

# Battle Creek Jr./Sr. High School Student Handbook 2017-2018



# Parent / Guardian Signature Sheet

In accordance with Nebraska State Law, Section 79-4, 176 para (3) which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...” Parents or guardians are requested to sign and return this receipt page:

I have read the policies of the Battle Creek Junior and Senior High School handbook with my student(s) and understand the contents as approved by the School Board.

\_\_\_\_\_  
Parent or Guardian’s Signature

\_\_\_\_\_  
Date

I have received and read the policies of the Battle Creek Junior and Senior High School handbook and understand the contents as approved by the School Board.

\_\_\_\_\_  
Student’s Signature / Grade

\_\_\_\_\_  
Date

## ***“Good things happen to good people who work hard,”***

**WELCOME STUDENTS:** The faculty and I welcome you to Battle Creek Junior & Senior High School and to a new and exciting school year. Our goal is to provide the best education and safest climate for each individual.

Over the past years our students have excelled in every phase of our school program, and we are extremely proud of their accomplishments. By your continued hard work and dedication, the traditions of excellence in education and achievement in extra-curricular activities will continue to be the rule, rather than the exception.

The purpose of this handbook is to serve as a guide to all students, parents, and teachers in the everyday workings of the school. The handbook contains general information as well as specific policies, procedures, rules and regulations. The high school activities calendar is available for you on our homepage at <http://battlecreekpublicschool.org>, click on calendar.

During the school year, you will meet challenges, experience success, and encounter setbacks. But in each instance, you'll learn valuable lessons for life. Your greatest challenge is to use your talents to reach your goals and become the best at whatever you choose to do. Good luck during the upcoming school year.

Jeff Heimes, Principal  
Battle Creek Junior and Senior High School

### **Jr. /Sr. High School Calendar 2017-2018**

August 14	Teacher workday/ In-Service 7:45-3:45
August 15	PreK-12 Teacher In-Service 7:45-3:45
August 16	PreK-12 1 <sup>st</sup> Day Students, 8-12 Noon, Staff In-Service 12:30-3:45
August 17	Full Day Students – 8:00-3:30
September 4	Labor Day, No School
September 25	PreK-12 P/T Conferences – 4:00 -8:00, 1:30 Dismissal
September 27	PreK-12 P/T Conferences – 4:00-6:30, 1:30 Dismissal
September 29	No School
October 13	End 1 <sup>st</sup> Quarter – 1:30 Dismissal
October 16	Staff Development – No School
November 22	Thanksgiving, 1:30 Dismissal
November 23-24	No School
December 21	Semester test
December 22	Semester test – End of 1 <sup>st</sup> Semester 3:30 Dismissal
January 4	School resumes – 2 <sup>nd</sup> Semester begins
January 22	Staff development – No School
February 5	P/T Conferences – 3:30-8:00, 1:30 Dismissal
February 16	Winter Break, No School
March 8	End of 3 <sup>rd</sup> Quarter – 1:30 Dismissal
March 9	Spring Break – No School
March 30	Easter Break – No School
April 2	Easter Break - No School
April 23	Staff Development – No School
May 3	Senior Semester Test
May 4	Senior Semester Test, Last day of School
May 12	Graduation 3:00 p.m.
May 17	Final Exams
May 18	Final Exams Last day of School 1:30 Dismissal
May 21	Teacher Workday

**Please visit our school's webpage and Activity Schedules at <http://battlecreekschools.net/>**

# Battle Creek Public Schools Committed to Excellence

## Mission Statement

The mission of the Battle Creek Public School is to provide the students the opportunity to acquire the knowledge, master the skills, and develop the behaviors and attitudes necessary for them to become productive and respectful citizens who can successfully meet the challenges of a changing global society.

## Belief Statements

- We believe every student has the ability to learn and succeed.
- We believe every student should be treated with respect.
- We believe every student shares a responsibility for his/her own learning
- We believe in preparing every student to be a productive citizen.
- We believe the school will utilize the curriculum and provide activities and services which promote our mission statement.
- We believe the school will utilize communication and information technologies to enhance and expand the traditional role of education.
- We believe the school should provide a safe and secure environment.
- We believe the educational process is a partnership between the students, the family, the school, the community, and the world.

The Battle Creek School district does not discriminate on the basis of race, color, national origin, sex, marital status, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.

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

Inquiries regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting Jay Bellar, Superintendent, P.O. Box 100, Battle Creek, Nebraska 68715 (phone 675-6905).

This handbook has been prepared to explain the procedures, policies, rules, and regulations which govern Battle Creek High School. The Battle Creek School Board of Education understands that it is impossible to list the unique circumstances and situations that occur on a daily basis in a school. Therefore, the administration shall have the latitude to determine the appropriate discipline, specific rules, and regulations that govern conduct of the staff and students, and the daily operation of the school. You are urged to contact the superintendent or the principal if you have any questions regarding board policies, procedures, and rules administered at school.

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# ACADEMIC GUIDELINES

## Registration for classes

Student registration is held in April/May for the next school year. The counselor presents classroom sessions to all students prior to registration to assist students with choosing classes to meet graduation requirements, and designing four-year plans for high school. Students learn about post-secondary options and specific requirements for college. Students are required to register for a minimum of 7 classes. Students in the resource program may take 6 classes.

## Career Clusters

Nebraska careers are organized in six career fields. The six fields include the 16 Career Clusters, which group careers that involve similar work. Explore careers within the clusters by viewing this website: <http://www.nebraskacareerconnections.org/careerClusters.htm>

## Drop and add classes

The expectation is that students will remain in a core class that meets the graduation requirements for the entire year. Drop/add sessions are held twice a year for students who must change their schedules due to errors, conflicts, or special circumstances. Students must bring written permission from parents to make changes in their schedules. A change of schedule sheet can be picked up in the guidance office, and all drop/adds must be completed within **one week of semester's beginning**. Change of schedule sheets must be approved by the guidance counselor and the principal, as well as the teachers involved.

## New student registration

Students entering Battle Creek Public School must register in the counselor's office or principal's office. It is recommended that a parent/guardian accompany the student to the appointment to fill out the required paperwork.

The counselor will assist the student in planning an appropriate schedule. New students should attend the new student orientation day, which will be held in August. More information concerning this date is available from the school office, 675-2235.

To enroll, parents and/or guardians of the student must live in the Battle Creek School District or have submitted the appropriate paperwork, and been approved by the school board, to be an "option student." The student must provide a copy of current immunization records at the time of enrollment. (There is no grace period.) Students who transfer from out-of-state schools must also provide proof of physical examination. In addition, upon enrollment of a student for the first time in Battle Creek Public School, the persons enrolling the student shall, within thirty days, provide a certified copy of the student's birth certificate. The Missing Children Identification Act requires this.

For further information concerning the transferring of credit, grade point averages, and rank in class, please refer to the "Grading Procedures" section of this handbook under the heading of "Transfer Students."

