agrees not to sell, lease, or otherwise grant anyone rights to the loaner computer or the software. The student shall adhere to the school's rules and regulations governing the Responsible Use policy. The student has the responsibility to back up personal files and personal software applications not otherwise installed on the laptop. In the event of a "crash," the school is not liable or responsible for the loss of data or applications. All costs and charges related to damaged or lost loaners and accessories are charged to the student's school account per the Laptop Loaner Agreement.

Responsible Use Policy

The Technology Department shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes and shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the school.

Access and Use

Access to the school's electronic communications system(s) is a privilege, not a right. All users who access and use the Brownell Talbot network are required to acknowledge receipt of and confirm understanding of all administrative regulations governing use of the system(s) and will agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with the school's policies and regulations.

Brownell Talbot is pleased to offer Middle and Upper School students and all faculty and staff access to the school computer network for personal productivity applications, email, and Internet access for school work and enrichment activities. Each student must return a signed parental consent form to the main office in order to access and use the network. All students and staff will be enrolled in the Casper system, which provides access to network certificates, installation of licensed software, and access to campus printers.

Students are required to maintain responsible/appropriate behavior on the school computer network just as they are in a classroom or a hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to email and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world.

The unparalleled storehouse of valuable information and resources the Internet places on a person's computing devices also comes with the availability of a relatively small amount of material that may not be considered to be of educational value or appropriate in the context of the school setting. The faculty and administration of Brownell Talbot believe that the valuable information and interaction available on the worldwide network far outweigh the possibility that users may find material that is not consistent with the educational goals of the school. As with any medium of communication or expression, we believe the school must work with our students' families to support and reinforce their values. Doing so best serves students and helps them grow in discernment, personal responsibility, and ethical conduct.

Monitored Use

All students using the school's wired and wireless network are required to log in using their assigned domain username and password. Computer use, email transmissions, and other use of the electronic communication

system(s) by students, employees, and any person who is using the school's network shall not be considered confidential and may be monitored and/or recorded at any time by designated staff to ensure appropriate use for educational or administrative purposes. The school reserves the right to examine student laptops and iPads to verify they are not being used in violation of school policy.

Cyberbullying

Cyberbullying includes online harassment, intimidation, or bullying. It is further defined as any act that interferes with a student's educational benefits, opportunities, or performance through the use of—but not limited to—any Brownell Talbot hardware, software, email, network, or Internet system. In addition, students are prohibited from using personal electronic communication devices for cyberbullying, whether on campus or off. Violating Brownell Talbot's cyberbullying policy constitutes immediate revocation of all email, network, and Internet system privileges for a period of time commensurate to the offense committed, in addition to disciplinary action.

Internet Safety

Brownell Talbot monitors:

- Student access to inappropriate materials, as well as to materials that are harmful to minors.
- Student safety and security when using electronic communications.
- Unauthorized access, including hacking and other unlawful activities.
- Unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Computer Network and Internet Use Rules

All users are expected to abide by the generally accepted rules of network etiquette. Individual users of the school computer network are responsible for their behavior and communications over that network. It is presumed that users comply with school standards and honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. While users' files will not be examined without good cause, users should not expect that files stored on the school's computers are private. Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

Individual User Responsibilities

Brownell Talbot may limit, suspend, or revoke a system user's access to Brownell Talbot's system(s) upon violation of Brownell Talbot policy or administrative regulations regarding acceptable use.

- The system(s) may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Brownell Talbot policy.
- Users may not use another person's ID or password.
- Users shall maintain electronic information in accordance with established guidelines.
- Users may not upload programs to Brownell Talbot's system(s) without appropriate authorization.
- Users may not knowingly bring prohibited materials into Brownell Talbot's electronic communication system(s).

Any action or communication that would be considered inappropriate in any other setting is equally inappropriate on the computer, the computer network, and the Internet. Administration and faculty will deem what is inappropriate use. Inappropriate use of school computer systems may result in some or all of the following consequences:

- Suspension of access privileges.
- Revocation of access privileges.
- Disciplinary action.
- Legal action if school authorities deem necessary.

The network administrators may close an account at any time, as deemed necessary.

Student-Owned Mobile Devices

A student may possess mobile devices in school, on school property, at after school activities, and at school-related functions. Possession of a mobile device by a student is a privilege, not a right, and may be forfeited by any student who fails to abide by the terms of this policy.

- Cell phones and electronic communication devices are expected to be turned off during class.
- Students may not use mobile devices to access and/or view Internet websites that are otherwise blocked to students at school.
- Students may not take part in any activity prohibited by Brownell Talbot's Responsible Use policy.
- The classroom teacher or appropriate administrator must approve use of mobile devices for photography, videography, and all other similar recording activities while on campus.
- The photographic or recording functions of mobile devices are prohibited, at all times, in locker rooms, bathrooms, and locations in which inappropriate or privacy violating images may be obtained.

Students caught using unauthorized mobile devices during instructional time will have their devices confiscated. Students must retrieve confiscated devices from the appropriate administrator. The school reserves the right to examine mobile devices to verify they are not being used in violation of school policy.

Each school has a Student-Owned Mobile Devices policy specific to their students. These policies can be found in each school's section of this handbook.

Disclaimers of Liability

- Brownell Talbot shall not be liable for the users' inappropriate use of the school's electronic communication resources, violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users.
- Brownell Talbot shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.
- The director of technology will oversee Brownell Talbot's electronic communication system(s).
- Oversight of the posting of official Brownell Talbot campus or division/department materials on Brownell Talbot's electronic communication system(s) will be the responsibility of the appropriate administrator.
- Brownell Talbot's system(s) will be used only for administrative and instructional purposes consistent with Brownell Talbot's mission and goals.
- Brownell Talbot's system is provided on an "as is, as available" basis.
- Brownell Talbot does not warrant that the functions or services performed by or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Training

Students are trained in the proper use of the system(s) and provided access to Brownell Talbot's Responsible Use policy. This training emphasizes the ethical use of system resources.

Copyright

Copyrighted software or data may not be placed on any system connected to Brownell Talbot's system(s) without permission from the holder of the copyright. Only the owner(s) or those individuals the owner(s) specifically authorize may upload copyrighted material to the system(s).

System Access

Any system users identified as having violated Brownell Talbot's Responsible Use policy will be subject to disciplinary action consistent with Brownell Talbot policies and regulations.

Vandalism

Any malicious attempt to harm or destroy Brownell Talbot equipment or materials, data of another user of Brownell Talbot's system(s), or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of Brownell Talbot policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Forgery

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the email of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Limitation/Termination and/or Revocation of System User Access

Brownell Talbot may limit, suspend, or revoke a system user's access to Brownell Talbot's system(s) upon violation of Brownell Talbot policy or administrative regulations regarding acceptable use.

Warning

While Brownell Talbot makes every possible effort to ensure system users are not given access to inaccurate or objectionable material, system users and parents of students with access to Brownell Talbot's electronic communication system(s) should be aware that use of the system might provide access to other electronic communication systems in the global electronic network that may contain inaccurate or objectionable material.

Laptop Usage Rules

In addition to the computer network and Internet rules, the following regulations apply specifically to student laptop use:

- The school strongly recommends that students take great care when loading any additional software on their laptops. There is a risk that any new material might carry harmful viruses.
- There shall be no copyright law violations related to installation of software on a student's device. If you have any questions about what constitutes a violation, see the Director of Technology. The simplest rule to follow is that software you have not purchased should not be installed on your laptop.
- Students may not make sound or video recordings without the consent of all those who are being recorded.
- Sound must be turned off, except when it is being used as a part of a class.
- If the system "crashes" because of the installation or download of additional software or files, the Technology Department will attempt to backup all personal data files but is not responsible for lost personal files. The laptop will then be re-imaged back to the original specifications. Bookmarks, downloads, and student-installed software will be lost.

Email

Students in grades 5 through 12 are assigned email accounts and will have email addresses created with the following naming convention: `firstname.lastname@brownell.edu`. (For example: the email account of a student named Brenda Brownell would be `brenda.brownell@brownell.edu`).

Online Courses

In addition to potential distance learning environments related to the COVID-19 pandemic, online courses through Malone Online Schools Network are made available in limited circumstances for courses not offered by the school. Administrator approval is required.

Proper online etiquette should be used at all times and all technology and online tools should be used appropriately.

E-Textbooks, E-Books, and Other Supplemental Materials

E-textbooks, e-books, and other supplemental materials are available for purchase through Brownell Talbot's online bookstore partner, Follett, which will provide passwords and login information via email for materials purchased online. E-textbooks, e-books, and other supplemental materials purchased directly by the school or created by teachers are used in a number of classes in the Lower, Middle, and Upper Schools. When applicable, teachers will make passwords available to students and encourage students to use the e-textbooks, e-books, and other supplemental materials both at school and at home.

TRADITIONS

Colors

Blue and Gold

Seal

The Brownell Talbot seal is a triangle in a circle surrounded by the words “Brownell Talbot 1863.” Inside the triangle are the Latin words “Fides,” “Scientia,” and “Fortitudo,” which translate to “Faith,” “Knowledge,” and “Strength.”

Fight Song

On to victory, on to victory, is our Raider cry.
On forever, Brownell Talbot, loyal 'til we die. (GO TALBOT!)
Through our effort and our teamwork pride will carry through.
Brownell Talbot at the top salute to you. (BIG BLUE!)

Mascot

Raiders

Hymn

Lord, Thy strong sons pray Thee, Let us one and all
Grow in strength and virtue at our Maker's call.
Like the plants that flourish at Thy glorious will,
Make us grow in honor, and true faith instill.

