



BT

2015-2016 Student/Parent
Handbook



POINTS of PRIDE

Members of the Brownell-Talbot family are...



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NOTICE OF NONDISCRIMINATION Brownell-Talbot School does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, or based on such protected classes, 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) 2680550; or by fax at (816) 2680599, regarding complaints of discrimination based on race, color, national origin, gender, age, 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 is a safe, caring community dedicated to academic excellence and to preparing students for success in college and in life. Through experiences in academics, activities, and the arts, students learn passionately, think critically, act responsibly, and lead with integrity.

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 Judeo-Christian tradition.
- Instill in student 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.

History

Brownell-Talbot School 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 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 School.

In 1967, Brownell-Talbot became independent of the Episcopal Church. Brownell-Talbot today is a coeducational, college preparatory day school serving students from preschool through grade 12. It is the only preschool through grade 12, independent college preparatory school in the state of Nebraska.

Brownell-Talbot School 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 School that we enroll families, not just students. Parents, legal guardians, grandparents, and other family members play an integral role in every child's education. In addition to requiring the School and its parents to sign a legal contract each year for a student's enrollment, 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 acknowledgement that families have chosen to attend Brownell-Talbot because the School is an optimal match between the needs of the student, the family's expectations, and the philosophy and programs of the School. This partnership is characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.

Communication

The School's mission, policies, and procedures are contained in two valuable resources: the Student/Parent Handbook and the Faculty Handbook. Additional information will be distributed and discussed in a variety of ways including systematic reports and communications, parent-teacher conferences, publications, web page, and calendar.

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 respond 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 need to 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 child. 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 other independent schools, Brownell-Talbot also 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% of revenue from tuition and 15% from volunteer giving. This approach seems to provide 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 fund-raising efforts including the Annual Sustaining Campaign, fund raisers, and capital campaigns.

While their children 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 children with the proper tools, materials, and equipment for positive personal growth and academic success.

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 child 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 children are available to practice, play, or participate. Whenever possible, parents should plan vacations or other trips after checking the respective schedules.

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, 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.

ACADEMICS

Grading Scale

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

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

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

Lower School, Grade 4: 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 is designated as: O—Outstanding; S—Satisfactory; N—Needs improvement.

Lower School, K-3: Evaluated using qualitative measurements. Grade level objectives are assessed and reported three times a year.

Lower School, Preschool and Junior Kindergarten: Students are formally assessed two times a year in all areas of development.

Upper School Averages (GPA)/Transcripts

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

Advanced Placement Courses	
A = 4.0	A = 4.5
B = 3.0	B = 3.5
C = 2.0	C = 2.5
D = 1.0	D = 1.0
F = 0.0	F = 0.0

Cumulative grade point averages are recalculated at the completion of each semester. Transcripts include semester grades only and the semester GPA.

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 Upper School is based on the student's achievement each quarter. Students who achieve the list for all four quarters are recognized on Honors Day.

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

The Head of School's List: All "As" and "Bs"

The Principal's List for students in grades seven and eight is based on quarter grades. Students who achieve the list for all four quarters are recognized on Honors Day.

Principal's List (Summa Cum Laude): All "As"

Principal's List: All "As" and "Bs"

Assigned Study Hall (grades 9-12)

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

College Counseling and Guidance

Upper School: The Director of College Counseling and Guidance and/or the Assistant Director of College Counseling and Guidance are available on a regular basis to students and parents. 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.

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

Conferences (Parent/Teacher)

Middle and Upper Schools: Formal parent conferences take place twice a year. The initial conference is held at the first mid-quarter. The second conference is held mid third quarter. These conferences give parents the opportunity to visit with each of their child's teachers. In grades 5 to 12, the conferences will be held in the fieldhouse. It is highly recommended that students attend conferences with their parents.

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

Lower School: Formal parent conferences take place twice a year as stated on the School calendar. These conferences give parents the opportunity to visit with each child's teacher. Two weeks prior to conferences, parents will be notified to schedule a conference online with the teacher. Parents needing a special time slot may notify the classroom teacher.

Course Drop/Add Policy

Brownell-Talbot School 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.

Students must obtain a "Drop/Add Form" from the appropriate School Head. The Drop/Add Form provides detailed instructions for the student to complete the form and return it to the School Head. Please note that strict deadlines will be enforced in the Drop/Add process at Brownell-Talbot.

Deadlines and Policies

Drop

First semester deadline for dropping a course is the Friday after parent conferences.

- 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 first week of classes (although not encouraged as most classes are year-long).

- Semester one grades are reported on official transcripts.
- No grade is issued for semester two 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.

Add

The deadline for adding a class is the first week of each semester unless transferring within in the same academic area (i.e. AP U.S. History to U.S. History).

Final Exams

Semester Exams: In the Upper School, courses are established and credit is given on a semester basis. Semester exams are given for each academic course and may account for no more than 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 and/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

Reports cards are made available online. Students in grades 5 through 12 receive report cards quarterly. Students in grades 1 through 4 receive report cards three times a year. Preschool through Kindergarten, receive report cards at the end 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.

Record Release Clearance: Before report cards or diplomas may be issued, all student charges, fees, and fines must be paid and detentions served. In addition, all library books, athletic uniforms, and equipment must be returned.

Standardized Testing

Each spring, Brownell-Talbot School has students in grades three through eight take the “ERB” (Educational Records Bureau) Standardized test. The ERB testing program is a battery of assessments designed to provide instructionally useful information about student performance in key areas of school achievement: listening, reading, vocabulary, writing, science and mathematics. The scores from the ERB will be made available online following the spring testing.

In addition, sophomores take the PLAN© 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 Advanced Placement (AP) courses are administered in the spring.

Web-Based Student Information System (Veracross)

Brownell-Talbot offers a Web-based student information system. Using a secure and confidential log-in, parents and students can access important information on-line in real time, including grades, attendance records, and assignments.

They can also communicate directly with teachers via email. In addition, parents can request automatic progress reports to be sent to them via email.

Activities

Upper School Activities Philosophy

Brownell-Talbot School is dedicated to its tradition of excellence in all School programs. This tradition of excellence is the basis for our activity philosophy. Development of the student is in keeping with our dedication to enhancing the minds, bodies, and spirits of the students. A successful activity program is important to the life of the School in the building of community and School spirit among the students, alumni, and the wider community.

Competition and the pursuit of excellence influence the activity program. Brownell-Talbot 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's activity program will provide competitive opportunities for the development of the student's capabilities while promoting these ideals of excellence.

Brownell-Talbot School is a member school of the Nebraska School Activities Association (NSAA) and Nebraska Frontier Conference. Activities offered for upper school can be found on the BT website.

Middle School Activities Philosophy

In grades seven and eight, teams are formed for official interscholastic competition. Students are encouraged to participate in activities. Students learn about the individual program, develop skills, experience working and competing with teammates, participate in competitive situations, and enjoy physical exercise. For certain sports, "A" and "B" teams may be 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. The exception to this are the "club" teams formed outside of official School activities where students have an opportunity to compete for a spot on the team.