## Transfer / option students

Students who transfer or option to Battle Creek Public School during high school will be classified by grade according to: Grade 9—0 to 54 credits, Grade 10—55 to 109 credits, Grade 11—110 to 164 credits, Grade 12—165 or above.

A credit check will be done to determine the student's status in meeting Battle Creek High School graduation requirements. Students must meet all of Battle Creek High School's requirements and be enrolled for at least one year in order to receive a diploma from Battle Creek.

Each student's courses will be transferred according to Battle Creek High School's current policies. Five credits will be given for courses that meet five days a week for one semester. Courses that meet less than five days a week will be given comparable credit. Option students must be registered at Battle Creek by May 1<sup>st</sup> to be eligible to participate in all NSAA sanctioned activities for the next school year.

Class rank and a student's grade point average will be computed based on percentage grades. Students entering with grades on a 4.0 or alpha scale will be converted using the following scale: A+ = 100-98%, A = 97-95%, A- = 94-93%, B+ = 92-91%, B = 90-87%, B- = 86-85%, C+ = 84-81%, C = 80-79%, C- = 78%, D+ = 77-74%, D = 73-71%, D- = 70%, F = 69 & below.

## Transcripts

Official high school transcripts include grades, class rank, immunizations, and test scores. This information is kept for all students in grades 9-12.

## Cumulative folders

All students in grades 7-12 have an official cumulative folder that holds all-important papers regarding the student's school history. This information may include grades, test reports, health records, and copies of important school communications. These are closed files and not open to the public for viewing.

## Honor roll

To be eligible for 'A' and "B" Honor Roll status at Battle Creek High School a student must have all grades of 93% or above and 85% of above. To be eligible for "A Honorable Mention" students must have an average of 93% or above.

## Student of the month

Nominations for student of the month will be taken each month. Our "Student of the Month" will be published in the newspaper each month listing honors. The "Student of the Year" will be selected from the seniors that have been nominated as "Student of the Month." Selection is by vote of the secondary staff.

## Make-up work

Students are allowed a day for each day they miss, plus an extra day in which to complete their make-up work, provided the absence was excused. Example: A student is gone two-days, they have three days to make up all their missing assignments. Assignments should be requested through the office for those students absent for an extended period of time. For work missed because of absence at the end of a marking period an incomplete grade will be given, with work to be completed within 2 weeks after the end of the grading period. No credit will be given for work not completed. With the exception of In-School Suspension, all work missed because of an unexcused absence will be given no credit. Also any work not made up in the allotted time, except with the teacher's permission, will receive no credit.

## Failing grades

A failing grade at the end of the semester means a loss of credit. If during four years in high school you have failed a required subject, it is your responsibility to register for the course again or make up the credit in summer school. A student failing an elective class may not retake the class without special permission from teacher and administrator.

## Academic Probation

Any student failing two or more courses for a semester or are currently behind two classes toward graduation will be placed on academic probation. Students on academic probation will be required to attend summer school.

### Homework Policy

All students are required to have homework completed for each class period. Students who fail have homework completed will be required to attend after school study hall in room #212 from 3:35- 4:05. Students will not be excused from the after school study hall except in case of a doctor, dentist, or court appointment. Students cannot use their after school job as an excuse. Students who ride the bus will have to make their own arrangements on getting a ride home. In the case of a doctor, dental, or court appointment, the student will then have to attend study hall after school the next school day. Students who skip an after school study hall will be required to stay one hour after school on Friday or the last day of the week for each study hall they skipped. Students who choose to skip this hour will be put in an in-school suspension the next day of school.

### Graduation requirements

English	40 credits	Physical Education/Health	10 credits
Social Studies	35 credits	Economics	5 credits
Mathematics	40 credits	Reading Strategies	5 credits
Science	30 credits	Personal Finance	5 credits
Electives	70 credits	TOTAL	240 credits
Community Service Grades 9-12			40 hours (10 hours per year)

### Community Service Hours

High school students are required to complete 10 hours of community service each year of high school for a total of 40 hours. The students are required to turn in their 10 hours prior to the conclusion of the current school year.

### Grade classification

If a student attended one full year of high school, the student must have at least 55 credit hours to be classified as a sophomore, 110 credit hours to be classified as a junior and 165 credit hours to be classified as a senior.

Seventh or eighth grade students must pass **at least 2 of his/her core courses** and one half of the MASH combinations (Music, Art, PE, Keyboarding, Spanish, Reading, & Careers/Health) in order to be promoted.

### Grading Scale/GPA Scale

A+ = 100-98 = 4.0	B- = 86-85 = 2.7	D = 73-71 = 1.0
A = 97-95 = 3.9	C+ = 84-81 = 2.3	D- = 70 = 0.7
A- = 94-93 = 3.7	C = 80-79 = 2.0	F = 69 & below = 0
B+ = 92-91 = 3.3	C- = 78 = 1.7	P = Pass
B = 90-87 = 3.0	D+ = 77-74 = 1.3	I = Incomplete

### Weighted GPA Grading Scale

A+ = 100-98 = 4.4	B- = 86-85 = 3.03	D = 73-71 = 1.1
A = 97-95 = 4.29	C+ = 84-81 = 2.75	D- = 70 = 0.85
A- = 94-93 = 4.13	C = 80-79 = 2.2	F = 69 & below = 0
B+ = 92-91 = 3.85	C- = 78 = 1.9	P = Pass
B = 90-87 = 3.3	D+ = 77-74 = 1.65	I = Incomplete

### Weighted Grades

The only classes that are grade weighted are classes that are offered for dual credit.

### Weighted Dual Credit Classes:

Algebra & Trigonometry \* Analytic Geometry & Calculus I \* Calculus II \* English Composition I \* Intro to Literature \* Statistics

Grade weighted classes will be weighted equally by multiplying by an index of 1.10. Grade Weighting is **ONLY** used for class rank and honor roll.

### Northeast Community College Early Entry College

Through an agreement with Northeast Community College, it is possible to obtain college credit for courses taken in high school. Seniors and juniors must have a cumulative GPA of 85 percent or above. Currently, we offer: Algebra & Trigonometry, Analytic Geometry & Calculus I, English Composition I, Intro to Literature, Statistics, Fridays at NECC classes, and select online classes. Students must make arrangements for these courses through the guidance office. Students pay the tuition costs, books for some classes, and they are responsible for their own transportation if the class is on campus. Students are urged to check with their proposed colleges about the transfer of these courses.

### Grading

A serious attempt is made at all times to evaluate in the best possible manner the progress of students. The following grading system has been devised for that purpose:

**A=93-100, B=85-92, C=78-84, D=70-77, F=Below 70**

**P=pass, F=fail, S=satisfactory, U=unsatisfactory, Letter Grades A, B, C, D, & F**

Letter grades are used for grading courses that are not used in calculating grade point averages.

Incompletes (I) are assigned in cases where the student's work is incomplete at the end of a grading period. Incompletes must be made up within 2 weeks following the end of the grading period.

Your cumulative grade point average (GPA) will be computed after every semester in school. Grade point averages are not rounded off. From this GPA comes your rank in class.