Refrain:

Lord, Thy strong sons pray Thee, Let us one and all
Grow in strength and virtue at our Maker's call.
Lord, Thy daughters pray Thee, Make us one and all
Like the polished corners of the Temple wall.
Keep us firm and steadfast where Thou bidst us stay,
Valiant in endurance, ready to obey.

Refrain:

Lord, Thy daughters pray Thee, Let us one and all
Grow in strength and virtue at our Maker's call. Amen

Prayer For Our Family

Almighty God, we entrust all those who are dear to us to Your never-failing care and love, for this life and the life to come; knowing that You are doing for them better things than we can desire or pray for. Through Christ Our Lord, Amen

BROWNELL TALBOT LOWER SCHOOL

Great beginnings are a fundamental focus of the Lower School program. Students in Early Years through grade 4 thrive in a safe environment that engages and challenges them in learning and activity each day. Teachers encourage students' passion for learning using a blend of teaching methods and materials, in small groups and collaboration, and using integrated technology. Children synthesize and apply their knowledge through authentic and meaningful experiences that are both intellectually stimulating and developmentally appropriate.

Building the confidence for future academic success in college and life begins in Lower School. Through successes and challenges, teachers guide students to better understand their personal learning styles, while developing compensatory strategies. Critical-thinking skills are fostered by encouraging students to problem solve in and out of the classroom daily.

ACADEMICS

Grading Scale

Early Years

Students are formally assessed two times a year in all areas of development.

Kindergarten through Grade 3

Students are evaluated using qualitative measurements. Grade level objectives are assessed and reported two times a year.

Grade 4

Students are evaluated using qualitative and quantitative measurements. Grade level objectives are assessed and reported two times a year.

A (93-100)—Excellent

B (85-92)—Very Good

C (77-84)—Satisfactory

D (70-76)—Improvement Needed

U (below 70)—Unsatisfactory

Assessment of work habits and social development are designated as:

O—Outstanding; S—Satisfactory; N—Needs Improvement.

Academic Honor Code

The school's general Academic Honor Code policy can be found on page 13.

Parent/Teacher Conferences

Formal parent conferences take place at least two times a year. These conferences give parents the opportunity to visit with each student's teacher. Two weeks before conferences, parents will be notified to schedule online a conference with the teacher. Parent/Teacher Conferences may be conducted virtually.

Progress Reports

Progress reports are made available online. Students in Early Years receive a progress report at the end of the year. Students in kindergarten through grade 4 receive progress reports two times a year. Unless there are extenuating circumstances, all homework, tests, quizzes, and written reports must be completed by the end of each reporting period.

Standardized Testing

Brownell Talbot administers standardized tests at different times of the school year. The purpose of these tests is to measure the proficiency of our students in a variety of academic skills. The results are used by the school to analyze the school's curriculum as it relates to said skills and to evaluate the progress of student performance.

BEFORE/AFTER SCHOOL SUPERVISION

Lower School students should be dropped off and picked up in the Happy Hollow Circle Drive. Teachers escort their classes to the circle drive at the appropriate dismissal times. Students are required to inform their teacher when their rides have arrived and must receive teacher permission to leave. Parents of all students who have not been picked up by 3:30 pm will be notified by the school office.

Brownell Talbot's after school extended care program is licensed by the state of Nebraska. The program is staffed with experienced personnel and is designed to complement the regular school day. Students attending **Raider Zone** (Early Years through grade 8) have access to the Laura Jeannette James Lower School Library, gym, assigned classrooms, and age appropriate outdoor play areas. The program includes structured and free time, as well as a light healthy snack. As required by the Nebraska Department of Health and Human Services, adults who are approved to pick up a student from Raider Zone but are not that student's parent or legal guardian are required to show identification at pickup.

You can reach the Extended Care Director at 402.556.3772 ext. 1023.

STUDENT EXPECTATIONS

School Honor Code

The school's general Honor Code policy can be found on page 23.

Lower School Honor Code

Teachers will offer guidance to assist a student in maintaining individual self-discipline while respecting the dignity of the individual. If a student is unable to follow the rules, a sequence of developmentally appropriate consequences will occur.

The teacher will provide frequent and consistent encouragement for learning, suggestions for appropriate behavior, and redirection of actions to gain self-discipline. The teacher will remind the student when a rule is not being followed. Time away from the group will be offered to students who demonstrate an inability to gain control after being reminded of the expectation. The Assistant Head of School will be asked for assistance after several or serious infractions of the rules have occurred. A conference involving the Assistant Head of School, the classroom teacher, and the parents will be arranged when the situation warrants such action. Expectations for continued retention will be documented in a behavior contract. Continued infractions may result in an in-school or out-of-school suspension or expulsion.

Serious infractions may result in suspension or expulsion at the discretion of Brownell Talbot administration.

ACTIVITIES

Philosophy

The end of the school day doesn't mean an end to learning. Families will find a variety of activities to interest every learner in the enrichment opportunities offered after school. All of the activities contribute to developing the whole child and complement the school's mission of preparing students for success in college and in life. See the Enrichment Program brochure for a detailed list of activities.

Sportsmanship

Good sportsmanship is expected from all Brownell Talbot students. This demands responsible actions on the part of all participants. To promote sportsmanship, students should observe the following guidelines:

- Accept seriously the responsibility and privilege of representing your school and your fellow students. Display positive actions publicly at all times.
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
- Respect the judgment of contest officials, abide by the rules of the contest, and display no behavior that detracts from the spirit of good competition.
- Shake hands and compliment your opponent after the contest.

POLICY STATEMENTS SPECIFIC TO LOWER SCHOOL

Attendance

See page 23 for the school's general attendance policy.

Tardiness

Any student who arrives late or leaves early must have their parent sign them in or out at the main office. Arrival after the bell has rung is considered a tardy. Excessive tardies may result in disciplinary action.

Absences/Makeup Work

Illness, verified by a parent, guardian, physician, or school nurse, is considered an excused absence. Parents must notify the main office before 8:45 am to report the student's absence. Students must be fever-free for 24 hours before returning to school. During an absence due to illness exceeding one day, parents may pick up homework no earlier than 12:00 pm.

Student-Owned Mobile Devices

Lower School students should not bring mobile devices of any kind, including cell phones, to school. The school accepts no responsibility for the loss or damage of devices. Should a student bring a mobile device to school, the device should be kept inside the student's backpack and locker during the day. Lower School students using unauthorized devices during the school day or during Raider Zone will have those devices confiscated. Confiscated devices must be retrieved from an administrator. The school reserves the right to examine mobile devices to verify it is not being used in violation of the school's Responsible Use policy.

SCHOOL UNIFORMS

See page 24 for the school's general school uniforms policy.

Lower School Uniforms

Note: Early Years students do not have a formal dress uniform.

Boys Formal Dress

- Shirt: solid white long- or short-sleeve oxford dress shirt.
- Pants: solid navy dress pants. For kindergarten through grade 4, a black or brown belt is required if the pants have belt loops. Early Years students are not required to wear a belt.
- Sweater: solid navy long-sleeve sweater (monogramming/logo optional).
- Shoes/socks: black or brown dress shoes and dark dress socks.

Boys Daily Wear

Formal dress options are acceptable and:

- Shirt: solid white long- or short-sleeve polo knit shirt with collar (monogramming/logo optional). Uniform shirts must be tucked in.
- Pants/shorts: solid navy uniform pants. Navy Bermuda style shorts may also be worn. For kindergarten through grade 4, a black or brown belt is required if the pants have belt loops. Early Years students are not required to wear a belt.
- Sweater/sweatshirt: solid navy long-sleeve pullover or cardigan sweater, crewneck or v-neck, or any "official" Brownell Talbot sweatshirt. Sweatshirts must be purchased from the Raider Market store, Raider Market online flash sales, or Booster Club. **Sweaters and sweatshirts DO NOT replace the required polo shirt.**
- Shorts: navy Bermuda style shorts may be worn in the fall and spring at the discretion of the administration.
- Socks: solid black, navy, or white socks must be worn with the daily uniform. Crew socks are allowed during the times students are allowed to wear uniform shorts.
- Shoes: must be worn at all times and be complementary to the uniform. Athletic shoes (no solid neon colors) or plain black or dark brown leather dress shoes (solid colors, no patterns) are allowed. No boots, moccasins, sports sandals, flip-flops, slides, slippers, clogs, Crocs, or similar styled open-back/open toed shoes may be worn. No roller skate shoes are allowed. No blinking lights. If boots are brought for outside play, an appropriate pair of shoes must also come to school for use inside the building.

Girls Formal Dress

- Blouse: solid white long- or short-sleeve “peter pan” collar blouse.
- Jumper: Brownell Talbot plaid jumper. Jumper lengths are required to be of “modest” length. Skirts must be within 3” of the top of the knee.
- Pants: solid navy uniform pants. For kindergarten through grade 4, a black or brown belt is required if the pants have belt loops. Early Years students are not required to wear a belt.
- Hosiery: solid white knee socks, tights, or leggings.
- Sweater: solid navy long-sleeve sweater (monogramming/logo optional). V-neck, crewneck, or cardigans are acceptable.
- Shoes: black, brown, or navy dress shoes. Shoes must have a flat sole.