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.

Activities offered for middle school can be found on the BT website.

Lower School Activities Philosophy

The Brownell-Talbot Youth Sports Organization (BTYSO) is a school-run organization that provides recreational opportunities for preschool through grade four students to play organized team sports. The BTYSO functions as an umbrella organization under which soccer, basketball, volleyball, flag football, and any other teams sports may be organized for students in preschool through grade four.

The goals for BTYSO are:

- Allow an opportunity to learn to play team sports in a way to build skill, confidence and good sportsmanship.
- Provide an opportunity for the development of every player regardless of ability while having fun, whether playing recreational or competitive level sports.
- Build good sportsmanship and positive attitudes in players, coaches and parents.
- Provide coach-training opportunities and encourage coaches to learn coaching skills and techniques appropriate for each level of play.

BTYSO programs are focused on three important principles: Fun, Personal Development and Skill Development. The organization allows every player the opportunity to learn the game while having fun! Bob Williams is the BTYSO Director and can be reached via email at robert.williams@brownell.edu or phone at (402) 556-3772.

Activities Policy and Guidelines (7-12 Grades)

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

Code of Ethics: Students must adhere to the following code of ethics:

1. The use of drugs, alcohol, tobacco, or other related products is strictly prohibited.
2. Be sincere and loyal to the team, School, and coach.
3. Show respect and cooperate with all teachers, coaches, and sponsors.
4. Create, maintain, and promote the elements of good sportsmanship.
5. 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:

1. Accept seriously the responsibility and privilege of representing your School and your fellow students. Display positive actions publicly at all times.
2. Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
3. 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.
4. 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 and the NSAA.

Practice Attendance: Students are expected to be at each and every practice 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 arrive 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.

A. 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.

B. 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 be in attendance for at least five class periods (excluding lunch and except for school-related activities) 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 be in attendance for at least five class periods (excluding lunch) in order to compete unless prior approval by the coach/sponsor or School Head 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 here, the following regulations apply:

1. Students smoking cigarettes or using any tobacco or related products will receive contest suspensions. The coach/sponsor, activities director, and School Head will determine loss of letter or dismissal from the activity.
2. Players using alcohol or illegal drugs will result in contest suspensions and loss of letter as a minimum. The coach, activities director, and School Head will determine dismissal from or retention on the team.

In or out of season, including summer, Brownell-Talbot participants in co-curricular activities are expected to abide by these policies in regard to alcohol, drugs, tobacco, and/or related products. Brownell-Talbot does not support or

encourage performance enhancing drugs or supplements of any kind.

Pre-Season Training: Students are expected to participate in pre-season training when it is required for maximum performance in their perspective activity, which is invaluable for safety and skill development. Any student having an extenuating circumstance, which 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 pre-season training, the coaches and student will determine an appropriate pre-season training program. Pre-season training includes, but is not limited to, summer team camps, strength & conditioning training, and individual camps.

Uniforms: Players will adhere to the NSAA 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 specific uniform or equipment will determine amount owed to the School.

Travel: Transportation is provided by Brownell-Talbot for most contests in football, volleyball, basketball, swimming, track & field, golf (away), tennis (away) speech, robotics, acadec, cheerleading and music/choir. 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. Students old enough to drive may also transport themselves only to events held within the Omaha city limits pending coach approval and written notice from their parent/guardian.

Transportation is not provided contests or practices in softball, cross-country, baseball, and soccer. Parents must submit written permission to the Brownell-Talbot Activities Director stating their child is allowed to ride with another B-T student to contests and practices off campus within the Omaha city limits.

Attire: Coaches will provide guidelines on proper attire during a 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:

1. Players with academic deficiencies may be withheld from competition.
2. 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: Many students participate on club teams outside of School. The Activities Department strongly encourages students to get as much experience as possible. 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. Brownell-Talbot activity obligations take priority over club contests and practices. The NSAA places strict restrictions on participating on teams or in athletic contests outside of their 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 his or her Brownell-Talbot team to forfeit any contests in which he or she has played.

Please contact the Activities Director with questions.

NSAA Guidelines: Brownell-Talbot is a member of the Nebraska School Activities Association, which governs all contest rules and regulations for certain high school activities. Rules and regulations can be found on the NSAA website at www.nsaahome.org.

NCAA Clearinghouse: All prospective College Division I or II athletes must go through the NCAA Initial-Eligibility Clearinghouse.

1. Students should register at the beginning of their senior year.

2. 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, or after having made the team, or concerning violations of policies, should observe the following guidelines:

1. 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 then proceed to step two.

2. The student and/or parent/guardian should then meet with the Activities Director to discuss the situation. If this meeting does not resolve the situation, then proceed to step three.

3. The final stage is to meet with the School Head to discuss his or her previous two meetings and why he or she is still not satisfied with the situation.

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 also sign this agreement.

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 students' participation and the reasons for that action.

Dances

Middle and Upper School students have the opportunity for social interaction at dances sponsored by Brownell-Talbot School. Middle School dances for the seventh and eighth grade include a mandatory "Proper Dance" in the late winter as part of their physical education curriculum and a spring dance.

Upper School dances are typically open to all Upper School students. Students are allowed to bring one guest from another school. Upper School dances include Homecoming in the fall, a mid-winter dance, and the Prom in the spring. 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 BTPA. Specific dress for the Homecoming and Prom dances is conveyed in the monthly newsletter and through a mailing to the parents. Brownell-Talbot School is committed to the promotion of healthy living and to the safety and well-being of its students.

Brownell-Talbot School 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 underage drinkers. 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:

1. An administrator or designee may randomly test students upon entering or leaving a school event; and/or,

2. An administrator or designee may test upon reasonable suspicion that a particular student or group of students is/are under the influence of alcohol.

COMMUNICATIONS

Website/Web-Based Information System (Veracross)

Any member of the Brownell-Talbot family with Internet access can make use of the School's website for up-to-date information. Parents and students will find additional information available only to them through the Quicklinks

tab on the homepage (www.brownell.edu). Select “Community Login.” 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 this portal are select pages containing information for school families. Information posted within this portal is not available on the public website. It is also from within this portal that parents and students may access Veracross, the School’s student information system, to track homework assignments, attendance, and grades.

School Closings

Any changes from regular hours at Brownell-Talbot resulting from snow or other weather alerts will be announced as follows:

- An official announcement that classes are canceled for the day at Brownell-Talbot will be broadcast beginning at 6:30 a.m. on radio stations KEFM (96.1 FM), KFAB (1110 AM), KKAR (1290 AM), and KESY (104.5 FM) and television stations KETV, KMTV, WOWT, and KPTM. Announcements will specifically refer to Brownell-Talbot School. No announcement is made if Brownell-Talbot is open as usual. Parents may keep their children out of School if they feel that weather conditions warrant.
- A decision to dismiss classes early because of severe weather will be announced on the designated radio and television stations.
- 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.
- Outgoing telephone lines will be needed during critical weather periods. Please do not call the School for closing or dismissal information. School closings will be posted on the School website. Parents/guardians may sign up to receive closing notifications via email or text message through the School website.