### Parent conferences

Parents may make appointments for conferences with teachers, the counselor or the principal at any time by telephoning the school (675-2235). We encourage parents to communicate with their child's teachers first on items of concern, interest, etc. If you are not satisfied, then contact the administration. Parent-Teacher Conferences will be held mid-term of the first and third quarters. At this time the parents/guardians will be given a chance to visit with their child's teachers to discuss their academic progress and any concerns they may have.

### Progress reports

Progress reports are given to all students. Failing or near-failing progress reports are mailed or e-mailed to all parents at mid-quarter to inform students and parents of the student's achievement in each class being taken. Other progress reports will be sent to parents as warranted.

### Report cards

Report cards are issued four times during the school year, once each quarter. Students will receive their report cards within a week of the grading period's end. Should you not receive a copy of your child's report card or have questions, call the school office at 675-2235.

### Semester tests

All students in grades 9-12 will take semester test during the first semester. The semester test can be either a comprehensive test or a project. Students in good standing will have the option of not taking the second semester final exams. Final exams will not be comprehensive, but will consist of a test or class activity (determined by the teacher and approved by the principal) during a 90 minute block schedule over two days. Students will be considered in good standing if they have an average of 85% or above in all classes and no more than 3 days absent for first semester and no more than 3 days absent for second semester. Each student is allowed two additional days for doctor appointments a school year. All school sponsored activities are excused absences and do not count toward a student's total absences. Seventh and eighth grade students will not take semester tests or final exams.

### Testing/assessment

The assessment program at Battle Creek Public School includes measures of achievement, ability, career interests, and aptitudes. These tests provide valuable information, which assists students in identifying strengths and areas to improve. These test results are interpreted to students in order to assist students with future planning.

Students failing to meet minimum requirements on the NeSA and ACT tests will be required to take a skills class which will be offered during the first three quarters of the following school year. The skills class will provide interventions for the students in the subject areas of reading, math and science where they have not met the minimum requirements determined by the Nebraska State Department of Education.

Testing Program for individual grades:

Grade 7 MAP Test, NeSA State Tests

Grade 8 MAP Test, NeSA State Tests, Kuder Career Interest Inventory, Learning Styles Inventory,

Grade 9 MAP Test

Grade 10 MAP Test

Grade 11 MAP Test, ASVAB, ACT State Test, PSAT Test (optional)

Grade 12 ACT/SAT College Entrance Tests (optional), Accuplacer College Placement Test (optional)

ACT Dates for 2017-18 (*Our ACT/SAT school code # 280-160*)

September 9, 2017

October 28, 2017 (visit [www.actstudent.org](http://www.actstudent.org) for more information)

December 19, 2017

February 10, 2018

April 14, 2018

June 9, 2018

July 14, 2018

## GENERAL INFORMATION

### Bell Schedule

Battle Creek High School is on an 8 9-period day. Students are required to fill 7 periods with classes. Seniors may be a teacher aide, and or qualify for privileges if they are in good academic standing and no attendance problems. Students are not to be in the building before 7:30 a.m. Students may be in the building before and after school for teacher-student conferences or for school activities.

Regular Schedule		1:30 Early Dismissal		10:00 Late Start	
Homeroom	8:00-8:20	Homeroom	8:00-8:12	Homeroom	10:00-10:20
Period 2	8:23-9:13	Period 2	8:15-8:47	Period 3	10:23-10:54
Period 3	9:16-10:06	Period 3	8:50-9:22	Period 4	10:57-11:28
Period 4	10:09-10:59	Period 4	9:25-9:57	Period 5 SH	11:31-11:51
Period 5 Class	11:02-11:55	Period 7	10:00-10:32	Period 5 L	11:51-12:21
Period 5 Study hall	11:02-11:25	Period 8	10:35-11:07	Period 5 C	11:31-12:21
Period 5 Lunch	11:25-11:55	Period 5 SH	11:10-11:30	Period 6 SH	12:24-12:44
Period 6 Class	11:58-12:51	Period 5 L	11:30-12:00	Period 6 L	12:44-1:14
Period 6 Study hall	11:58-12:21	Period 5 C	11:10-12:00	Period 6 C	12:24-1:14
Period 6 Lunch	12:21-12:51	Period 6 SH	12:03-12:23	Period 7	1:17-1:48
Period 7	12:54-1:44	Period 6 L	12:23-12:53	Period 2	1:51-2:22
Period 8	1:47-2:37	Period 6 C	12:03-12:53	Period 8	2:25-2:56
Period 9	2:40-3:30	Period 9	12:56-1:30	Period 9	2:59-3:30

### Announcements

Announcements will be typed by the principal's office at the end of each day and posted to the school's website for the teachers to read to all students during homeroom each morning. Any organization needing an announcement typed must have it approved by the sponsor and in the principal's office by 3:30 p.m. prior to the day the announcement is to be made. Intercom announcements are limited to urgent messages and for student recognition during homeroom.

### Automobiles

Register your vehicle in the office the first week of school, even if you do not drive regularly. When you arrive at school in the morning your vehicle is to be parked and not moved until school is dismissed. Violations of these rules will result in a referral. Student vehicles will be parked in designated places. Do not park in visitors parking, numbered staff spaces, or any handicapped stalls. Vehicles may be towed away at the owner's expense.

### Awards

The display of sportsmanship, team spirit, cooperation, leadership, ability, and willingness to abide by the school rules, are the basis for earning letters, awards and honors. If a student fails to meet all requirements, the award may be withheld. Students will be notified by letter by the coach advisor or sponsor. If a student does not meet the requirements for an award because of an unforeseen circumstance, he/she may still be given an award based upon his loyalty to the team and school, his ability, interest, cooperative attitude and leadership at the discretion of the coach, advisor or sponsor.



### **Alternative education program**

The Alternative Education Program adopted by the Battle Creek Board of Education is for the expelled student who would like to continue academic work for credit through the use of a correspondence program approved by the counselor/principal at the expense of the student. If the student chooses the alternative program they will complete the approved correspondence courses on a timetable that shall match the grading periods of the Battle Creek Public School.

### **Care of school property**

Chairs, tables, or other equipment / furniture must never be removed from any room without consulting the teacher in charge of the classroom.

A teacher's desk and its contents are his/her personal property and should never be touched by any student.

Students are responsible for all equipment checked out to them and will be held responsible for any lost articles plus a possible fine for any damage beyond normal wear. A record is made at the beginning of the year of all property assigned to each student, their textbooks, band and athletic property, etc. For any property, which shows excessive wear or abuse, a fine is assessed and must be paid before school records will be cleared.

### **Closed campus**

Battle Creek High School operates under a closed-campus policy for grades 7-11, including the lunch period. Seniors in good standing are allowed to leave school during their senior privilege period and lunch. Students are not allowed to leave the building during the school day without permission of a student's parents or legal guardians and the principal. All students leaving the building must receive permission from the principal to do so. Students leaving without permission will be considered truant and dealt with accordingly.