Girls Daily Wear

Formal dress options are acceptable and:

- Shirt: solid white long- or short-sleeve polo knit shirt with collar (monogramming/logo optional). Uniform shirts must be tucked in.
- Sweater/sweatshirt: solid navy long-sleeve pullover or cardigan sweater, crewneck or v-neck, or any “official” Brownell Talbot sweatshirt. Sweatshirts must be purchased from the Raider Market store, Raider Market online flash sales, or Booster Club. **Sweaters and sweatshirts DO NOT replace the required polo shirt.**
- Pants/shorts/skorts: solid navy uniform pants or navy uniform skorts. Navy Bermuda style shorts may be worn in the fall and spring at the discretion of the administration. For kindergarten through grade 4, a black or brown belt is required if the pants have belt loops. Early Years students are not required to wear a belt.
- Skirts: skirt lengths are required to be of “modest” length. Skirts must be within 3” of the top of the knee.
- Hosiery: Girls may wear solid black, white, or navy crew or knee socks or navy or white tights or leggings.
- Shoes: must be worn at all times and be complementary to the uniform. Athletic shoes (no solid neon colors) or plain black or dark brown leather dress shoes (solid colors, no patterns) are allowed. No boots, moccasins, sports sandals, flip-flops, slides, slippers, clogs, Crocs, or similar styled open-back/open toed shoes may be worn. No roller skate shoes are allowed. No blinking lights. If boots are brought for outside play, an appropriate pair of shoes must also come to school for use inside the building.

Outerwear

Students may wear a coat between buildings. Coats and jackets are to be removed after entering a classroom, the dining hall, or any other instructional space.

Any decision regarding the acceptability of school uniform items will be at the sole discretion of school administration.

BROWNELL TALBOT MIDDLE SCHOOL

The Middle School environment lends itself to personal growth and exploration. Classrooms are rich in academic history and provide students and faculty the ability to thrive in a challenging learning environment that encourages self-discovery and responsibility.

The Middle School curriculum is one that is focused on departmentalization while realizing the need for students to have strong relationships with their peers and teachers. The learning skills of collaboration, alternative assessment, and problem solving are integral components of the Middle School program. Teachers assist students in the development of effective study skills, organizational techniques, and time management. Students utilize a combination of traditional learning methods while incorporating technology tools and techniques into their daily practice.

ACADEMICS

Grading Scale

A (93-100); B (85-92); C (77-84); D (70-76); F (below 70).

Academic Eligibility

Students must maintain passing grades in order to participate in contests, plays, or athletic events. Failure to do so may result in a suspension of participation in practices and events. In order to regain eligibility, students must show improvement. Evaluation of improvement will be done on a weekly basis.

Academic Honors

The Head of School's List for Middle School is based on the student's achievement each semester. This designation is given to student in grades 7 and 8.

- The Head of School's List (Summa Cum Laude): All "As"
- The Head of School's List: All "As" and "Bs"

Academic Honor Code

The school's general Academic Honor Code policy can be found on page 13.

Middle School Academic Honor Code Philosophy

The pursuit of knowledge in an academic community brings students and faculty together in an association of shared rights and responsibilities. Central to this association is an atmosphere of mutual trust and high ideals of honesty and integrity. Brownell Talbot articulates these ideals in its Academic Honor Code.

Brownell Talbot has a long, respected history of moral and ethical commitment to integrity. This integrity presumes that all members of our community consider themselves responsible for upholding these ideals while striving for excellence in their individual disciplines.

Brownell Talbot students will respect shared intellectual property and resources, complete and submit their own work, and observe the stated and implied rules governing honest academic achievement. Violations of this policy include but are not limited to lying, cheating, plagiarizing, stealing, violating another's property, misrepresenting another's work as their own, violating stated and implied rules of honest scholarship and academic conduct, or facilitating others' dishonesty.

Academic Honor Code Policies

Definitions associated with the Academic Honor Code include the following:

Cheating

The possession, receipt, use, or solicitation of unauthorized materials, information, notes, study aids, or other devices in any academic exercise constitute cheating. This definition includes unauthorized communication of information before, during, and after an academic exercise.

Further clarification includes, but is not limited to, the following:

- Falsifying or cheating on a report, a paper, an exercise, a problem, a test or examination, a project, a term and/or research paper, or a computer project submitted by a student.
- The use of unauthorized aids (e.g. crib sheets, answer keys, discarded materials, another's assistance on a take-home exam, etc.).
- Copying from another student's work.
- Unauthorized use of books, notes, or other outside material during closed-book exams.
- Soliciting, giving, or receiving digital, written, visual, or similar communication contrary to the principles of academic honesty.

Furthermore, cheating includes facilitating academic dishonesty.

Plagiarism

Plagiarism is the taking of another's ideas and information and presenting them as if the ideas and information were one's own. Doing so is "intellectual theft" and, in some cases, a violation of copyright law.

Consequences for Plagiarism and Cheating Infractions

Infractions of the Academic Honor Code pertain to cheating and plagiarism as defined in this document. Consequences will be administered according to the type and frequency of infraction and may include the following:

- First offense
 - A zero on the test or assignment.
- Second offense
 - A zero on the test or assignment.
 - One to five days of suspension (in-school or out-of-school depending on the circumstance).
 - A conference with the student, the parent, and the Assistant Head of School.
- Third Offense
 - Any or all consequences listed for second offense.
 - A recommendation that may result in expulsion.

College Counseling

The college counselors are available on a regular basis to students and parents. During the third quarter, eighth grade students attend a college counseling class once a week. Group activities in these classes cover topics such as planning for Upper School and college.

Parent/Teacher Conferences

Formal parent/teacher conferences take place twice a year. The initial conference is held in the middle of fall semester. The second conference is held in the middle of spring semester. These conferences give parents the opportunity to visit with each of the student's teachers. It is highly recommended that students attend conferences with their parents.

In addition to the formal conferences, parents are welcome to schedule individual meetings with teachers concerning their student's progress. Parents are asked not to drop in unscheduled before or after school as teachers are busy preparing for or wrapping up the day. Your cooperation and support in this area is appreciated.

Parent/Teacher Conferences may be conducted virtually.

Report Cards

Report cards for students in grades 5 through 8 are made available online after each semester. A student progress report will be posted on Veracross near the midpoint of each semester. Unless there are extenuating circumstances, all homework, tests, quizzes, and written reports must be completed by the end of each grading period.

Standardized Testing

Brownell Talbot administers standardized tests at different times of the school year. The purpose of these tests is to measure the proficiency of our students in a variety of academic skills. The results are utilized by the school to analyze the school's curriculum as it relates to said skills, for the purpose of placement in certain courses and to evaluate the progress of student performance.

BEFORE/AFTER SCHOOL SUPERVISION

Middle School students who arrive between 7:00 am and 7:45 am are required to go to the James Middle and Upper School Library.

Brownell Talbot's after school extended care program is licensed by the state of Nebraska. The program is staffed with experienced personnel and is designed to complement the regular school day. Raider Zone (Early Years through grade 8) is dedicated to homework, a light snack, and free time in the dining hall. Weather permitting, students will go outside during free time. Any Middle School student on campus after 3:45 pm who is not involved in a school-sponsored activity must sign in to this program. Once the school activity ends, students must report to Raider Zone until their parents pick them up.

You can reach the director of auxiliary programs at 402.556.3772 ext.1023.

STUDENT EXPECTATIONS

School Honor Code

The school's general Honor Code policy can be found on page 23.

Middle School Honor Code

All teachers publish expectations for their classrooms. Students are assigned behavior points for behavior disruptive to the learning environment and against school policy. Accumulation of behavior points will result in the following:

- 5 behavior points = first detention
- 10 behavior points = second detention
- 15 behavior points = restriction or in-school suspension as designated by the appropriate administrator

Detentions may be assigned for the first infraction if the severity warrants such a response. Parents will be given at least 24 hours notice if their student receives a detention. Students are required to attend the assigned detention period. Any deviations must be approved by the appropriate administrator.

Students assigned detention will receive a discipline notice that details the infraction and its consequences. Parents are encouraged to contact their student's advisor or the appropriate administrator with questions or concerns.

Frequent and consistent disregard of school rules and policies will result in increasingly severe consequences and will be considered in evaluating a student's continued enrollment at Brownell Talbot.

Those consequences may include:

- Guidance conference.
- Detention—the student reports to a designated room after school on the assigned day. Under faculty supervision, the student will participate in community service work on campus.
- Restriction—the student may receive any consequence including, but not limited to, removal from student leadership positions, loss of extracurricular activities, or other restriction as deemed appropriate by the Assistant Head of School.
- In-school suspension—the student does not attend class on the assigned day, but reports to a designated room to serve the suspension. All class work and tests are required to be completed. Grades received during this time will be lowered at least one grade level, but not more than three. Participation in after school extracurricular programs is not allowed on the days the suspensions are being served. Parents will be notified.

- Out-of-school suspension—the student does not attend school on the designated days. Parents will be notified and the student remains at home. Academic work must still be completed. Homework grades for any missed classes will drop at least one grade level, but not more than three. Students will receive a failing grade on quizzes/tests given during the suspension. Teacher assistance or special help sessions will not be provided. Participation in after school extracurricular programs is not allowed on the days the suspensions are being served.
- Dismissal—the school reserves the right to dismiss a student at any time, even for the first offense, if the gravity of the situation warrants. Dismissal for disciplinary reasons will ordinarily take place as the final step if previous disciplinary action has not been effective.

Consequences will be determined by the appropriate administrator. At the discretion of the administration, students will receive a probationary contract for a period of time to encourage a change in behavior.

Conduct Statements and Expectations

See page 15 for conduct statements and expectations regarding:

- Bullying, harassment, hazing, and fighting.
- Cheating.
- Dangerous possessions.
- Dress code violations.
- Pranks.
- Profanity.
- Public displays of affection.
- Theft or property damage.
- Threats and threatening behavior.
- Tobacco, drugs, and alcohol.
- Violation of municipal, state, or federal laws.

ACTIVITIES

Philosophy

Students are encouraged to participate in extracurricular activities. Students learn about the individual program, develop skills, experience working and competing with teammates, and participate in competitive situations. Activities such as plays, speech, Quiz Bowl, athletics, and robotics are examples of opportunities for the Middle School student.