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 School Head, and, as a final resort, the Head of School. The School Heads and Head of School all maintain an open door policy to discuss issues which cannot be resolved at the classroom level.

Financial Aid/Scholarships - Director of Business and Finance

Bill Pay - Business Office

Fundraising - Executive Director of Advancement

Alumni/Gala - Director of Constituent Relations

Admissions - Director of Admissions

Communications/PR - Director of Communications

eMail/Veracross - Director of Technology

For questions about billing, please contact the Director of Business and Finance; for questions regarding fund raising, please contact the Director of Institutional Advancement; for volunteer opportunities, please contact the Constituent Relations Coordinator; for questions regarding the Brownell-Talbot Magazine, the website, the newsletter, or to provide an address/phone number update, please contact the Communications and Marketing Coordinator; and for questions about technology, please contact the Director of Technology.

Grievance Policy

Any student who does not feel he/she has been given due process in the classroom, or concerning violations of school policies, should observe the following guidelines:

1. The student and/or parent/guardian should first schedule a meeting with the teacher of the class / activity involved. Most problems should be solved at this level. If the explanation provided by the teacher is not satisfactory for the student, then proceed to step two.
2. The student and/or parent/guardian should then meet with the appropriate School Head to discuss the situation. If this meeting does not resolve the situation, then proceed to step three.
3. The final stage is for the student and/or parent/guardian to meet with the Head of School to discuss his or her previous two meetings and why he or she is still not satisfied with the situation

SAFETY

Crisis/Safety Plan

The School Safety Team consists of several administrators and staff, including the Director of Facilities and Campus Safety and the Assistant Director of 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.

Lower School Arrival and Dismissal Procedures

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 p.m. will be notified by the School office.

Parking and Traffic Guidelines

The Happy Hollow Circle Drive and the Underwood Circle Drive are student drop-off/pick-up areas. Parents who find it necessary to leave their cars during drop-off or pick-up 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 a.m. to 4:10 p.m. Handicapped parking is designated and available any time in the Underwood Parking Lot and the Happy Hollow Circle Drive. The Roberts Gymnasium (LS Gym) parking lot is designated for faculty and staff parking.

For permission to park on campus, a student must register his/her car with the School office. A parking tag will be issued and must be displayed whenever the student parks on campus. The tag is to be displayed by hanging it on the interior rear view mirror. Replacement cost for a lost tag is \$5.

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

Security Systems

The campus is monitored by exterior closed-circuit cameras. Exterior doors are electronically controlled. These doors are unlocked at scheduled times for pick-up and drop-off. Students in grades 5 through 12 carry student identification cards to allow them access to appropriate doors between 7 a.m. and 4:30 p.m.

Lost cards must be reported to the office so the card can be disabled, preventing unauthorized access to the buildings.

SERVICES

Before/After School Supervision

Raider Zone

Raider Zone Phone: 402-556-3772, ext. 1023

Brownell-Talbot School offers an extended day program (Raider Zone) for families who need supervision in addition to the school day for their children in grades preschool through four. Raider Zone is available from 7-8 a.m. and 11:30 a.m.-6 p.m. Monday through Friday.

The program is staffed with experienced personnel and is designed to complement the regular school day. The children are offered a variety of recreational and enrichment activities. Children attending the Raider Zone program have access to the Lower School library, gym, assigned classrooms, and playground area.

The following schedules are coordinated with the various dismissal times:

If a child participates in Morning Raider Zone, the dining room door (old Brownell Hall entrance) and the playground door are open for parents' convenience beginning at 7 a.m. These are the only doors open at this time because they are monitored on a regular basis by the Raider Zone staff, eliminating the need for key card access during this time. If parents need to enter from the top lot, they may do so through the main office door after 7:30 a.m.

Any student participating in the complimentary rate times (3:15-3:45 p.m.) may be picked up in the dining room by entering through the dining room door. This door is unlocked for that purpose until 4 p.m. All Raider Zone or Middle School families with a child remaining from 3:45-6 p.m. Monday through Friday will need a Parent Security Access Card. Parent Security Access Cards are issued the first week of school and must be returned at the end of the school year. A fee of \$25 will be assessed for any card not returned prior to the last day of school. Each family is given two complementary cards. A family may request additional cards for caregivers and family members at a fee of \$25 each. If a card is lost or stolen, please contact the Raider Zone Director or the Assistant Director of Campus Safety. It is important that any lost cards are deactivated to prevent improper use of the card. A new card can be issued for the replacement fee.

Middle School Supervision Before and After School

Middle School students who arrive on campus between 7 a.m. and 7:50 a.m. who are not in a School supervised activity must report to the James Middle and Upper School Library in Batchelder Hall. Students remaining on campus after 3:40 p.m. who are not in a supervised activity must report to Worthington Dining Hall. The fee for this service is a one-time registration of \$150 to offset the cost of the program. Parents will receive up to two access cards. Disruptive behavior in the library or failure to report at the designated time will result in a parent conference and loss of the privilege to remain on campus after 3:40 p.m. The library closes at 6 p.m.

Upper School

Upper School students who arrive on campus between 7 a.m. and 7:50 a.m. should remain in the Commons area or by the Upper School lockers. Students who are not involved in a School supervised activity may remain in those same areas following dismissal until 6 p.m. The School Honor Code policy remains in effect for all students on campus before or after School hours.

Bookstore

The bookstore is located in the reception area of the main office. School supplies, House System T-shirts, and Brownell-Talbot memorabilia are available. Purchases are charged to the student's bookstore account and parents are billed at the end of each month. The bookstore is open daily from 7:40 a.m. to 8 a.m. In addition, the store is open from 3:40 p.m. to 4 p.m. every Wednesday.

Business Office

Billing/Student Accounts: A statement of account will be issued monthly detailing the current month's payments and charges for tuition and other charges for services or supplies. For record-keeping purposes, the statement also will summarize the year-to-date charges and payments made. It is important to keep this account balance current as Brownell-Talbot School reserves the right to withhold students from classes or from taking tests if the account becomes delinquent.

Food Service

The nutrition and food service program on campus serves as a link for students to implement critical thinking skills learned in the classroom about nutrition. Soda is not offered in student vending machines. Worthington Dining Hall utilizes low-fat dairy products, as well as whole grain breads and pastas. The use of food as rewards and for celebrations is discouraged.

Worthington Dining Hall, the Upper School commons, and the concession area are the only places in the campus buildings where food and drink are permitted. Lunch may be purchased using the student ID card.