### **Computers and networks**

All students will receive a copy of the Electronic Resources Acceptable Use Policy, and the student and parent/guardian must sign the form, agreeing to abide by these procedures and policies, before computer access is permitted.

The use of computers is a privilege, not a right, and must be consistent with the educational objectives of the Battle Creek Public School. Any use that is not consistent with these objectives is prohibited and will result in a cancellation of those privileges. The computer system coordinator and the administration will decide what is inappropriate and their decision shall be final.

The school exercises exclusive control over this school property, and students should not expect privacy regarding their use of a school computer or network because school property is subject to search and inspection at any time by school officials. This search and inspection includes but is not limited to e-mail, Internet access, file storage and transfer. Students are responsible for whatever is contained in computer files assigned to them.

Students are prohibited from transmitting or knowingly receiving any materials in violation of any United States, Nebraska, or Battle Creek Public School regulation or law. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret.

Students found guilty of vandalism will lose Internet privileges and may be subject to criminal prosecution. Parents/guardians are financially responsible for acts of computer vandalism committed by their children.

### **Dances, banquets and royalty events**

Any senior, who is eligible to be a candidate for royalty in any organization can be a candidate more than once, but a king or queen only once.

Any senior may be eligible for Homecoming King and Queen. The entire student body, grades 9-12, chooses the candidates and elects the king and queen.

All parties, dances, etc., must be approved at least ten days prior to the date of the event. Dances will end at 11:30p.m. Only high school students and their registered dates will attend any school-sponsored dance such as homecoming, prom, etc. All guests must be registered in the principal's office prior to these events. There will be two sets of parents sponsoring each activity.

The Prom Banquet is only for BCHS juniors, seniors and secondary staff/coaches. Juniors must have their dues paid by prom time. The dance may be attended by all 10<sup>th</sup> -12<sup>th</sup> grade BCHS students and their registered dates. The doors will be closed at 10:00p.m. The faculty will choose a Prom King and Queen. A Breathalyzer or similar instrument will check all participants of school-sponsored dances, before entering. All rules under "Discipline..." and "Extra-curricular..." apply. Students who leave a dance may not re-enter.

### **Exchange students**

Families wishing to host an exchange student should contact the superintendent for the Battle Creek Board of Education policy concerning this matter.

### **Fire drills and tornado drills**

Fire drills and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Fire and tornado drill instructions are posted in each classroom. The fire alarm is a signal for all pupils and teachers to make a quick, quiet and orderly exit from the building. A tornado drill signal will be announced. Again, a quiet, quick, and orderly exit to the designated safety area is a must during a drill.

### **Soft drink & athletic drink regulations**

The soft drink vending machines are available for student use except during the designated lunchtime. Proper disposal of all containers will insure that the machines stay in place. Teachers/administrators reserve the right to limit/deny student access to these machines. Students are not to bring or drink soft drinks into the classrooms or put them into their backpacks and lockers. Soft drinks must remain in the commons area only.

### **Health records**

According to State Law, students must be up-to-date on their immunizations before they are allowed to attend school. Information concerning these requirements can be obtained by contacting the school. Parents of returning students should furnish updated health information about their children to the school during the first week of school. If your child has any health problems, the school needs to know. All medications must be brought to school in their original container and will be kept in the principal's office. A written permission statement by the parent/guardian must accompany the medication. The statement shall give trained school personnel permission to administer the medication, and should also include when the medication should be given. Students may not distribute any type of drug or medication to other students for any reason. Students shall not take anything without a medical purpose. This includes imitation drugs, caffeine pills, etc. All seventh grade students and students coming to the school system from outside the state must have a physical. This will also cover any requirements for sports. Sports physicals are mandatory for any student to participate in sports, drill team or cheerleading. The athletic department has a summer date for those students in grades 8-12 wishing to get their physical at that time.

### **Injuries**

An injury incurred at school or in a school-sponsored activity should be reported to a teacher, coach, principal, or nurse immediately, regardless of whether or not you have school insurance. Parents or emergency contact will be called as per information on student emergency form. We reserve the right to provide emergency medical care and/or emergency transportation to a hospital for any injured student.

### **Insurance**

The school strongly recommends that all students be covered by insurance because accidents sometimes happen at school or in activities. As a service, the school makes available a policy offered by an independent insurance carrier for those whose families do not have their own insurance. Insurance applications will be sent home with students early in the fall. These must be returned, signed by parents/guardians, if the insurance is purchased. Students will not be permitted to practice for or play in interschool sports unless they supply proof that they have insurance, which covers possible injuries.

### **Cell Phone Policy/ Electronic devices**

As with any tool, there are appropriate places and times for the use of these devices. Permissible situations for use of cell phone/electronic devices are when designated for learning by teacher, in the hallways during passing periods and during lunch. Administrators and teachers have the right to prohibit use of devices at certain times or during designated activities that occur during the school day. By allowing students to carry cell phones/electronic devices into the school building, students and their families are consenting to a search of that phone/electronic device by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone/electronic device search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other actions deemed inappropriate by administration. Students who fail to comply with this policy will receive a referral.

### **Leaving school**

No student is to leave school without permission from his/her parents or legal guardians and the principal. Leaving the school grounds without permission will cause the student to receive a referral. A student needs to report to the principal's office to obtain permission to leave the building. If the permission is granted the student will be issued a blue "Permit to Leave the Building" slip and if more than one class is going to be missed, a make-up slip. Students that become ill at school will not be given permission to go home unless the parent is contacted first; this is depending on the severity of the case.

### **Library**

The school library is organized to aid students with their schoolwork. It serves as a reference center for supplies and resource materials, and makes available a variety of books and magazines to be read for pleasure and personal interest. The library is open from 7:45 am until 3:45 pm. Policies governing the checking out of library materials, use of the library, fines, etc., will be posted in the library. Students using the library should be there for research, recreational reading or browsing. Disruptive behavior will result in being sent out of the library. All students using the library should have a pass from the appropriate teacher or from the librarian. All materials leaving the library must be checked out at the circulation desk. The period of loan for books, vertical file materials and magazines is two weeks. Library materials should be returned to the "return box" in the librarian's circulation desk. They can be renewed up to two times, if others have not requested them. Fines are five cents a day for each piece checked out. The borrower must pay for all items lost or damaged.

### **Lockers**

The lockers belong to Battle Creek Public School. Therefore, students must understand that these lockers may be opened for inspection at any time by proper school authorities and law enforcement. Each student will be responsible for the locker that was assigned to him/her. Pictures, locker tags, posters, etc... will not be allowed on or in lockers. Students should secure materials for classes during passing periods. Backpacks will not be allowed into the classrooms during school hours. No one should leave classes and go to their locker without permission. Athletic lockers are off-limits except during physical education classes and athletic activities. Students are responsible for all material found within their assigned locker.

### **Lost and found**

Please label your articles of clothing, books, etc., so if misplaced and found by someone else, they can be returned to you. Bring found articles to the principal's office to be claimed by the owner. Items left in the locker rooms should be claimed in the coaches' offices.