For certain sports, seventh and eighth grade may have “A” and “B” teams. These are formed in accordance to the individual’s grade level, ability, and commitment. Each student is provided with a meaningful opportunity to participate in competitive situations. Meaningful participation does not mean equal playing time; rather, it means providing students with the opportunity to further their learning and development in a competitive situation.

All fifth and sixth graders have the opportunity to play on a Brownell Talbot Youth Sports Organization (BTYSO) team. Typically, these teams are played under local YMCA and Parochial Athletic League (PAL) rules and regulations. The organization allows every player the opportunity to learn the game while having fun. Please contact BTYSO Director Bob Williams via email at robert.williams@brownell.edu or phone at 402.556.3772 for more information.

Policy and Guidelines (Grades 7 through 12)

These policies and guidelines must be read and agreed to by each student participating in Brownell Talbot activities and his/her parent or guardian.

Student Parent Agreement

Before participation on any team is permitted, all students who wish to participate and their parent(s) shall receive a copy of the Activity Policy and Guidelines Agreement indicating that they have reviewed and understand all policies and guidelines. The parent or guardian and the student must sign this agreement.

Code of Ethics

Students must adhere to the following code of ethics:

- The use of drugs, alcohol, tobacco, or other related products is strictly prohibited.
- Be sincere and loyal to the team, school, and coach.
- Show respect and cooperate with all teachers, coaches, and sponsors.
- Create, maintain, and promote the elements of good sportsmanship.
- Set a positive example in school, at home, and in competition.

Sportsmanship

Good sportsmanship is expected from all Brownell Talbot students. This demands responsible actions on the part of all participants. To promote sportsmanship, students should observe the following guidelines:

- Accept seriously the responsibility and privilege of representing your school and your fellow students. Display positive actions publicly at all times.
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
- Respect the judgment of contest officials, abide by the rules of the contest, and display no behavior that detracts from the spirit of good competition.
- Shake hands and compliment your opponent after the contest.

Any student expelled from a contest will sit out the next scheduled contest and be subject to any other discipline as set out by the rules of Brownell Talbot.

Practice Attendance

Students are expected to be at all practices at the times and places designated by the coach/sponsor. A student in school on the day of practice must have prior approval of the coach to be absent from practice. Students missing practice or arriving late to practice for any reason may be subject to disciplinary actions as set out by the coach. Habitual or excessive absences will result in suspensions from contests, loss of letter, or dismissal from the team.

- Excused absences include illness or an emergency situation. Excused absences (for practices only) with prior approval of team coach include doctor appointments, approved school-related activities, and college visits.
- Unexcused absences include, but are not limited to, staying home, sleeping too late, personal appointments, and family vacation.

When school is in session, players must report to school by 10:30 am in order to practice that day. Players serving in-school or out-of-school suspensions will not be allowed to practice.

Contest Attendance

Student athletes are expected to attend all contests in his or her specific activity, whether participating or not, unless prior permission is granted by the coach. The coach must be notified as far in advance as possible when a student is to be absent from a contest. On a contest day, students must report to school by 10:30 am in order to compete unless prior approval by the coach/sponsor and administrator is given. A player serving an in-school or out-of-school suspension the day of the contest is not eligible to participate that day. Failure to attend contests may result in loss of letter or dismissal from the activity.

Training

Players are expected to maintain good physical conditioning. Proper diet, rest, and exercise are necessary for good performance. In keeping with this philosophy, students should adhere to dietary suggestions provided by their coach or sponsor.

Substance abuse is highly detrimental to the health and performance of a student. Therefore, in addition to the rules regarding drugs, alcohol, tobacco, or other related products stated in the Student Expectations section, the following regulations apply:

- Students smoking cigarettes or using any tobacco or related products will receive contest suspensions. The coach/sponsor or administrator will determine loss of letter or dismissal from the activity.

- Players using alcohol or illegal drugs will result in contest suspensions and loss of letter at a minimum. The coach or administrator will determine dismissal from or retention on the team.

In or out of season, including summer, Brownell Talbot participants in extracurricular activities are expected to abide by these policies with regard to alcohol, drugs, tobacco, and related products. Brownell Talbot does not support or encourage performance enhancing drugs or supplements of any kind.

Preseason Training

Students are expected to participate in preseason training when it is required for maximum performance in their respective activity, which is invaluable for safety and skill development. Any student having an extenuating circumstance that prohibits him or her from participating in preseason training, must inform the coach prior to this training period, and eligibility for the activity will be determined. If a student is participating on another Brownell Talbot team during preseason training, the coaches and student will determine an appropriate preseason training program. Preseason training includes, but is not limited to, summer team camps, strength and conditioning training, and individual camps.

Uniforms

Players will adhere to Brownell Talbot rules and guidelines with regard to proper uniform wear. In addition, players will not wear distinctive clothing, which sets them apart from other team members. Uniforms will be issued to players before the first contest. A student athlete is responsible for the care and maintenance of all school-issued uniforms and equipment. A student athlete agrees to return all uniforms and equipment in good condition within one week of the end of season. The Business Office must receive payment for lost uniforms. The replacement cost of the specific uniform or equipment will determine amount owed to the school.

Travel

Transportation is provided by Brownell Talbot for most contests. Students participating will travel on the bus or in the school vehicles to the event. Students may ride with their parent or guardian to a contest if approved by their respective coach. It is permissible for a student to ride with another adult but their parent/guardian must notify the coach in writing and receive approval before the scheduled departure time.

If transportation is not provided to contests or practices, parents must submit written permission to the Activities Director stating their child is allowed to ride with another BT student to contests and practices off campus.

Attire

Coaches will provide guidelines on proper attire during home or away contests. Only prior approval by the coach will allow the students not to follow these guidelines.

Conduct

Respect and sensitivity for all participants on trips will be observed. Electronics are permitted only when used with personal headsets. Loud conversations or other disruptive behavior detracts from the comfort and enjoyment of the team and will not be permitted. When male and female students are traveling together, the coach/sponsor will separate them in different seating sections. There shall be no public displays of affection.

Academic Eligibility and Responsibility

A student is responsible for arranging his or her schedule to fulfill their commitment as a participant and team member. A student who leaves school early for a contest is responsible for all academic work missed, including class notes, quizzes, tests, and papers. The student must notify the coach/sponsor of any tardiness to or absence from practice due to academic reasons.

Academics are a priority at Brownell Talbot. To ensure this, Brownell Talbot has established guidelines for student participation in activities:

- Players with academic deficiencies may be withheld from competition.
- Players are encouraged to schedule tutorials as needed with teachers.

Participation on Non-Brownell Talbot Teams

Brownell Talbot activity obligations take priority over club contests and practices. A student's commitment to the school must come first, and missing a practice or contest for a club activity is not acceptable and will be considered an unexcused absence.

Grievance Policy

Students who feel they have not been given due process in trying out for a team, after having made the team, or concerning violations of policies, should observe the following guidelines:

- The student and/or parent/guardian should first schedule a meeting with the coach of the activity involved. Most problems should be solved at this level.
- If the explanation provided by the coach is not satisfactory for the student, the student and/or parent/guardian should then meet with the activities director to discuss the situation.
- If meeting with the activities director does not resolve the situation, the student and/or parent/guardian should meet with the administrator to discuss the previous two meetings and why he or she is still not satisfied with the situation.

Dances

Seventh and eighth grade students have two dances sponsored by Brownell Talbot. These dances include a mandatory "Proper Dance" in the late winter as part of their physical education curriculum and a spring dance. These are scheduled by the administration.

POLICY STATEMENTS SPECIFIC TO MIDDLE SCHOOL

Attendance

See page 23 for the school's general attendance policy.

Tardiness

Attendance is checked at the beginning of each class period. Arrival to class after the tardy bell has rung for that period and before half the period has elapsed is considered a tardy. Students tardy to school must sign in at the main office and receive an admit slip from the administrative assistant. Each tardy may result in a behavior point. School work missed for tardies must be made up (see Absences/Makeup Work section). Missing more than half of a class period may be considered an absence. Excessive tardiness will result in disciplinary action.

Absences/Makeup Work

Illness, verified by a parent, guardian, physician, or school nurse, is considered an excused absence. Parents must notify the main office before 8:45 am to report the student's absence. Students must be fever-free for 24 hours before returning to school.

During an absence due to illness exceeding one day, parents may pick up homework no earlier than 12:00 pm. Assignments will also be available in Veracross. Students may request extra help sessions upon their return to school.

Work missed during an absence must be made up. It is the student's responsibility to schedule makeup work with the teacher. The student is allowed the same number of days to make up work as the number of days absent. For example, if a student is absent for two days, upon return, two days are given for makeup work. In the event of a long-term absence, the appropriate school administrator or designee will assist in arranging an appropriate schedule for makeup work. If the schedule for makeup work extends beyond the end of the grading period, a mark of incomplete is given. Work not submitted by the end of the established makeup schedule will result in a failing mark.

Unexcused Absences/Makeup Work

Failure to obtain approval and/or failure to bring a note from parents prior to an absence (in the case of illness, following the absence) will result in an unexcused absence.

Cutting class is a serious offense and will result not only in an unexcused absence but in other disciplinary action as well. Leaving campus without permission at any time during the school day is a serious offense, which will be addressed by school administration and may result in a suspension. Improper sign-out or failure to sign out may be considered an unexcused absence (see the Signing Out section).

- Makeup work for unexcused absences is addressed as follows:
- It is the student's responsibility to obtain and complete within the designated time frame all the material of the class missed.
- It is not the teacher's responsibility to repeat material missed nor is the teacher expected to tutor the student. Extra help sessions are not provided.
- Homework grades for any missed classes will drop at least one grade level, but not more than three. Students may receive a failing grade on tests given during the time of the unexcused absence.
- Parents will be notified of unexcused absences.