The monthly lunch menu is printed in the Brownell-Talbot monthly newsletter and is available on-line under Campus Life. In addition to the hot plate lunch listed on the monthly menu, a cold sandwich plate is available. Students in grade five through 12 may choose to purchase lunch items a la carte. Students choosing to bring a lunch from home are asked to bring their food and drink in non-breakable containers. Parents should supply their child's lunch box with napkins, straws, and plastic silverware. Parents are asked not to send soda, candy, gum, or nut-based foods such as peanut butter or foods containing nuts as part of their child's lunch. Milk is available to each student for a nominal fee.

On designated Fridays, local area restaurants provide a vendor lunch option as an alternative to School lunch. Students in grades 7-12 may pre-order the vendor lunch on Monday or Tuesday. Only Seniors have the privilege of leaving campus for lunch. Seniors are not allowed to bring lunch orders back for underclassmen. Additionally, underclassmen are not allowed to order take-out or delivery lunches to be delivered to the campus.

The Heads of Upper and Middle School may grant special permission for activities involving food sales or parties at locations other than the dining room or concession area.

Health

Health Records: Health examination cards are mailed to parents of children entering kindergarten, seventh grade, and all new students. State regulations require children entering school for the first time, seventh grade students, and out-of-state transfer students to have complete physical examinations as well as a mandatory eye exam for kindergarten. The cards provide space for records of immunization. All students must provide a record of adequate immunization per current state requirements. Questions about this state requirement should be directed to the appropriate School Head.

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

An annual update of each student's health, along with current emergency information, is included in the Student Health and Permission form which will be mailed from school to the student's address on file. Parents are to submit this information back to the school 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 School office if changes occur during the School year.

Medications: All medications, whether prescription or over-the-counter, to be used by students at Brownell-Talbot School, **must be left in the office**. Parents must send the medication in its original container along with a signed note stating when their child 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 will be enforced for the health and safety of all. Questions or concerns may be addressed to the School Nurse.

School Nurse/Health Screenings: A 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 School Head. School health screenings are provided to assist parents in identifying potential health problems. Annual health screenings include: height/weight and vision for grades kindergarten, two, four, six, eight, and nine; and hearing screenings for grades kindergarten, one, two, three, six, and nine. 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. Annual hearing testing will be performed for students whose previous year's records indicate a need for rescreening.

Life Threatening Food Allergy Policy & Procedures

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

These are people in the BT community who are expected to be most involved in managing the student's food allergy concerns:

- The Admissions Office
- The School Nurse
- The School Emergency Response Team
- The student's Teacher(s)
- The Director of Cafeteria Services

Coordination among these people (and in concert with the parent(s), the student, and the Brownell-Talbot community) is crucial toward establishing and maintaining a safe food environment for the student.

Part A, describes how information about the new student will lead to a successful management strategy; and **Part B** describes the maintenance procedure for the returning student.

Part A: The New Student

1. *The Admission Office:* Once an enrollment contract has been signed and returned to the School, the Admission Office (if it is aware of the new student's life threatening food allergy) should immediately notify the student's School Head. Depending on the time of year, the School Secretary (or School Head during the summer) will make sure that Step #2 below, begins.
2. *The Student's Parent(s):* Prior to the first day of school, parents of a new student with life threatening food allergies must communicate in writing, using the School's Student Health and Permission form, the details of their child's allergic condition. Parents must provide written information about "safe and unsafe" foods to the School
3. *The School Nurse:* The School Nurse is responsible for: ensuring No. 2 (listed above) occurs; creating/maintaining a file on the student; and ensuring that the BT Emergency Response Team is aware of the student's health needs and are educated in recognizing the signs and symptoms of an allergic reaction/anaphylaxis. A coordination of efforts with the child's teachers, School Head, and the child's parents is essential. The nurse will also share the student's food allergy information with the School's Emergency Response Team whose members are also trained in administering the EpiPen.
4. *The School Head:* During faculty meetings before School opens, the School Head will inform the faculty about the specifics of the child's food allergies and what to do in case of an emergency should food allergy symptoms appear, and implement procedures designed to maintain the child's safety. In addition, during the first half of September, the School Head will communicate the food allergy issues with the parent representatives of the student's grade. Finally, he/she will ask for periodic updates from the classroom teacher.
5. *The 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 B-T employees. The teacher will provide daily assistance to the student (as appropriate to the student's age) about safe food choices, and will enlist the support of classmates to maintain a safe school environment for that student. The teacher will also make sure that the student's food allergy concerns are successfully managed during special events and/or field trips.
6. *The Director of Food Service:* The Director of Food Service is responsible for creating a safe food menu and clean dining room facility according to the student's specific life threatening allergy(-ies). The director must inform the cafeteria staff of school policy and the student's food allergy. A coordination of efforts with the child's Classroom Teacher, the School Nurse, the appropriate School Head, and the child's parents is essential.
7. *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 Assistant will be trained in emergency response procedures.
8. Substitute teachers will be educated about the special food allergy concerns prior to their involvement at break or lunch.

Part B: The Returning Student

1. *The School Nurse, Administrative Assistants, and School Head:* Prior to the first day of school, these three people 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. The School Nurse will also continue to complete Part A, No. 3.
2. Part A, Nos. 4 – 8 will continue to be carried out as described above.

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

Libraries

Lower School: The Laura Jeannette James Lower School Library is open daily from 8 a.m.–3:15 p.m., Monday through Friday. The Laura Jeannette James Library provides a charming learning environment for the Lower School. Students and teachers in grades preschool through four may access more than 6,000 titles. Teachers 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 as well.

Middle and Upper School: The James Middle and Upper School Library is open to students in grades 5 through 12. The Brownell-Talbot Library is meant to serve as a scholarly resource for all Brownell-Talbot Upper and Middle School students and teachers. Library users expect and deserve an atmosphere conducive to study, research, and reading. All students are encouraged to make use of the library.

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.

The James Middle and Upper School Library provides an automated collection of more than 11,000 books, magazines, other print and electronic resources, and audiovisual materials for all Middle and Upper School students, and teachers. Readers and researchers are welcome between the hours of 7 a.m. and 4 p.m. 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.

Middle School Physical Education Uniform

Physical education students in grades five through eight are issued clean gym shorts and gym shirts on a designated day each week, as they return their soiled uniforms. The weekly uniform service is included in the tuition and fees. There will be an additional assessment in the event of missing or damaged articles. Students are to provide athletic socks and gym shoes.

Security Cards/IDs

The security system for the Brownell-Talbot School has made the School identification card a mandatory student item. Classroom teachers will keep the cards for students in preschool through grade four. Lower School parents whose children are enrolled in the Raider Zone after school program will be issued security cards with limited access, times, and locations. The security card will allow students access to the School buildings and will regulate who is allowed in the School buildings. The security card will be personalized for each student and will also be used for lunch and bookstore purchases. Since these cards are so individualized and important for security at the School, the cost of replacement for a lost card will be \$25. The School photo will be taken the first week of class and will be used as the security card picture. This School photo will be used in the School yearbook and available for parents to purchase. Students in grades five through 12 will be required to carry the card daily.