### **Lunch procedures**

All students will either purchase their meals from the school or bring a sack lunch. Lunch will be served at a cost of \$2.60 and breakfast at \$1.85 for students in grades seven through twelve. Extra salad may be purchased for \$1.10 and an extra entree for \$.95 with a regular lunch tray (2016-17 prices subject to change). Lunches are to be paid in advance. All accounts must be paid in full.

All students will have a lunch account and be given a "lunch number" to use in purchasing lunches. When a student brings money to school they will be asked to fill out a lunch deposit slip with their name, account number, and amount they are depositing. If a family sends one check to cover several children, please send a note with the check, stating the name and exactly how much money each is to receive. This eliminates mistakes. Please keep track of how much money you deposit so you know how many days you can eat. Students may not take food out of the lunchroom. BCHS is a "closed campus" for students in grades 7-11. Seniors with privileges have open campus and do not have to attend studyhall.

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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### **School bus service**

Bus routes and stops are planned and established by the bus supervisor and Nebraska Bus.

Safety rules for bus riders include: follow the directions of the bus driver the first time they are given; keep hands, feet, and all body parts to themselves and not extend any body part through the windows; sit down and sit back in the bus seat while the bus is in motion; always cross in front of the bus and when crossing a traffic lane, students should look both ways; keep the bus clean; and follow all school rules.

Riding the bus is considered a privilege and one that can be denied. The following consequences for inappropriate behavior will be implemented after a verbal warning from the bus driver: 1<sup>st</sup> offense—written referral to parents and detention after school with a conference with the principal and the bus supervisor; 2<sup>nd</sup> offense—student will be denied bus riding privileges for a period of five school days; 3<sup>rd</sup> offense—student will be prohibited from riding the bus for a period of ten days; 4<sup>th</sup> offense—student will be prohibited from riding the school bus for the remainder of the school year.

### **School closing**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. These announcements will be made over WJAG & KEXL and US 92 & KNEN, Norfolk, and through School Reach. Announcements can also be accessed on-line at [www.cancellations.com](http://www.cancellations.com). In the event of bad weather, busses will run where possible. If school is dismissed early because of inclement weather, all scheduled practices and activities **will be** canceled for that day. If school is dismissed early for other reasons, activities and practices are scheduled at the principal/superintendent's discretion.

### **Senior privileges**

Seniors will be eligible to receive their senior privileges when they have paid their \$10.00 class dues, and have all forms signed and turned into the office. Senior Privileges means that seniors may take six classes with their parent's permission to do so. If they stay in the school building, they must follow all regulations as determined by the principal. If parents want their student to remain in school, that request will be honored. An administrator may revoke senior privileges of any student at any time. The period of revocation may be the entire year. Causes of loss of senior privilege include but are not limited to the following:

1. Poor class work with a failing grade received will result in loss of privileges for the rest of the quarter. Failure at the quarter will result in the loss of privileges for the next quarter.
2. Absenteeism of more than 8 days in a semester without a doctor's note, skipping class or school, and oversleeping will result in the loss of privileges.
3. More than four tardies each semester or receiving a referral will result in the loss of privileges for two weeks. A second referral will result in the loss of privileges for four weeks. A third referral will result in the loss of privileges for the 16 weeks.
4. Discipline problems, including but not limited to disrespect shown towards a staff member, suspension, referrals, etc.
5. Drinking alcoholic beverages, using narcotics or tobacco during the school day or at a school function.

Any senior receiving an F for the last semester of his/her junior year or first semester of their senior year in any course will be ineligible for this senior privilege until grades are passing for at least four weeks or until progress reports are mailed out.

### **Student Handbook/Hall Passes**

Students in grades 7-12 will refer to the handbook by accessing it on the school webpage. Student hall passes are provided from their teacher which is required whenever a student is traveling in the halls other than passing periods. When a student is detained after class, he/she should present the pass to the teacher of the next class signed by the teacher who detained him/her. (Students are never excused from classes to leave school without the approval of the office.)

### **Study hall/homeroom rules**

Students are to report to homeroom for attendance and lunch count from 8:00-8:20. A few general rules are listed here.

1. Respect the rights of others. Students do not have the right to interfere with someone else's right to study.
2. A student must have his/her daily planner in order to check out of the study hall.
3. Students who wish to leave homeroom/study hall must have a pass signed by that teacher.
4. People going to the library should go for research/computer lab or reading only.
5. "Tribes Time" On Tuesdays each homeroom will have activities for students to participate in to build unity within our school.

### **Telephone regulations**

The office will always gladly cooperate with parents or guardians to get messages to students during school hours. However, calls for students during school hours are disturbing to the school routine and should be held to a minimum. Messages will be written down and delivered to the student. Students will not be called to the telephone while in class except in an emergency. The school telephone is primarily for school business and should not be used for personal calls.

### **Change of address**

Any change in your address or phone number must be reported to the guidance office/principal's office.

### **Visitors**

All visitors are to check in at the principal's office and receive an ID badge. No one is to enter a class in session without the principal's permission. We encourage parent visitation of classes. However, interruption of classroom processes to confer with a teacher or a student is prohibited without proper authorization.

In unique circumstances, students may request permission from the principal's office to bring a visitor to school, but this is rarely granted.

### **School counseling services**

The School Counselor Department is proactive, providing services for all students in grades 7-12 at Battle Creek Public School. Students' needs are met through a comprehensive curriculum based on three major areas including academic, career, and personal/social domains.

In 1974, the Congress passed the Family Educational Rights and Privacy Act. This law gives "eligible students", students who are 18 years of age, or their parents and/or guardians certain rights regarding school records. The law requires that schools receiving federal funds must:

1. Allow the parents or eligible student to preview and inspect the student's record. This rule does not apply to records made and kept by one person.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to other persons. This does not apply to information released between eligible schools.
4. Notify parents or eligible students of their rights under this law. Battle Creek High School may release directory information such as student name, address, date of birth, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. If any parent or student wishes to have their name deleted from these types of lists they should contact the guidance or principal's office.

### **Commencement**

Seniors must have all graduation requirements completed in order to be allowed to participate in graduation/commencement exercises. No student will be allowed to participate in this ceremony without having the necessary credits to graduate. This is a school board policy. If after the first term of their senior year a student cannot meet school district requirements for graduation, they will not be allowed to participate in graduation ceremonies. Disciplinary situations, which necessitate suspension or expulsion from school, may result in a student not being allowed to participate in commencement activities. All students receiving a diploma from the Battle Creek Public School must be in attendance at BCHS during the semester preceding their graduation date. Any exceptions to this policy must be approved by the Board of Education.

The present Girl and Boy Stater serve as Marshalls for the graduation ceremony. Ushers for graduation are the top four students (class rank) from the junior class. The following awards are presented at graduation: GPA of 92 or 93 percent is graduating with "honors" and will receive a bronze award; GPA of 94-95 percent is graduating with "high honors" and will receive a silver award; GPA of 96-100 percent is graduating with "highest honors" and will receive a gold award.