Backpacks, Instruments, and Athletic Bags

See page 24 for the school's general backpacks, instruments, and athletic bags policy.

Student-Owned Mobile Devices

Possession of a cellular telephone or other electronic communication devices is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. See page 29 for the school's general student-owned mobile devices policy.

Middle School Student-Owned Mobile Devices

Students must store cell phones, locked, in their locker during class periods. At the discretion of the teachers, students may use headphones with their iPad computers. Students using unauthorized devices during instructional time will have those devices confiscated. Confiscated devices must be retrieved from the administrator. The school reserves the right to examine electronic communication devices to verify the device is not being used in violation of school's Responsible Use policy. Students who need to call a parent must do so from the main office.

Locks/Lockers

Middle School students are assigned book and physical education lockers. School locks are issued at the beginning of each year and are the only locks to be used. Lockers are to be kept locked. Students should not give their locker combinations to anyone. There is a \$10 replacement charge for a lost lock. Lockers are school property and should reflect proper school decorum. During the 2020-2021 academic year, students in grades 7 and higher will not have access to lockers due to COVID-19-related restrictions.

Valuables

See page 24 for the school's general valuables statement.

SCHOOL UNIFORMS

See page 24 for the school's general school uniforms policy.

Middle School Uniforms

Boys Formal Dress

- Shirt: solid white long- or short-sleeve oxford dress shirt. An appropriate tie is required.
- Pants: solid grey dress pants. Students must wear a dark belt.
- Blazer: solid navy blazer is required.
- Shoes: black or brown dress shoes and dark dress socks.

Boys Daily Wear

Formal dress options are acceptable and:

- Shirt: solid navy or light blue long- or short-sleeve polo knit shirt with collar and school logo. Uniform shirts are required and must be tucked in.
- Pants/shorts: solid navy uniform pants. Navy Bermuda style shorts may also be worn. A black or brown belt must be worn if pants/shorts have belt loops.
- Sweater/sweatshirt: solid navy long-sleeve pullover or cardigan sweater, crewneck or v-neck, or any “official” Brownell Talbot sweatshirt. Sweatshirts must be purchased from the Raider Market store, Raider Market online flash sales, or Booster Club. **Sweaters and sweatshirts DO NOT replace the required polo shirt.**
- Socks: solid black, white, or navy socks must be worn with the daily uniform. Crew socks are allowed during the times students are allowed to wear uniform shorts.
- Shoes: must be worn at all times and be complementary to the uniform. Athletic shoes (no solid neon colors) or plain black or dark brown leather dress shoes (solid colors, no patterns) are allowed. No boots, moccasins, sports sandals, flip-flops, slides, slippers, clogs, Crocs, or similar styled open-back/open toed shoes may be worn. No roller skate shoes are allowed. No blinking lights. If boots are brought for outside play, an appropriate pair of shoes must also come to school for use inside the building.

Girls Formal Dress

- Blouse: solid white long- or short-sleeve oxford shirt.
- Skirt: Brownell Talbot plaid skirt. Skirt lengths are required to be of “modest” length. Skirts must be within 3” of the top of the knee.
- Slacks: solid grey dress slacks. A solid dark belt must be worn if the slacks have belt loops.
- Hosiery: solid navy knee socks or tights must be worn (no color designs, anklets, or crew socks).
- Blazer: solid navy blazer.
- Shoes: black, brown, or navy dress shoes. Shoes must have a no more than a 1 ½ inch heel.

Girls Daily Wear

Formal dress options are acceptable and:

- Shirt: solid navy or light blue long- or short-sleeve polo knit shirt with collar and school logo. Uniform shirts are required and must be tucked in. Polo shirts with banded waist are allowed.
- Sweater/sweatshirt: solid navy long-sleeve pullover or cardigan sweater, crewneck or v-neck, or any “official” Brownell Talbot sweatshirt. Sweatshirts must be purchased from the Raider Market store, Raider Market online flash sales, or Booster Club. **Sweaters and sweatshirts DO NOT replace the required polo shirt.**
- Pants/shorts: solid navy uniform pants. Solid navy Bermuda style shorts may also be worn. A black or brown belt must be worn if the pants/shorts have belt loops.
- Skirts/skorts: plaid uniform skirts or skorts. Skirts must be within 3” of the top of the knee.
- Hosiery: solid black, white, or navy crew or knee socks or navy tights or leggings.
- Shoes: must be worn at all times and be complementary to the uniform. Athletic shoes (no solid neon colors) or plain black or dark brown leather dress shoes (solid colors, no patterns) are allowed. No boots, moccasins, sports sandals, flip-flops, slides, slippers, clogs, Crocs, or similar styled open-back/open toed shoes may be worn. No roller skate shoes are allowed. No blinking lights. If boots are brought for outside play, an appropriate pair of shoes must also come to school for use inside the building.

Outerwear

Students may wear a coat between buildings. Coats and jackets are to be removed after entering a classroom, the dining hall, or any other instructional space.

Physical Education

T-shirts and shorts for fifth through seventh grade students are provided and laundered at school. Students must provide their own socks and shoes. On days when students swim, they need to bring a swimsuit and towel.

Any decision regarding the acceptability of school uniform items will be at the sole discretion of the school administration.

BROWNELL TALBOT UPPER SCHOOL

The Upper School program prepares students for the transition from the high school classroom to the rigors of college life. Upper School students are encouraged to explore various interests, take advanced classes, and develop self advocacy and communication skills that allow them to be successful in the college environment.

ACADEMICS

The Upper School program is rigorous, with students afforded choice within the program to take courses of particular interest. Upper School students must successfully complete 250 credits, surpassing the state requirement of 200 credits. Although Upper School students are required to meet certain minimum standard requirements, Brownell Talbot graduates typically surpass these requirements in several areas, thereby greatly enhancing their chances for acceptance and success at the college of their choice.

Grading Scale

General: A (93-100); B (85-92); C (77-84); D (70-76); F (below 70).

Advanced Placement (AP): A (90-100); B (80-89); C (70-79); D (60-69); F (below 60).

Averages (GPA)/Transcripts

All courses taken for credit are included in a student's grade point average. Grade values are as follows:

General	Advanced Placement Courses
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A = 4.0	A = 4.5
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B = 3.0	B = 3.5
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C = 2.0	C = 2.5
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D = 1.0	D = 1.0
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F = 0.0	F = 0.0
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Cumulative grade point averages are recalculated at the completion of each semester. Transcripts include semester grades and the semester GPA.

Academic Eligibility

Students must maintain passing grades in order to participate in contests, plays, and athletic events. Failure to do so may result in a suspension of participation in practices and events. In order to regain eligibility, students must show significant improvement. Evaluation of improvement will be done on a weekly basis.

Academic Honors

The Head of School's List for Upper School is based on the student's achievement each semester.

- The Head of School's List (Summa Cum Laude): All "As"
- The Head of School's List: All "As" and "Bs"

Academic Honor Code

The school's general Academic Honor Code policy can be found on page 13.

Upper School Academic Honor Code Philosophy

The pursuit of knowledge in an academic community brings students and faculty together in an association of shared rights and responsibilities. Central to this association is an atmosphere of mutual trust and high ideals of honesty and integrity. Brownell Talbot articulates these ideals in its Academic Honor Code.

Brownell Talbot has a long, respected history of moral and ethical commitment to integrity. This integrity presumes that all members of our community consider themselves responsible for upholding these ideals while striving for excellence in their individual disciplines.

Brownell Talbot students will respect shared intellectual property and resources, complete and submit their own work, and observe the stated and implied rules governing honest academic achievement.

Examples include but are not limited to lying, cheating, plagiarizing, stealing, violating another's property, misrepresenting another's work as their own, violating stated and implied rules of honest scholarship and academic conduct, or facilitating others' dishonesty.

Academic Honor Code Policies

Definitions associated with the Academic Honor Code include the following:

Cheating

The possession, receipt, use, or solicitation of unauthorized materials, information, notes, study aids, or other devices in any academic exercise constitute cheating. This definition includes unauthorized communication of information before, during, and after an academic exercise.

Further clarification includes, but is not limited to, the following:

- Falsifying or cheating on a report, a paper, an exercise, a problem, a test or examination, a project, a term and/or research paper, or a computer project submitted by a student.
- The use of unauthorized aids (e.g. crib sheets, answer keys, discarded materials, another's assistance on a take-home exam, etc.).
- Copying from another student's work.
- Unauthorized use of books, notes, or other outside material during closed book exams.
- Soliciting, giving, and/or receiving digital, written, visual, or similar communication contrary to the principles of academic honesty.

Furthermore, cheating includes facilitating academic dishonesty.

Plagiarism

Plagiarism is the taking of another's ideas and information and presenting them as if the ideas and information were one's own. Doing so is "intellectual theft" and, in some cases, a violation of copyright law.

In defining plagiarism, the school distinguishes between note taking, inadvertent plagiarism, and malicious plagiarism.

In the case of note taking, the teacher and the student both understand that the nature of the assignment is simply knowledge acquisition and, perhaps, presentation. Using another's information in these contexts, even when used without documentation, shall not constitute plagiarism since both the teacher and the student understand that the material is not the student's own.

Inadvertent plagiarism is restricted to an obvious mistake in documentation, as when a student inadvertently includes an incorrect page number in a parenthetical reference or when the student has yet to hone his or her paraphrasing skills. Inadvertent plagiarism shall not constitute plagiarism in the formal sense of the word.