Student Accident Insurance

Every student enrolled at Brownell-Talbot is covered by a student accident policy underwritten by Security Life Insurance Company of America. 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 \$25,000. Benefits are

provided on an excess-only basis. This means the Brownell-Talbot School plan will pay benefits not payable under any other insurance program that covers a child.

Should a child sustain an injury, expenses should be submitted to other insurance first. After benefits have been determined by other insurance, the same charges should be submitted to Security Life Insurance Company of America with a copy of the Explanation of Benefits received from the other insurance carrier. Attention to the proper claim procedure is appreciated.

The student insurance program does cover all interscholastic or intramural sports, excluding varsity football. A separate rider covering varsity football injuries is available through the Athletic Department. For more information or to find answers to specific questions concerning the student insurance program, please feel free to contact the Brownell-Talbot Director of Business and Finance.

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 at Brownell-Talbot are expected to display good Judeo-Christian or 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. Teachers and other designated employees shall stand in the relation of parents and guardians to the students. This relationship shall extend to all activities connected to the School program, including all athletic and extracurricular programs.

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 does not follow the rules, a sequence of developmentally appropriate consequences will occur in accordance with the Love and Logic philosophy.

1. The teacher will provide frequent and consistent encouragement for learning, suggestions for appropriate behavior, and redirection of actions to gain self-discipline.
2. The teacher will remind the student when a rule is not being followed.
3. Time away from the group will be offered to students who demonstrate an inability to gain control after being reminded of the rule.
4. The Lower School Head will be asked for assistance after several or serious infractions of the rules have occurred. A conference involving the Lower School Head, 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- or out-of-school suspension or expulsion.
5. Serious infractions may result in suspension or expulsion at the discretion of Brownell-Talbot administration.

Middle and Upper School Honor Code: All teachers will publish expectations for their classrooms. Students are assigned demerits for behavior disruptive to the learning environment and against school policy. While all Middle and Upper School Students are required to carry a demerit card at all times, fifth- and sixth-grade students' discipline procedures include an extension of the "Love and Logic" program that they experienced in Lower School. This is in conjunction with a transition to demerits that will be assigned at the teacher's discretion. In some instances, discipline situations may be handled directly by the Upper School or Middle School Head or the Head of School.

Damaged or lost demerit cards must be reported to the office. The replacement card will automatically have one to four demerits placed on it at the discretion of the School Head. Accumulation of demerits will result in the following:

5 demerits = First Detention

10 demerits = Second Detention

15 demerits = Restriction, Saturday School, or In-School Suspension as designated by the School Head

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 School Head.

If a student is assigned a detention, she/he will receive a discipline notice that details the infraction and its consequences. Incentives for students with no detentions or fewer than five demerits will be established by the Middle School Student Council/Head of the Middle School and the Head of School's Council/Head of the Upper School.

Parents are encouraged to contact their student's advisor or School Head 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, 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 School Head.
- **Saturday School** — Under certain circumstances, students may be assigned to Saturday School. Saturday school will involve an on-campus detention from 8 a.m.–12 p.m. Students will be required to work on outstanding school assignments or perform community service under the supervision of a School Head 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 one grade level, but not more than three. Participation in after school extra-curricular 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 extra-curricular 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 School Head and/or the Head of School. At the discretion of the School Head or Head of School, students will receive a probationary contract for a period of time to encourage a change in behavior.

Conduct Statements and Expectations

Following are several areas of conduct in which appropriate student behavior is expected. This list is not intended to be all-inclusive, but to provide general guidelines. The School Administration reserves the right to make the final determination regarding what is considered acceptable behavior on campus or at any time a student is representing the School.

Bullying, Harassment, Hazing, and Fighting: Bullying, whether verbal, written, electronic, or physical, is considered a serious infringement on the rights of others. Bullying and verbal harassment will be dealt with as soon as it occurs. Sexual harassment includes, but is not limited to, telephone or email harassment, inappropriate comments and/or contact, or other actions. Such behavior does not exemplify the respect for others that Brownell-Talbot aspires to maintain.

Students who are being privately and consistently bullied by another student or group of students should report their concerns to their advisors or the appropriate School Head.

Cheating: Cheating of any type is regarded as unethical. 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. Upper School students: please refer to All-School Honor Code section for policies on cheating and plagiarism.

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 School Head. This is considered a very serious offense.

Dress Code Violations: The philosophy of the dress code is 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. Please refer to the Uniform Dress Requirements section for the appropriate School level dress code.

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 demerit.

Please do not make individual requests for exceptions to the dress code policy. The faculty and administration will render the final decision on interpretation of the dress code and personal appearance.

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 will be coordinated by the class officers and approved by the Senior Sponsors and Head of Upper School.

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 Display of Affection: Public display of affection while on campus or at off-campus School functions is 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. If responsibility cannot be definitely determined, the cost pro rata for the damage will be charged to the group involved.

Threats and Threatening Behavior: Comments and written messages that threaten the safety of an individual or the School are considered a serious matter.

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. Electronic cigarettes and smoking devices, whether used with tobacco or flavored oils or by-products, are prohibited on campus or at any school event/activity.

Brownell-Talbot School 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 underage drinkers. 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:

1. An administrator or designee may randomly test students upon entering or leaving a school event; and/or,
2. 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.

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 will respect shared intellectual property and resources, complete and submit their own work, and observe the stated and implied rules governing honest academic achievement. Students will not lie, cheat, plagiarize, steal, violate others' property, misrepresent submitted work as their own, violate stated and implied rules of honest scholarship and academic conduct, nor facilitate others' dishonesty.

Academic Honor Code Policies

Policies 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. Cheating includes 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 idea(s) and information and presenting them as if the idea(s) 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.

Among Upper School students, 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.

Upper School Honor Council

Purpose: With respect to academic integrity, the Honor Council will make recommendations to the Head of Upper School and to the Head of School on all Honor Code violations.

Council Members:

- Two student representatives from each Upper School grade level (four nominated by each class; the faculty and/or administration will select two nominees from each grade level, for a total of eight members)
- A third, faculty-selected student from the nominations who will serve as an alternate
- Two at-large faculty members plus one alternate
- The Director of College Counseling as a non-voting member
- One non-voting faculty member, selected by the student, as his or her advocate

Confidentiality of Council members is mandatory; therefore, a Council member who violates confidentiality will be removed from the 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.

Plagiarism and/or 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 need to be reported to colleges if specific requests for information are made on recommendation forms.

Sanctions 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 Head of Upper School, and the College Counselor

Third Offense

- Any or all consequences listed for second offense
- A recommendation that may result in expulsion

The Head of Upper School and/or the Head of School will receive the recommendation of the Honor Council and make a final decision and notify the student and parents of their ultimate decision. A copy of all documentation shall be included in the student's permanent file but will not be shared with any outside entity. Suspensions and major and repeated disciplinary violations will be reported to colleges.