### **College applications**

Students applying to 4-year colleges, 2-year colleges, vocational and technical schools should follow the procedure listed below for sending applications for admission:

1. Complete the college application online or obtain a paper application from the guidance office. Request that your transcript be sent by the school counselor.
2. Students may also complete the application process during a campus visit.

### **College visitations**

Juniors and seniors are encouraged to visit post-secondary schools that they are considering for attendance after high school. Seniors may use **up to 2 school days** for the purpose of visiting schools. We recommend that the appointment be made through the guidance office at least one week prior to the proposed visit.

Juniors may use **1 day** for college visitation if approved by the administration.

Students must have parent permission to make a college visitation. Parents are encouraged to accompany students on these visitations. After a visitation has been arranged and approved by the counselor/principal, the student will receive an "activity sheet" to get assignments from teachers. Students will turn that into the guidance office the day prior to the college visit and then they will receive the college visitation form which must be signed by college personnel to receive an excused school activity absence.

Students who have seven school absences for the semester, poor grades (two D's or one F), or three or more discipline referrals for the year, may not be allowed to use school days for college visitation.

### **Scholarships**

Senior students may be eligible for scholarships, which are offered by colleges, universities, vocational and technical schools, local organizations, foundations, and corporations. Information about these scholarships is made available to students through the guidance office and the districts webpage at [www.battlecreekschools.net](http://www.battlecreekschools.net). Under the Students and Parents tab go to guidance and click on the scholarship link.

### **Financial aid**

Senior students planning to attend post-secondary institutions after high school may wish to apply for federal financial aid. Information about the financial aid process will be available through the guidance office. The FAFSA application site is online- <https://fafsa.ed.gov>.

### **Resources**

The Guidance Office has various catalogs for 4-year colleges, 2-year colleges, vocation and technical schools, and post-secondary programs. Students can also access college information online. The district provides John Baylor ACT Test Prep for high school students.

### **Withdrawal from school**

Any student leaving school permanently must obtain a checkout sheet from the principal's office on the morning of the last day of attendance. A parent/guardian must notify the school before students may obtain the checkout form. Each student is asked to have his/her teachers sign the form indicating that all books are returned and/or fines paid. This form will provide a record of the grades at the time the student checked out. All obligations must be taken care of before any school records may be transferred to another district.

### **Emergency exclusion**

A student may be excluded from school on an emergency basis on clear factual situation warranting exclusion or indicating that the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community, or if the student's conduct presents a clear threat to the physical safety of the student or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. The student may not be excluded for a time longer than is necessary to avoid the dangers upon which the exclusion was based. If the exclusion is for 5 days or less, the student shall be given oral or written notice of the factual situation upon which the exclusion is based and an opportunity to present an explanation, or his/her version of the facts. Within 24 hours, or such additional time as is reasonably necessary following the exclusion, the principal shall send a written statement to the student, student's parents/guardian describing the factual basis for the principal's action.

### **Drug free schools and community act**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The district is required by the Drug Free Schools and Community Act to refer all instances of unlawful selling, possession of, or distribution of, controlled substances or "designer drugs," alcoholic liquor and inhalants on school premises or at school sponsored activities to law enforcement for prosecution. A Breathalyzer is available to tests students on school premises or at school sponsored activities. Battle Creek Public School also reserves the right to test for use of substances other than alcohol. A DRE (Drug Recognition Expert) may be present at school functions to determine if a student or students are under the influence of nonalcoholic substances. Students who test positive will be detained for parents to pickup. The provisions of the code of conduct contained in this section and extra requirements for students involved in extra-curricular activities provide for sanctions up to and including suspension, expulsion or mandatory reassignment.

**Mandatory Random Drug Testing Policy**  
**Approved by Battle Creek Public School Board on May 13, 2013**

The Board of Education for Battle Creek Public Schools values students' participation in school-sponsored activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

- 1) To provide for the health and safety of all students;
- 2) To undermine the effects of peer pressure by providing a legitimate reason for students to refuse use of illegal drugs and/or alcohol;
- 3) To identify students who use illegal drugs and/or alcohol; and
- 4) To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs

**Firearms, weapons, explosives and materials that ignite**

Any student that knowingly possesses, handles, or transmits any object or material that is ordinarily or generally considered as one of the above named items shall be expelled for the remainder of the school year if the expulsion occurs during the first semester and, if the expulsion occurs during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school at any time during the expulsion period.

Any firearm, weapon, explosive material, or materials that ignite will be confiscated by school administrative or teaching personnel and shall be delivered to law enforcement authorities.

**Law enforcement authorities / drug searches**

The principal or his designee shall notify, as soon as possible, the appropriate law enforcement authorities of the county or city of any act by a student that is known or is suspected of being a violation of the Nebraska Criminal Code. Every effort will be made to contact the student's parents/guardians before allowing law enforcement officials to interview students in school. The school **DOES NOT** notify Parents/guardians when a minor is being interviewed regarding alleged abuse; that is the responsibility of law enforcement. The Madison County Sheriff's Department periodically conducts searches for narcotics and illegal substances. The primary goal of this program is to detect and/or locate illegal controlled substances and narcotics within schools. The Battle Creek administration and school board has decided to participate in this program. The following guidelines have been put in place:

- School searches are to be done by invitation from the respective administration.
- The search of a school will be coordinated by the drug dog handler and the school administration.
- While conducting school searches, the drug dog team shall be accompanied by another officer, and a school administrator or his or her designee.
- If, or when an alert is indicated by the drug dog, the location and circumstances of the alert are to be documented, after which a determination may be made as a follow-up investigation alternatives.
- If any illegal substances or narcotics are found, the student's parents/guardian will be contacted. The student will be held until their parents/guardian arrives before questioning by police. The school will take action as stated in the student handbook. Any student found with illegal substances or narcotics will be prosecuted to the fullest extent of the law.
- It should also be noted that video surveillance may be in use in any area of the school where privacy is not expected.

**Organizational monies**

All organizational and class money should be brought to the sponsor of the organization. All withdrawals are made by check authorized by the sponsor of the organization or an invoice. The treasurer's books are kept current each month by checking with one of the principal's office secretaries. The principal must approve all money-making projects. Any class member who has not paid his/her dues or does not participate in money-making projects will not participate in class functions, prom, etc.

**Election of organization officers**

Each student organization organizes at the beginning of the school year. To be eligible for election in these organizations a student must have an 82% average for the preceding semester (excluding incoming freshman). A student may hold two or more offices or positions in the various organizations to which he/she belongs. Failure to maintain an 82% semester average will result in removal from that office. The school reserves the right to supervise, regulate, and drop any school organization.

If you are elected treasurer or secretary of one of these organizations you may pick up a book from the principal's office to keep your records in, but return this book at the end of the year. Meetings will be held when requested by the sponsor.

**Notice concerning staff qualifications:**

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Battle Creek Public Schools will give parents the following information about their child's classroom teacher:

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instructions.
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate.
- (3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Battle Creek Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet requirements of the Act.