Malicious plagiarism is the intentional presentation of another's material as if the material is one's own. Because Upper School students have been instructed in how to document primary and secondary sources, they shall be guilty of malicious plagiarism whenever they present another's information without proper documentation. The use of even a single and particularly apt word, of a phrase, of an idea, or of a train of thought, without appropriate documentation, constitutes malicious plagiarism. However, a student who provides documentation is still guilty of malicious plagiarism if that documentation is fraudulent or consistently careless. Those guilty of this infraction are subject to predetermined consequences of the Honor Council.

Honor Council

Purpose

With respect to academic integrity, the Honor Council will make recommendations to the Assistant Head of School and Dean of Students on all reported Honor Code violations.

Process

When a faculty member determines a student has violated the Academic Honor Code, a referral to the Honor Council is submitted. Members of the administration will convene the Honor Council for further deliberation and recommendations.

Council Members

Two student representatives and one alternate are selected from each Upper School grade level. Classes nominate students and the final selection is made by the Upper School faculty. Two at-large faculty members plus one alternate are selected by the Dean of Students. The director of college counseling and guidance serves as a non-voting member of the Honor Council.

One non-voting faculty member, selected by the charged student may attend the meeting of the Honor Council as an advocate for the student.

Confidentiality of Honor Council members is mandatory; therefore, a member who violates confidentiality will be removed from the Honor Council. Parents and other interested parties shall not attend an Honor Council hearing. A student or faculty Honor Council member may recuse himself or herself in the event of a conflict of interest. Council members serve a one-year term, during which they will meet as needed.

Consequences for Plagiarism and Cheating Infractions

Infractions of the Academic Honor Code pertain to cheating and plagiarism as defined in this document and are cumulative over the four-year period of grades 9 through 12. Suspensions and other discipline items may be reported to colleges if specific requests for information are made on recommendation forms.

Consequences will be administered according to the type and frequency of infraction and may include the following:

- First Offense
 - A zero on the test or assignment.
 - One to three detentions.
- Second Offense
 - A zero on the test or assignment.
 - One to five days of suspension (in-school or out-of-school depending on the circumstance).
 - A loss of free periods for 45 school days, effective from the time of acceptance or imposition of penalty. Such students will attend study hall.
 - A conference with the student, the parent, the Dean of Students, and the college counselor.
- Third Offense
 - Any or all consequences listed for second offense.
 - A recommendation that may result in expulsion.

The Dean of Students will receive the recommendation of the Honor Council, make a final decision, and notify the student and parents of the ultimate decision. A copy of all documentation shall be included in the student's permanent file. Suspensions, major infractions, and repeated disciplinary violations will be reported to colleges.

Assigned Study Hall

All ninth grade schedules include study halls. Study hall assignments for students in grades 10 through 12 are based on academic performance. Students who receive a D, F, or incomplete for any semester grade in any subject will be assigned to study hall. Students may also be assigned to study halls any time during the semester at the request of parents or a faculty member.

Due to COVID-19-related restrictions, all grade 9-11 students will be assigned to a study hall during any unscheduled class periods.

College Counseling

The college counselors are available on a regular basis to students and parents. College counseling classes are scheduled for students in grades 9 through 12. Group activities in these classes will cover such topics as educational planning, study skills, career development, college planning, applications, scholarships, and financial aid. A college planning workshop is scheduled for juniors and their parents.

The College Counseling Department provides personal assistance with testing, admission requirements, application procedures, official transcripts, recommendations, scholarships, and financial aid. Juniors and seniors will have regularly scheduled individual conferences with the College Counseling Department throughout the year. Additional appointments may be arranged to assist students and/or parents with any needs or concerns.

Parent/Teacher Conferences

Formal parent/teacher conferences take place twice a year. The initial conference is held in the middle of fall semester. The second conference is held in the middle of spring semester. These conferences give parents the opportunity to visit with each of their student's teachers. In grades 5 through 12. It is highly recommended that students attend conferences with their parents.

In addition to the formal conferences, parents are welcome to schedule individual meetings with teachers concerning their student's progress. Parents are asked not to drop in unscheduled before or after school as teachers are busy preparing for or wrapping up the day. Your cooperation and support in this area is appreciated.

Parent/Teacher Conferences may be held virtually.

Course Drop/Add

Brownell Talbot offers a wide variety of course options for all students. The goal of the school is to appropriately challenge every student through various required classes and elective course offerings. Implementation of this goal requires communication between the school and student's home. Students, advisors, and parents plan together to choose courses that will best meet the needs and desires of the student, while fulfilling the graduation requirements of the school. In some circumstances, a student may begin a class and realize the situation is not appropriate for his/her desired educational plan at the school. The student should immediately begin a dialogue with his/her advisor and parents regarding possible resolutions to the situation. This may include dropping a class and/or adding a replacement class to the student's schedule.

Drop/Add Procedure

Students must obtain a Drop/Add Form from the main office or the Dean of Students. The Drop/Add Form provides detailed instructions for the student to complete the form and return it to the Dean of Students. Please note that strict deadlines will be enforced in the Drop/Add process at Brownell Talbot.

Deadlines

Dropping a Class

- First semester deadline for dropping a course is the 25th day of the semester.
 - No grade is issued for the course.
 - The course is not reflected on official transcripts.
 - Any course dropped after the deadline IS reflected on official transcripts with "W" to indicate a withdrawal.
- Second semester deadline for dropping a course is the fifth day of the semester (although not encouraged as most classes are year-long).
- First semester grades are reported on official transcripts.
 - No grade is issued for second semester of the course.
 - The second semester is not reflected on official transcripts.
 - Any course dropped after the deadline IS reflected on official transcripts with "W" to indicate a withdrawal.

Adding a Class

The deadline for adding a class is the tenth class day of each semester unless transferring within the same academic area (e.g., AP U.S. History to U.S. History).

Final Exams

Semester Exams

Courses are established and credit is given on a semester basis. Semester exams are given for each academic course and may account for up to 15 percent of the semester grade. Seniors who are academically eligible and have appropriate authorization may be exempt from first semester exams.

Juniors and seniors who are academically eligible and have appropriate authorization may be exempt from second semester final exams. **Students with excessive absences or tardies will not be eligible for exemptions.**

Exam Clearance

Before semester exams may be taken, all student charges, fees, and fines must be paid and detentions served. In addition, all overdue library books, athletic uniforms, and equipment from the previous season must be returned.

Report Cards

Report cards for students in grades 9 through 12 are made available online after each semester. A student progress report will be posted on Veracross near the midpoint of each semester. Unless there are extenuating circumstances, all homework, tests, quizzes, and written reports must be completed by the end of each grading period.

Standardized Testing

Sophomores take a practice ACT[®] test and sophomores and juniors take the Preliminary Scholastic Aptitude Test (PSAT). Both the ACT[®] and SAT[®] are taken in the spring of the junior and/or fall of the senior year. Tests for AP courses are administered in the spring. Students taking any AP course are required to take the corresponding AP Exam.

BEFORE/AFTER SCHOOL SUPERVISION

Upper School students who arrive on campus between 7:00 am and 7:50 am should remain in the commons area or by their Upper School lockers. After dismissal at 3:40 pm, Upper School students not involved in a school-supervised activity may remain in the James Middle and Upper School Library and commons until 6:00 pm to wait for their transportation home. Remaining on campus for socializing is not allowed. The School Honor Code policy remains in effect for all students on campus before or after school hours.

Due to COVID-19-related restrictions, Upper School students are asked to arrive no later than 10 minutes before their first class on campus.

Any students not involved in extracurricular activities after school should leave campus by 4:00 pm.

STUDENT EXPECTATIONS

The school's general Honor Code policy can be found on page 23.

Upper School Behavior Expectations and Consequences

All teachers will publish expectations for their classrooms. Students are assigned behavior points for behavior disruptive to the learning environment and against school policy. In some instances, discipline situations may be handled directly by the school administration. Accumulation of behavior points will result in the following:

- 5 behavior points = first detention
- 10 behavior points = second detention
- 15 behavior points = restriction, Saturday School or in-school suspension as designated by the Dean of Students

Detentions may be assigned for the first infraction of the School Honor Code if the severity warrants such a response. Parents will be given at least 24 hours notice if their student receives a detention. Students are required to attend the assigned detention period. Any deviations must be approved by the Dean of Students.

Students assigned detention will receive a discipline notice that details the infraction and its consequences. Incentives for students with no detentions or fewer than five behavior points will be established by the Upper School Council and the Dean of Students.

Parents are encouraged to contact their student's advisor (House Dean) or the Dean of Students with questions or concerns.

Frequent and consistent disregard of school rules and policies will result in increasingly severe consequences and will be considered in evaluating a student's continued enrollment at Brownell Talbot. Those consequences may include:

- Conference with an administrator.
- Detention—the student reports to a designated room after school on the assigned day. Under faculty supervision, the student will participate in community service work on campus.
- Restriction—the student may receive any consequence including, but not limited to, removal from student leadership positions, loss of extracurricular activities, loss of free period privileges (assignment to mandatory study hall), loss of off-campus privileges (a seniors' only privilege), or other restriction as deemed appropriate by the Dean of Students.
- Saturday School—under certain circumstances, students may be assigned to Saturday School. Saturday School will involve an on-campus detention from 8:00 am to 12:00 pm. Students will be required to work on outstanding assignments or perform community service under the supervision of the Dean of Students or designated faculty member.
- In-school suspension—the student does not attend class on the assigned day but reports to a designated room to serve the suspension. All class work and tests are required to be completed. Grades received during this time will be lowered at least one grade level, but not more than three. Participation in after school extracurricular programs is not allowed on the days the in-school suspensions are being served. Parents will be notified.
- Out-of-school suspension—the student does not attend school on the designated days. Parents will be notified, and the student remains at home. Academic work must still be completed. Grades for any missed classes will drop at least one grade level, but not more than three. Students will receive a failing grade on quizzes/tests given during the suspension. Teacher assistance or special help sessions will not be provided. Participation in after school extracurricular programs is not allowed on the days the suspensions are being served.
- Dismissal—the school reserves the right to dismiss a student at any time, even for the first offense, if the gravity of the situation warrants. Dismissal for disciplinary reasons will ordinarily take place as the final step if previous disciplinary action has not been effective.