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. Middle and Upper School classes begin at 8 a.m. and end at 3:40 p.m. Lower School begins at 8:00 a.m. and ends at 3:15 p.m. Seniors who qualify for open campus privileges may leave campus at approved times (see Senior Privileges).

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.

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.

Students and parents are encouraged 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 (ten) absences in any course in any semester, excluding school-sponsored activities, will result in academic penalties, including a loss of letter-grade in each affected course. Parents will be 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 School Head 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.

Tardiness:

Lower School: 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.

Middle and Upper Schools: 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. Tardies may be excused through the appropriate School Head's office. Each unexcused tardy will result in a demerit. School work missed for tardies, whether excused or unexcused, must be made up. (See make-up work.) Missing more than one-half of a class period is considered an absence. Excessive tardiness will result in disciplinary action.

Excused Absences/Make-Up Work (all Schools):

1. Illness, verified by a parent, guardian, physician, or School Nurse is considered an excused absence. Parents must notify the School office before 8:45 a.m. to report the student's absence. Students must be fever-free for 24 hours before returning to school.
2. Teachers are not required or expected to provide materials prior to a student returning to school.
3. To be considered excused, any planned absence from a class requires a note from the parent/guardian prior to the absence and prior approval from the appropriate School Head. For college visits, a two-week prior notice is

requested.

4. 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, e.g. School activity, must submit the completed work or take the exam upon their return to School.
5. Work missed during an excused absence must be made up. It is the student's responsibility to schedule make-up work with the teacher. The student is allowed the same number of days to make up work as the number of days absent, e.g. if a student is absent for two days, upon return, two days are given for make-up work. In the event of a long-term absence, the appropriate School Head will assist in arranging an appropriate schedule for make-up work. If the schedule for make-up work extends beyond the end of the grading period, a mark of incomplete is given. Work not submitted by the end of the established make-up schedule will result in a failing mark.
6. During an absence due to illness exceeding one day, parents may call the School office by 8:45 a.m., for assignments and materials from the School. Assignments will also be available on the website. Students may request extra help sessions upon their return to School.

Unexcused Absences/Make-Up Work (all Schools):

1. Failure to obtain approval through the appropriate School Head 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.
2. Cutting class is a serious offense and will result not only in an unexcused absence but in other disciplinary action as well.
3. Leaving campus without permission at any time during the School day is a serious offense which will be addressed by the appropriate School Head and may result in a suspension.
4. Improper sign-out or failure to sign out may be considered an unexcused absence (see "Signing Out" below).
5. Make-up work for unexcused absences is as follows:
 - A. It is the student's responsibility to obtain and complete within the designated time frame all the material of the class missed.
 - B. 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.
 - C. 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 tests given during the time of the unexcused absence.
6. Parents will be notified of unexcused absences.

Signing Out: Students must sign out at the reception desk in the School 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.

Backpacks, Instruments, Athletic Bags: Students are allowed to carry books to and from School in backpacks. If a student brings a backpack to School it must be stored in the locker for the day. The passing time between periods allows five minutes for students to move between classes, including visiting their lockers if needed. Students are recommended to take books for one or two classes and then return to their locker to exchange for necessary books. Any instrument brought to School should be brought to the music room. Also, any athletic bags should be brought to the locker room. Instruments, and/or athletic bags will not be allowed in the hallways at any time.

Cell Phones & Electronic Communication Devices: Possession of a cellular telephone or other ECD by MS and US students is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. LS and MS students must store cell phones, locked, in their locker during the school day. For US students, cellular phones and ECDs must be turned off during class. Upper School students may check messages between classes or during free periods only. Students may not use cellular telephones or ECDs to access and/or view Internet websites that are otherwise blocked to students at school. Students may not take part in any activity prohibited in Brownell-Talbot's Responsible Use Policy.

The classroom teacher or appropriate School Head must approve use of electronic communication devices for photography, videography, and all other similar recording activities while on campus. The photographic or recording function of cellular telephones and other ECDs is prohibited, at all times, in locker rooms, bathrooms, and/or locations in which inappropriate or privacy violating images may be obtained.

Middle and Upper School students, at the discretion of the teacher, may use headphones with their laptop computers.

Students caught using unauthorized devices during instructional time will have those devices confiscated. Confiscated devices must be retrieved from the appropriate School Head. The School reserves the right to examine electronic communication devices to verify the device is not being used in violation of School Policy.

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 a.m. to 6 p.m. 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 and 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.

Out-of-Uniform Dress

On special occasions, students are allowed to come to school dressed out of uniform. The following items are acceptable for out-of-uniform dress: non-uniform pants, slacks, and shorts of appropriate length; athletic shorts of appropriate length; non-uniform t-shirts, shirts, and sweaters; and tennis shoes or appropriate boots

Brownell-Talbot School Blue & Gold Day Guidelines:

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

These guidelines were developed in collaboration with the Upper School Council and approved by the Head of School, Head of Lower, Head of Middle School, and Head of Upper School.

All of the following items are acceptable for wear on Blue & Gold Days.

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

Bottoms:

Regular school uniform pants, regular school uniform shorts, or uniform skirts/skortis as appropriate by gender

Denim jeans (blue or black ONLY) in good condition (NO holes, cuts, tears, etc.)

Corduroy jeans (navy, black, or brown ONLY)

Appropriate non-uniform bermuda or cargo shorts

- must be blue, black, or khaki ONLY
- must be no higher than 3" above top of the knee

Tops:

Regular uniform polo shirts (long-sleeve or short-sleeve)

House System t-shirts and/or sweatshirts specific to the student's assigned House

Any official Brownell-Talbot t-shirt (approved team or club designed shirts promoting a BT activity purchased through the team/club and school)

Any official Brownell-Talbot sweatshirt purchased from the Boosters or through the BT Bookstore

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

Footwear:

Any closed-toe casual loafer, dress shoe, or athletic shoe

Miscellaneous:

Solid blue, solid gold, or blue and gold (blue and gold colors ONLY) scarves can be worn with Blue & Gold Day clothing

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

Parking Privileges

For permission to park on campus, students must register their cars with the School office. 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 rear view 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 importance.

Protect 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. If a student wishes, he/she may ask a School Head or teacher to hold the item until the end of the day. The school is not responsible for valuables left in vehicles.

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.

Uniform Clothing/Hair/Appearance

Students are expected to be neat, clean, and well-groomed at all times. All blouses/shirts must be tucked in, knee socks pulled up, and uniforms in good repair and properly sized. Extreme hairstyles, including partially shaved hair, mustaches, beards, and sideburns below the earlobe are not allowed. Boys' hair length is to be above the shirt collar, ears, and not hanging in their eyes. Earrings or any other body piercing or tattoos for boys are not allowed. Girls may wear modest earrings, and any other body piercings or tattoos are not allowed. 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 or distracting. The faculty and administration will render the final decision on interpretation of the dress code and personal appearance. Hats are not allowed to be worn during the day.