**Notice Concerning Disclosure of Student Recruiting Information**

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

### **Asthma or Systemic Allergic reaction Protocol**

State regulation requires that our school be prepared to implement an emergency treatment plan anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief. The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece. The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school. If you have questions or concerns about the protocol or your student's health issues, please contact the school at 675-2235.

## **ATTENDANCE**

### **Philosophy on attendance**

Students are expected to attend classes and to be on time in order to gain maximum benefit from the instructional program, develop habits of punctuality, self-discipline and responsibility. Irregularity in attendance among students is the most frequent cause of failure. Usually poor school attendance is only a symptom, and the real problem of not wanting to attend school is an attitude that parents should be concerned with, and consult with school officials. Students learn from books, teachers, and other students. When a student is absent, they miss learning from their teachers and other students. Continuity in the learning process is seriously disrupted by excessive absences. Students do not learn as well by doing make-up work. In most instances, students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after high school. Attendance records are part of the student's permanent file.

### **Absence**

The Nebraska School Law 79-201 requires that all pupils be in school during all days and hours that school is in session. Pupils who must be out due to reasons of health or family emergency may be returned to school on a written statement from parents or guardian to the principal's office. Students must be in school until 1:45p.m. each day to not be counted absent one-half day. In case of an early morning appointment or sickness, students must be in school by 10:00a.m. so he/she isn't to be counted absent one-half day.

Should a student have more than ten total absences (unexcused, excused and out of school suspension) during a semester, the student may lose credit for that semester in any classes regardless of the grade received unless medically excused by a physician or the school administration. In order to understand the significance of ten absences, students who have accumulated 5 absences will be sent a letter notifying parents/guardian of their attendance. Parents/guardian do not need to contact the school when they receive the five-day notice letter. At 8 absences, another attendance letter will be sent notifying the parents/guardian of their student's attendance situation. Parents will need to call the principal or stop in and meet with him/her to discuss their student's attendance and possible ramifications for exceeding the ten-day attendance policy. When a student reaches the ten total absences, parents/guardians should call the administration to set up a meeting to review and explain the reasons for their child's absences. It will be determined by the administration to grant or deny credit. Students who miss more than 10 class periods or days of school in a semester will be required to take summer school. The course that they take will be decided by the counselor and principal.

If a student goes home ill or is absent because of illness, he/she does not come back to practice any sport or activity and does not attend any school activity that night. Students must be in school by 11:30 a.m. of a game or activity to participate and also the day after in order to practice.

Absences due to participation in a school-sponsored activity are exempt from this policy.

### **Absence—Parents Responsibility**

Attendance is an important part of your student's school record. Please call the school office (675-2235) before 9:00a.m. if your son or daughter is absent. If your school child must be out of school because of a reason other than health or family emergency please call the office prior to the absence to arrange permission and get assignments beforehand. If a student is absent for more than 5 days in a row the school may require a doctor's note concerning the nature of the absence.

### **Absence-Funerals**

Permission to attend funerals must be in advance and the absence will be treated as any other. Unless the student is a relative or close family friend, he/she is expected to attend the funeral and return to school directly. In the case of a classmate or teacher's funeral, students will attend as a group and return to school. School crisis response training indicates that students who are grieving are best served by being in their regular school setting or with their parents. We ask parents to cooperate with this policy.

### **Excused absences**

Make-up work will be permitted for illness of the student, illness in the family, death in the family, medical appointments, and situations deemed necessary by the principal. Students are allowed a day for each day they miss, plus an extra day, to complete make-up work.

### **Unexcused absences**

On absences considered unexcused, students will receive a zero for that day. If a student is absent from school for hair appointments, pictures, hunting, shopping, out-of-school suspension, etc., the absence will be considered unexcused. Students should be aware of the fact that an excuse from home does not necessarily mean an excused absence will be given. Excused absences are determined by the administration. Any forgery of excuse forms will be treated as an unexcused absence.

Any student missing 15 days of school without notifying the principal's office will be automatically dropped from the school roster. The County Attorney will be notified before a student is dropped. If a student is under age 18, the school and the County Attorney will work closely with the parents to assure that the student is in attendance.

### **Absence-truancy**

Truancy will cause the student to make up the time missed. Skipping a class period will result in a one-hour detention. If a student skips two class periods, he/she will make up 2 hours. Skipping school for three period or more will result in an In-school suspension.

### **Absence-School Activity**

If a student is absent from school because of a school activity, he/she is responsible to each individual teacher to make up all work that is missed. Absences for school activities do not count toward a student's absence record. Teachers will be notified of a student's school activity absence at least two days in advance by the sponsor/coach. Teachers are to notify the sponsor/coach the day before the activity if any student may not participate and for what reason. Sponsor/coaches will collect all admits and turn into the office before leaving.

### **Absence-Attendance at District and State Tournaments**

At times Battle Creek Public Schools will dismiss school in order to allow students to attend tournament games. When school is not dismissed a student may attend state competitions in which the school has qualifiers. The absence will require parent permission and all work is to be made up ahead of time. Students are counted absent. Non-qualifying members of teams will not be counted absent.

### **Tardiness**

The only excused tardy that will be accepted are those caused by unusual circumstances. If the bus is late that will not constitute a tardy. Oversleeping, alarm not going off, etc... is not an excused tardy/absence. Three tardies in a class during a quarter will result in a detention to be given by that teacher and a referral will be mailed home to the parents. Students with 9 tardies overall in a quarter will result in an In-school suspension. 12, 15, & 18 tardies overall in a quarter will result in a one day Out of school suspension.

# ACTIVITIES

## Code of conduct

Whether you are a spectator or participant, school policies apply at all school-sponsored events. Extra-curricular activities are an extension of the school program; therefore, all school policies will be strictly enforced. In addition, certain extra requirements for students involved in extra-curricular activities may be enforced. For more information, refer to the organization or athletic handbooks, in addition to regular school rules and policies, such as the absence policy, and talk to your activity sponsors.

## NSAA eligibility

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

**A.** Student must be an undergraduate. **B.** Student must be enrolled in at least 20 hours per week and regular in attendance. **C.** Student must be enrolled in some high school on or before the 11<sup>th</sup> day of the current school year. **D.** Student is ineligible if 19 years of age before August 1 of current school year. **E.** After a student's initial enrollment in grade 9, he/she shall be ineligible after eight semesters of school membership. **F.** Student must have been enrolled in school the immediate preceding semester. **G.** Student must have received 20 semester hours of credit the immediate preceding semester. **H.** Once the season of a sport begins; a student shall compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. Each sports season ends with its respective state meet. **I.** A student shall not participate in sports camps, contests or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team. **J.** A student shall not participate on an all-star team while a high school undergraduate. **K.** A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. **L.** A student is ineligible if his/her parents have changed their domicile to another school district and the student has remained in former school, which is in a different school district. (EXCEPTION: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade 12 and has attended the high school for two more years, the student is eligible for that school year in the school district from which the parents moved.) **M.** Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parents have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling. **N.** A student shall not participate in a contest under an assumed name. **O.** A student must maintain his/her amateur status.