Note: Brownell Talbot will report any academic or behavioral misconduct resulting in disciplinary action requiring time away or removal from school premises (suspension, probation, removal, dismissal, or expulsion) to colleges and high schools if specific requests for information are made on the recommendation form. Brownell Talbot students are expected to answer any questions on college (or other high school) applications related to academic or behavioral misconduct truthfully and with transparency. Due to the differences in language used on applications, students should carefully read, and, if necessary, request assistance from the college counselors on how best to respond to related questions.

Consequences will be determined by the Dean of Students and/or the Assistant Head of School. At the discretion of the school administration, students may receive a probationary contract for a period of time to encourage a change in behavior.

Conduct Statements and Expectations

See 0 for conduct statements and expectations regarding:

- Bullying, harassment, hazing, and fighting.
- Cheating.
- Dangerous possessions.
- Dress code violations.
- Pranks.
- Profanity.
- Public displays of affection.
- Theft or property damage.
- Threats and threatening behavior.
- Tobacco, drugs, and alcohol.
- Violation of municipal, state, or federal laws.

ACTIVITIES

Philosophy

The Upper School provides a well-rounded program of activities affording opportunity for all students. Opportunities for participation in each program vary according to the program and level of competition. At the non-varsity levels, emphasis is on skills development and participation. At the varsity level, performance and team success become more primary objectives. Students will benefit from the development of physical fitness, leadership, teamwork, good sportsmanship, self-discipline, respect, and integrity.

Brownell Talbot is a member school of the Nebraska School Activities Association (NSAA) and Nebraska Frontier Conference. NSAA governs all contest rules and regulations for certain high school activities. Rules and regulations can be found on the NSAA website at nsaahome.org.

Activities offered for Upper School can be found on brownell.edu.

Policy and Guidelines (Grades 7 through 12)

These policies and guidelines must be read and agreed to by each student participating in Brownell Talbot activities and his/her parent or guardian.

Student Parent Agreement

Before participation on any team is permitted, all students who wish to participate and their parent(s) shall receive a copy of the Activity Policy and Guidelines Agreement indicating that they have reviewed and understand all policies and guidelines. The parent or guardian and the student must sign this agreement.

Code of Ethics

Students must adhere to the following code of ethics:

- The use of drugs, alcohol, tobacco, or other related products is strictly prohibited.
- Be sincere and loyal to the team, school, and coach.
- Show respect and cooperate with all teachers, coaches, and sponsors.
- Create, maintain, and promote the elements of good sportsmanship.
- Set a positive example in school, at home, and in competition.

Sportsmanship

Good sportsmanship is expected from all Brownell Talbot students. This demands responsible actions on the part of all participants. To promote sportsmanship, students should observe the following guidelines:

- Accept seriously the responsibility and privilege of representing your school and your fellow students. Display positive actions publicly at all times.
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
- Respect the judgment of contest officials, abide by the rules of the contest, and display no behavior that detracts from the spirit of good competition.
- Shake hands and compliment your opponent after the contest.

Any student expelled from a contest will sit out the next scheduled contest and be subject to any other discipline as set out by the rules of Brownell Talbot.

Practice Attendance

Students are expected to be at all practices at the times and places designated by the coach/sponsor. A student in school on the day of practice must have prior approval of the coach to be absent from practice. Students missing practice or arriving late to practice for any reason may be subject to disciplinary actions as set out by the coach. Habitual or excessive absences will result in suspensions from contests, loss of letter, or dismissal from the team.

- Excused absences include illness or an emergency situation. Excused absences (for practices only) with prior approval of team coach include doctor appointments, approved school-related activities, and college visits.
- Unexcused absences include, but are not limited to, staying home, sleeping too late, personal appointments, and family vacation.

When school is in session, players must report to school by 10:30 am in order to practice that day. Players serving in-school or out-of-school suspensions will not be allowed to practice.

Contest Attendance

Student athletes are expected to attend all contests in his or her specific activity, whether participating or not, unless prior permission is granted by the coach. The coach must be notified as far in advance as possible when a student is to be absent from a contest. On a contest day, students must report to school by 10:30 am in order to compete unless prior approval by the coach/sponsor and administrator is given. A player serving an in-school or out-of-school suspension the day of the contest is not eligible to participate that day. Failure to attend contests may result in loss of letter or dismissal from the activity.

Training

Players are expected to maintain good physical conditioning. Proper diet, rest, and exercise are necessary for good performance. In keeping with this philosophy, students should adhere to dietary suggestions provided by their coach or sponsor.

Substance abuse is highly detrimental to the health and performance of a student. Therefore, in addition to the rules regarding drugs, alcohol, tobacco, or other related products stated in the Student Expectations section, the following regulations apply:

- Students smoking cigarettes or using any tobacco or related products will receive contest suspensions. The coach/sponsor or administrator will determine loss of letter or dismissal from the activity.
- Players using alcohol or illegal drugs will result in contest suspensions and loss of letter at a minimum. The coach or administrator will determine dismissal from or retention on the team.

In or out of season, including summer, Brownell Talbot participants in extracurricular activities are expected to abide by these policies with regard to alcohol, drugs, tobacco, and related products. Brownell Talbot does not support or encourage performance enhancing drugs or supplements of any kind.

Preseason Training

Students are expected to participate in preseason training when it is required for maximum performance in their respective activity, which is invaluable for safety and skill development. Any student having an extenuating circumstance that prohibits him or her from participating in preseason training, must inform the coach prior to this training period, and eligibility for the activity will be determined. If a student is participating on another Brownell Talbot team during preseason training, the coaches and student will determine an appropriate preseason training program. Preseason training includes, but is not limited to, summer team camps, strength and conditioning training, and individual camps.

Uniforms

Players will adhere to Brownell Talbot rules and guidelines with regard to proper uniform wear. In addition, players will not wear distinctive clothing, which sets them apart from other team members. Uniforms will be issued to players before the first contest. A student athlete is responsible for the care and maintenance of all school-issued uniforms and equipment. A student athlete agrees to return all uniforms and equipment in good condition within one week of the end of season. The Business Office must receive payment for

lost uniforms. The replacement cost of the specific uniform or equipment will determine amount owed to the school.

Travel

Transportation is provided by Brownell Talbot for most contests. Students participating will travel on the bus or in the school vehicles to the event. Students may ride with their parent or guardian to a contest if approved by their respective coach. It is permissible for a student to ride with another adult but their parent/guardian must notify the coach in writing and receive approval before the scheduled departure time.

If transportation is not provided to contests or practices, parents must submit written permission to the activities director stating their child is allowed to ride with another BT student to contests and practices off campus.

Attire

Coaches will provide guidelines on proper attire during home or away contests. Only prior approval by the coach will allow the students not to follow these guidelines.

Conduct

Respect and sensitivity for all participants on trips will be observed. Electronics are permitted only when used with personal headsets. Loud conversations or other disruptive behavior detracts from the comfort and enjoyment of the team and will not be permitted. When male and female students are traveling together, the coach/sponsor will separate them in different seating sections. There shall be no public displays of affection.

Academic Eligibility and Responsibility

A student is responsible for arranging his or her schedule to fulfill their commitment as a participant and team member. A student who leaves school early for a contest is responsible for all academic work missed, including class notes, quizzes, tests, and papers. The student must notify the coach/sponsor of any tardiness to or absence from practice due to academic reasons.

Academics are a priority at Brownell Talbot. To ensure this, Brownell Talbot has established guidelines for student participation in activities:

- Players with academic deficiencies may be withheld from competition.
- Players are encouraged to schedule tutorials as needed with teachers.

Lettering

Each coach will specify exactly how a student earns a letter while participating on a team. The student must also complete the season as a team member. Habitual absences from practices or contests or other team code violations may result in loss of a letter.

Participation on non-Brownell Talbot Teams

Brownell Talbot activity obligations take priority over club contests and practices. A student's commitment to the school must come first and missing a practice or contest for a club activity is not acceptable and will be considered an unexcused absence.

The NSAA places strict restrictions on participating on teams or in athletic contests outside of school teams during the season of that sport. A violation of this NSAA regulation will make the athlete ineligible for the remainder of the season and will cause the Brownell Talbot team to forfeit any contests in which the athlete has played. Please contact the activities director with questions.

NCAA Clearinghouse

All prospective College Division I or II athletes must be certified by the NCAA Eligibility Center.

- Students should register at the beginning of their senior year.
- Students must graduate from high school.
- Please see the guidance counselor for more information.

Grievance Policy

Any student who does not feel he/she has been given due process in trying out for a team, after having made the team, or concerning violations of policies, should observe the following guidelines:

- The student and/or parent/guardian should first schedule a meeting with the coach of the activity involved. Most problems should be solved at this level.
- If the explanation provided by the coach is not satisfactory for the student, the student and/or parent/guardian should then meet with the activities director to discuss the situation.
- If meeting with the activities director does not resolve the situation, the student and/or parent/guardian should meet with the administrator to discuss the previous two meetings and why he or she is still not satisfied with the situation.

Failure of a student to comply with the Activity Policy and Guidelines could result in disciplinary action and dismissal from the team. Coaches will communicate to the student and his/her parents any disciplinary action resulting in the denial of a student's participation and the reasons for that action.