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.

Clothing Suppliers:

1. Dennis Uniform Company, 748 N. 109th Ct., Omaha, (402) 496-9911, www.dennisuniform.com/onlstore/searchschoolcode.asp
2. Educational Outfitters, 2528 S. 130th Ave., Omaha, (402) 333-1099, www.educationaloutfitters.com
(B-T plaids are available only through Dennis Uniform and Educational Outfitters); and.
3. Lands' End: landsend.com/school, or (800) 469-2222. School No. 9001-0422-5. For non-logo items only.

GENERAL SCHOOL UNIFORM POLICY

General Statement:

Brownell-Talbot School 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.

Appropriately sized uniforms must be properly worn throughout the school day. Shirts must be tucked in as required and students must maintain a neat and clean appearance at all times. In keeping with the guiding principles described above, extremes in hairstyles or accessories are discouraged and will be addressed individually when necessary.

Clothing must be neat, clean, and in good repair. Items of apparel or accessories not included in the official description of the dress requirements as stated above are not allowed. This includes oversize clothing or styles of clothing that do not fit properly. All clothing should be tagged with the student's name.

Shoes: Black, brown, or navy leather shoes of the traditional lace-up or loafer design are acceptable. Sandals, open-toed shoes, boots, and athletic-tennis shoes of any color, are not allowed.

Skirts: Skirt lengths are required to be of "modest" length. Skirts must be within 3" of the top of the knee.

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

Physical Education: T-shirts and shorts for MS students are provided and laundered at school.

Official plaids and logoed items are available for purchase through either of the following vendors:

Dennis Uniform Company, 730 North 109th Court, Omaha, NE 68154, (402) 496-9911

Educational Outfitters, 2528 S. 130th Avenue, Omaha, NE 68144, (402) 333-1099

Non-logoed items may be purchased through:

Dennis Uniform Company, 730 North 109th Court, Omaha, NE 68154, (402) 496-9911

Educational Outfitters, 2528 S. 130th Avenue, Omaha, NE 68144, (402) 333-1099

Land's End, www.landsend.com, Preferred School Number 900104225

The BT Closet: Gently used uniform clothing may also be purchased at B-T in the Closet. All uniform donations welcome. Prices for uniform items purchased through the B-T Closet are posted in the closet and at the front office.

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

LOWER SCHOOL

BOYS FORMAL DRESS

Shirt: Solid white long or short-sleeve oxford dress shirt.

Pants: Solid navy dress pants (brown/black belt required if pants have belt loops).

Sweater: Solid navy long-sleeve sweater (monogramming/logo optional).

Shoes: Black or brown leather shoes and dark dress socks.

BOYS DAILY WEAR Above options, and:

Shirt: Solid white long or short-sleeve polo knit shirt with collar (monogramming/logo optional). Uniform shirts must be tucked in.

Pants: Solid navy uniform pants. Brown/black belt required if pants have belt loops.

Sweater: Solid navy long-sleeve pullover or cardigan sweater, crewneck or v-neck, or any "official" Brownell-Talbot sweatshirt. LS sweatshirts must be purchased through the School Bookstore.

Shorts: Navy Bermuda style shorts may be worn in the fall and spring at the discretion of the Head of Lower School.

Socks: Dark socks must be worn with the daily uniform. Crew socks are allowed during the times students are allowed to wear uniform shorts.

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.

Hosiery: Solid white knee socks or tights.

Sweater: Solid navy long-sleeve sweater (monogramming/logo optional). V-neck, crewneck, or cardigans are acceptable.

Shoes: Black, brown, or navy leather dress shoes. Shoes must have a flat sole.

GIRLS DAILY WEAR Above options, and:

Shirt: Solid white long or short-sleeve polo knit shirt with collar (monogramming/logo optional). Uniform shirts must be tucked in.

Sweater: Solid navy long-sleeve pullover or cardigan sweater, crewneck or v-neck, or any “official” Brownell-Talbot sweatshirt. LS sweatshirts must be purchased through the School Bookstore.

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 Head of Lower School.

Skirts: Skirt lengths are required to be of “modest” length. Skirts must be within 3” of the top of the knee.

Hosiery: Solid white knee socks or tights must be worn (no color designs or anklets). Full-length navy leggings may be worn with the uniform skirt/skorts/jumper during cold weather (except on formal uniform days). Crew socks are allowed during the times students are allowed to wear uniform shorts.

MIDDLE SCHOOL

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 leather shoes and dark dress socks.

BOYS DAILY WEAR Above options, 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: Solid navy uniform pants. Students must wear a dark belt with uniform pants.

Sweater: Solid navy long-sleeve pullover or cardigan sweater, crewneck or v-neck, or any “official” Brownell-Talbot sweatshirt. MS sweatshirts must be purchased through the School Bookstore.

Shorts: Navy Bermuda style shorts may be worn in the fall and spring at the discretion of the Head of Middle School.

Socks: Dark socks must be worn with the daily uniform. Crew socks are allowed during the times students are allowed to wear uniform shorts.

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.

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 leather dress shoes. Shoes must have a flat heel no more than 1 ½ inch heel.

GIRLS DAILY WEAR Above options, 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: Solid navy long-sleeve pullover or cardigan sweater, crewneck or v-neck, or any “official” Brownell-Talbot

sweatshirt. MS sweatshirts must be purchased through the School Bookstore.

Pants/Shorts: Solid navy uniform pants. Solid navy Bermuda style shorts may be worn in the fall and spring at the discretion of the Head of Middle School.

Skirts/Skort: Plaid uniform skirts or skorts. Skirts must be within 3” of the top of the knee.

Hosiery: Solid navy knee socks or tights must be worn (no color designs or anklets). Full-length navy leggings may be worn with socks and the uniform skirt/skort during cold weather. Crew socks are allowed during the times students are allowed to wear uniform shorts.

UPPER SCHOOL

BOYS FORMAL DRESS

Shirt: Solid white long or short-sleeve oxford dress shirt. An appropriate tie is required.

Pants: Solid grey dress pants. US students must wear a dark belt.

Blazer: Solid navy blazer required.

Shoes: Black or brown leather dress shoes and dark dress socks.

BOYS DAILY WEAR Above options, 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: Solid khaki uniform pants. US students must wear a dark belt. Corduroys and brown/tan denim style pants are not allowed.

Sweater: Solid navy long-sleeve pullover or cardigan sweater, crewneck or v-neck, or any “official” Brownell-Talbot sweatshirt. US sweatshirts may be purchased through the School Bookstore or the BT Boosters. Sweaters and sweatshirts DO NOT replace the required polo shirt.

Shorts: Khaki Bermuda style shorts may be worn in the fall and spring at the discretion of the Head of Upper School.

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.

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.

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 leather dress shoes. Shoes must have a flat heel or no more than 1 ½ inch heel.

GIRLS DAILY WEAR Above options, 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: Solid navy long-sleeve pullover or cardigan sweater, crewneck or v-neck, or any “official” Brownell-Talbot sweatshirt. US sweatshirts may be purchased through the School Bookstore or the BT Boosters. Sweaters and sweatshirts DO NOT replace the required polo shirt.

Pants/Shorts: Solid khaki uniform pants. Solid khaki Bermuda style shorts may be worn in the fall and spring at the discretion of the Head of Upper School.

Skirts/Skort: Plaid uniform skirts or skorts. Skirts must be within 3” of the top of the knee.

Hosiery: Solid navy knee socks or tights must be worn (no color designs or anklets). Full-length navy leggings may be worn with socks and the uniform skirt/skort during cold weather. 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.

Talbot sweatshirt. US sweatshirts may be purchased through the School Bookstore or the BT Boosters.

TECHNOLOGY

Brownell-Talbot College Preparatory School uses technology to create a world-class, unique and rigorous learning environment for students that will afford increased opportunities to attain challenging educational experiences. Students will be 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.

The technology department provides computing, networking, and information resources to our school community. The Director of Technology oversees all aspects of hardware, software and network systems. The Technology Integration Specialist aids teachers and students in the implementation of technology into lessons and curriculum. A full-time technology specialist is available to provide hands-on assistance for hardware repair, software installation and network access for both students and faculty.

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. Maintaining a productive computing environment is a cooperative venture. Successful delivery of quality services depends on individual users acting responsibly.

Brownell-Talbot is a wireless campus. The school provides each faculty member with a laptop and an iPad. Upper School students are required to purchase a laptop that is used to enhance their instruction. Middle School students have access to iPads through the 1:1 Middle School iPad Program. Lower School classrooms include Internet accessible computers for student use.

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 TV's and document cameras make technology interaction available in all classrooms. Brownell-Talbot School uses technology to enrich educational opportunities. International real time video conferencing, integration of social media and access to global resources enlarge Brownell's world and bring recognition to both teachers and students.

Responsible Use Policy: The Director of Technology 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 School 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 School is pleased to offer Middle and Upper School students and all faculty and staff access to the school computer network for personal productivity applications, electronic mail, and Internet access for school work and enrichment activities. Each student must obtain parental consent and must return a signed consent form to the school office in order to access and use the network. All students and staff will be enrolled in the Casper system that 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 School are convinced that the valuable information and interaction available on this 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 login using their assigned domain username and password. Computer use, electronic mail 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.

Cyber Bullying: Cyber bullying 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 School hardware, software, email, network, or Internet system. In addition, students are prohibited from using personal electronic communication devices for cyber bullying, whether on campus or off. Violating Brownell-Talbot School's cyber bullying 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 School 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; and
- 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 will comply with School standards and will 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 would always be 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: The following standards will apply to all users of Brownell-Talbot School's electronic information/communications system(s). Users who violate these standards may be subject to disciplinary action in accordance with Brownell-Talbot School policies and regulations.

- The system(s) may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Brownell-Talbot School 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 School's system(s) without appropriate authorization.
- Users may not knowingly bring prohibited materials into Brownell-Talbot School'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. School authorities 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 (ECDs) are expected to be turned off during class. Upper School students may check messages between classes or during free periods only.
- 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 School's Responsible Use Policy.
- The classroom teacher or appropriate School Head 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/or locations in which inappropriate or privacy violating images may be obtained.
- Upper School students, at the discretion of the teacher, may use headphones with their mobile devices during study hall or free periods only.

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

Disclaimers of Liability:

- Brownell-Talbot School 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 School 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 School's electronic communication system(s).
- Oversight of the posting of official Brownell-Talbot School campus, or division/department materials on Brownell-Talbot School's electronic communication system(s) will be the responsibility of the appropriate administrator.
- Brownell-Talbot School's system(s) will be used only for administrative and instructional purposes consistent with Brownell-Talbot School's mission and goals.
- Brownell-Talbot School's system is provided on an "as is, as available" basis.
- Brownell-Talbot School 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 will be trained in the proper use of the system(s) and provided access to Brownell-Talbot School's Responsible Use Guidelines. This training will emphasize the ethical use of system resources.

Copyright: Copyrighted software or data may not be placed on any system connected to Brownell-Talbot School'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 School's Responsible Use Guidelines will be subject to disciplinary action consistent with Brownell-Talbot School policies and regulations.

Vandalism Prohibited: Any malicious attempt to harm or destroy Brownell-Talbot School equipment or materials, data of another user of Brownell-Talbot School'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 School 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 Prohibited: Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail 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 School may limit, suspend, or revoke a system user's access to Brownell-Talbot School's system(s) upon violation of Brownell-Talbot School policy or administrative regulations regarding acceptable use.

Warning: While Brownell-Talbot School 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 School'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 are assigned email accounts at Brownell-Talbot School. All students grades 5 through 12 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: Online courses are made available in limited circumstances for courses not offered by the school. Administrator approval is required.

E-Textbooks, E-Books and other Supplemental Materials: E-textbooks, e-books and other supplemental materials are available for purchase through Brownell-Talbot School's online bookstore partner K12 Student Direct, which will provide passwords and login information via email for materials purchased online. Purchasers who do not receive login information should check their junk and SPAM filters or contact K12 Student Direct by phone at 1(877)560-2651 or by email at `support@k12studentdirect.com`. 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.

Web-Based Student Information System (Veracross): Brownell-Talbot School offers a web-based student information system. Using a secure and confidential login, parents and students can access important on-line information, including grades, attendance records, and assignments in real time. Through Veracross, parents can also communicate directly with teachers and even request automatic progress reports to be sent to them via email. Veracross also allows administrators to get accurate information about attendance and student performance and lets teachers track student progress more efficiently.

Wireless Laptops and iPads: 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 to purchase a padded carrying case for the laptop computer they will use at school.

Students in grades 5 through 8 are provided with a school issued iPad. Students are responsible for bringing fully-charged iPads to school each day, for taking their iPad to all academic classes, and for 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 School. 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.

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/or its accessories while such 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 backup 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 will be charged to the student's school account per the Laptop Loaner Agreement.

TRADITIONS

Colors

Blue and Gold

Brownell-Talbot School colors are blue and gold. For printing purposes, the colors are identified as Pantone 294 (blue) and Pantone 115 (gold). All other applicable applications should follow the correct color equivalent of both.

Seal

The Brownell-Talbot seal is a triangle in a circle surrounded by the words “Brownell-Talbot 1863” in another circle. 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. Amen

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

Prayers

Grace Before Meals:

For these and all Thy gifts, may God's holy name be blest and
 praised forever more. 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