Dances

Upper School students have the opportunity for social interaction at multiple dances sponsored by the school. Upper School dances are typically open to all Upper School students. Students are allowed to bring one guest from another school. Upper School dances may include Homecoming in the fall, a mid-winter dance, and prom in the spring. Specific dress for all dances is conveyed in advance of the event to the students and parents.

Prom activities include a formal dinner for juniors and seniors, followed by the dance. Freshmen and sophomores typically have a class dinner at a separate location prior to attending the prom dance. Post-prom activities are coordinated through the Brownell Talbot Parents Association.

POLICY STATEMENTS SPECIFIC TO UPPER SCHOOL

Attendance

See page 23 for the school's general attendance policy.

Tardiness

Attendance is checked at the beginning of each class period. Arrival to class after the tardy bell has rung for that period and before half the period has elapsed is considered a tardy. Students tardy to school must sign in at the main office and receive an admit slip from the administrative assistant. Each tardy may result in a behavior point. School work missed for tardies must be made up. (see Absences/Makeup Work section) Missing more than half of a class period may be considered an absence. Excessive tardiness will result in disciplinary action.

Absences/Makeup Work

Illness, verified by a parent, guardian, physician, or school nurse, is considered an excused absence. Parents must notify the school office before 8:45 am to report the student's absence. Students must be fever-free for 24 hours before returning to school.

During an absence due to illness exceeding one day, parents may call the school office by 8:45 am for assignments and materials. Assignments will also be available on Veracross. Students may request extra help sessions upon their return to school.

Work missed during an absence must be made up. It is the student's responsibility to schedule makeup work with the teacher. The student is allowed the same number of days to make up work as the number of days absent. For example, if a student is absent for two days, upon return, two days are given for makeup work. In the event of a long-term absence, the Dean of Students or designee will assist in arranging an appropriate schedule for makeup work. If the schedule for makeup work extends beyond the end of the grading period, a mark of incomplete is given. Work not submitted by the end of the established makeup schedule will result in a failing mark.

For college visits, a two-week notice is requested, and absences for these visits is considered part of the 10-absence limit per semester. Absences due to participation in school-related activities are considered excused and do not require a note from a parent. Students who miss an assignment or exam because of a planned absence (for example, a school activity) must submit the completed work or take the exam upon their return to school.

Unexcused Absences/Makeup Work

Failure to obtain approval through the Dean of Students and/or failure to bring a note from parents prior to an absence (in the case of illness, following the absence) will result in an unexcused absence.

Cutting class is a serious offense and will result not only in an unexcused absence but in other disciplinary action as well. Leaving campus without permission at any time during the school day is a serious offense, which will be addressed by the Dean of Students and may result in a suspension. Improper sign-out or failure to sign out may be considered an unexcused absence (see the Signing Out section).

Makeup work for unexcused absences is addressed as follows:

- It is the student's responsibility to obtain and complete within the designated time frame all the material of the class missed.
- It is not the teacher's responsibility to repeat material missed nor is the teacher expected to tutor the student. Extra help sessions are not provided.
- Homework grades for any missed classes will drop at least one grade level, but not more than three. Students may receive a failing grade on tests given during the time of the unexcused absence.
- Parents will be notified of unexcused absences.

Backpacks, Instruments, and Athletic Bags

See page 24 for the school's general backpacks, instruments, and athletic bags policy.

Student-Owned Mobile Devices

Possession of a cellular telephone or other electronic communication devices is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. See page 29 for the school's general student-owned mobile devices policy.

Upper School Student-Owned Mobile Devices

Cellular phones and electronic communication devices may be brought into classrooms but must be turned off during class. Students may check messages between classes or during free periods only. At the discretion of the teacher, students may use headphones with their laptop computers.

Commons

Use of the commons (student lounge area) and the commons snack machine is restricted to Upper School students only during the school day. All purchases must remain in the area. The commons is open from 7:00 am to 6:00 pm. Inappropriate behavior in the commons will result in loss of privileges. All school rules that apply in the classroom are applicable to the commons area.

Locks/Lockers

Upper School students are assigned book and physical education lockers. School locks are issued at the beginning of each year and are the only locks to be used. Lockers are to be kept locked. Students should not give their locker combinations to anyone. There is a \$10 replacement charge for a lost lock. Lockers are school property and should reflect proper school decorum.

Parking and Traffic Guidelines

See page 19 for the school's general parking and traffic guidelines.

Upper School Parking and Traffic Guidelines

For permission to park on campus, students must register their cars with the assistant director of facilities and campus safety. A parking tag will be issued and must be displayed whenever a student parks on campus. The tag is to be displayed by hanging it on the interior rearview mirror. Replacement cost for a lost tag is \$5. Students may park in any on-campus designated parking space except Happy Hollow Circle Drive.

The safety of students is of paramount concern. Unsafe driving will result in consequences that may include a loss of on-campus parking privileges.

Valuables

See page 24 for the school's general valuables statement.

Senior Privileges

Senior students are allowed to leave campus at approved times during the school day. This open campus privilege continues for each senior on an individual basis as long as the student remains in good academic standing and is in compliance with school rules and policy. Taking an underclassman off campus during the school day will result in the loss of senior privileges. Seniors are not allowed to bring lunch orders back for underclassmen.

SCHOOL UNIFORMS

See page 24 for the school's general school uniforms policy.

Upper School Uniforms

Boys Formal Dress

- Shirt: solid white long- or short-sleeve oxford dress shirt. An appropriate tie is required.
- Pants: solid grey dress pants. Students must wear a dark belt.
- Blazer: solid navy blazer required.
- Shoes: black or brown dress shoes and dark dress socks.

Boys Daily Wear

Formal dress options are acceptable and:

- Shirt: solid dark green long- or short-sleeve polo knit shirt with collar and school logo. Seniors may also select the black long- or short-sleeve polo knit shirt with collar and school logo. Uniform shirts are required at all times and must be tucked in. Polo shirts with banded waist are allowed.
- Pants/shorts: solid khaki uniform pants. Solid khaki Bermuda style shorts may also be worn. A black or brown belt must be worn if the pants/shorts have belt loops. Corduroys and brown/tan denim style pants are not allowed.
- Sweater/sweatshirt: solid navy long-sleeve pullover or cardigan sweater, crewneck or v-neck, or any "official" Brownell Talbot sweatshirt. Sweatshirts worn on Daily Uniform days must be purchased from the Raider Market store, Raider Market online flash sales, or Booster Club. Upper School students are also allowed to wear House sweatshirts. **Sweaters and sweatshirts DO NOT replace the required polo shirt.**
- Socks: solid black, white, or navy socks must be worn with the daily uniform. Ankle or crew socks are allowed. Socks with patterns, designs, multi-colors, etc. are not allowed. "No Show" socks are not allowed.
- Shoes: must be worn at all times and be complementary to the uniform. Athletic shoes (no solid neon colors) or plain black or dark brown leather dress shoes (solid colors, no patterns) are allowed. No boots, moccasins, sports sandals, flip-flops, slides, slippers, clogs, Crocs, or similar styled open-back/open toed shoes may be worn. No roller skate shoes are allowed. No blinking lights. If boots are brought for outside play, an appropriate pair of shoes must also come to school for use inside the building.

Girls Formal Dress

- Blouse: solid white long- or short-sleeve oxford shirt.
- Skirt: Brownell Talbot plaid skirt. Skirts must be within 3” of the top of the knee.
- Slacks: solid grey dress slacks. A solid dark-colored belt must be worn if the slacks have belt loops.
- Hosiery: solid navy knee socks or tights must be worn (no color designs, anklets or crew socks).
- Blazer: solid navy blazer required.
- Shoes: Black, brown, or navy dress shoes. Shoes must have no more than 1 ½ inch heel.

Girls Daily Wear

Formal dress options are acceptable and:

- Shirt: solid dark green long- or short-sleeve polo knit shirt with collar and school logo. Seniors may also select the black long- or short-sleeve polo knit shirt with collar and school logo. Uniform shirts are required at all times and must be tucked in. Polo shirts with banded waist are allowed.
- Sweater/sweatshirt: solid navy long-sleeve pullover or cardigan sweater, crewneck or v-neck, or any “official” Brownell Talbot sweatshirt. Sweatshirts worn on Daily Uniform days must be purchased from the Raider Market store, Raider Market online flash sales, or Booster Club. Upper School students are also allowed to wear House sweatshirts. **Sweaters and sweatshirts DO NOT replace the required polo shirt.**
- Pants/shorts: solid khaki uniform pants. Solid khaki Bermuda style shorts may also be worn. A black or brown belt must be worn if the pants/shorts have belt loops.
- Skirts/skorts: plaid uniform skirts or skorts. Skirts must be within 3” of the top of the knee.
- Hosiery: solid black, white, or navy ankle, crew, or knee socks or navy tights or leggings. Socks with patterns, designs, multi-colors, etc. are not allowed. “No Show” socks are not allowed.
- Shoes: must be worn at all times and be complementary to the uniform. Athletic shoes (no solid neon colors) or plain black or dark brown leather dress shoes (solid colors, no patterns) are allowed. No boots, moccasins, sports sandals, flip-flops, slides, slippers, clogs, Crocs, or similar styled open-back/open toed shoes may be worn. No roller skate shoes are allowed. No blinking lights. If boots are brought for outside play, an appropriate pair of shoes must also come to school for use inside the building.

Outerwear

Students may wear a coat between buildings. Coats and jackets are to be removed after entering a classroom, the dining hall, or any other instructional space.

Any decision regarding the acceptability of school uniform items will be at the sole discretion of the school administration.