## Academic eligibility for extra-curricular activities

Academic eligibility for all extra-curricular activities begins at the 4<sup>th</sup> week of the first and third quarters and runs the rest of the semester. At the beginning of the 2<sup>nd</sup> and 4<sup>th</sup> quarter the student's eligibility starts over with the first week being warning week and 2<sup>nd</sup> week ineligible. Eligibility for activities is derived from the weekly student progress reports for all classes. Progress reports and eligibility are run each Monday beginning at the fourth week of each semester. A student may be down in **one class** with a low grade and still be eligible to participate in activities. A failing grade is defined as a grade of 69% or lower in a class. Students who have **two or more grades 69% or lower** are placed on an academic warning week. The academic warning week gives them one week to bring their grades up to the **maximum of one class** with a low grade. During the warning week, students may still participate in school-sponsored activities. If after the warning week, they have one or less grades of 70% or lower they will remain eligible to participate in extra-curricular activities. If after the warning week, they are still down in two or more classes with low grades, the student will not be eligible to participate in activities. They may still practice, but cannot participate in any school sponsored competition or production. Once the student brings their grades up to the maximum one low grade limit, they will become eligible to participate in activities again the following week. Should a student fail two classes in the 1<sup>st</sup> semester they are automatically ineligible until the 4<sup>th</sup> week of the 3<sup>rd</sup> quarter. Eligibility runs for the entire week. Eligibility is for all 7<sup>th</sup> – 12<sup>th</sup> grade students participating in activities.

## Wednesday and Sunday activities & practices

The school works cooperatively with the churches in the community to try not to schedule activities on Wednesday evening or Sundays. Exceptions will occur when an activity is a conference, district, or state sponsored event or for special performances/events that are approved by the administration. Practices on Wednesday will end by 6:00 p.m.

## Activity tickets

Activity tickets will be on sale in the principal's office. Adult tickets will be \$50.00 per school year. Senior Citizens will be \$35.00 per school year. All students in grades K-12 must pay a \$10.00 activity fee which will admit them into all home games. This does not include district games and tournaments. Individual admission to athletic events is \$5.00 for adults. There will be a charge of \$2.00 for adults for all events below the varsity level.

## Pep rallies

Pep rallies are held prior to athletic events for the purpose of creating school spirit. Pep rallies must be approved by the administration before being scheduled.

## Guidelines for the college-bound student-athlete

Any student who plans to participate in college-level athletics should become familiar with the eligibility requirements established by NCAA for Division I and II schools as well as NAIA schools. Students need to complete an online eligibility form, pay the registration fee, and send official academic records to the NCAA Clearinghouse or NAIA following their junior year of high school. In addition, interested students should schedule a conference with the counselor to review academic credits and core courses to ensure that the NCAA/NAIA will approve their high school curriculum and to discuss GPA and ACT requirements. Students must also register to take the ACT test administered during their junior and/or senior year and have those scores sent to NCAA and/or NAIA. For more information: <http://www.naia.org/> <http://www.ncaa.org>.

## School-sponsored trips

Students authorized by the school to go on school trips must ride the bus both ways unless excused by the principal. The principal will not excuse any student from riding both ways on the bus unless the request comes directly from the parents/guardian and they are taking the student home.

A student who is to be on a school field trip and does not go, and does not attend school, will be counted absent from school, and this absence is unexcused, with resulting zeroes for the day. If a student comes to school rather than going on the field trip, the teacher will decide whether the student will have to make up work or receive a zero for that class. Field trips are part of education.

Students are to dress appropriately, as determined by the sponsor/principal. You must leave the bus clean.

If a problem arises, your parents will be called to come and get you. If that is not possible, the whole group will return immediately. Disciplinary procedures will be followed as stated here or in Board of Education policies.

All field trips are arranged through the office. Field trips are to be related to the subject. There shall be no trips on school days during May except for school-authorized activities. A list of students going on the trip should be in the principal's office two days in advance so teachers can be notified and students' work made up in advance.



### High school organizations

**Band**—varsity band is open to all students' grades 7-12. It plays formal concerts and makes appearances sanctioned by the director and the principal. All award, grades and procedures are regulated and governed by the *Band Members Handbook*.

**Choir**—varsity choir is open to all students' grades 9-12. It sings at concerts and festivals and makes appearances sanctioned by the director and principal. All grades and procedures are regulated and governed by the *Choir Handbook*.

**Cheerleaders**—Cheerleaders promote school spirit and fully support all athletic teams and your school. Students will abide by the rules and regulations set forth in the *Cheerleader Handbook*. Uniforms must be purchased by the individual. Cheerleaders will follow the same eligibility policy of the district and other NSAA activities. Head cheerleaders need to have an 82% semester average to be elected.

**FCCLA**—Family Career and Community Leaders of America is open to any student who is now or has been previously enrolled in family and consumer science courses. The organization has three goals: the betterment of self, family and community. FCCLA attends district and state conventions, has local meetings, guest speakers, and other activities.

**Speech**—Participation in speech is open to all eligible students in grades 9-12. The team typically competes in the nine different events sanctioned by NSAA. Speech competition typically begins in January and ends with the State Speech Contest at UNK during the latter part of March. Most students compete in at least two different events and the majority of the tournaments are held on Saturdays.

**Drama**—Participation in drama is open to all eligible students in grades 9-12. The drama department conducts a competitive one-act play in November/December, as well as a spring play or musical.

**National Honor Society**—The Honor Society is a school organization for outstanding students in grades 10-12. Selection is based on character, scholarship, leadership and service. Eligible students are chosen from the top 20% of the combined sophomore, junior, and senior class enrollments, based on GPA. Eligible students are asked to complete a questionnaire describing involvement in school activities, community and church organizations. Teachers who had eligible students in class or activities during the school year will provide written evaluations of character and leadership qualities. A committee of five faculty members elects the new members after evaluating all of the documents on the basis of the guidelines published by the NASSP. The guidelines are available upon request to the sponsor.

Battle Creek High School considers election to the National Honor Society a very distinct and unique honor and one that carries with it a great deal of responsibility. All guidelines, rules and regulations pertaining to selection to and dismissal from the NHS follow the recommendations as stated in the *National Honor Society Handbook*. NHS is in charge of the spring Honors Night. National Honor Society students are required to participate in extra community/volunteer service projects designated by the sponsor. If you have any questions about the guidelines, the following is the official website for National Honor Society: [http://www.nhs.us/s\\_nhs/index.asp](http://www.nhs.us/s_nhs/index.asp) or you may get a copy from the Principal's office.

**Student Council**—The Student Council at Battle Creek High School will be an OPEN COUNCIL. Any student grades 10-12 interested in being a member will be required to fill out an application in the spring preceding the school year they will serve. All officers will be chosen from the council and voted on by the council. Freshmen will apply in the fall of the year.

All members of Student Council will be required to attend all meetings. If a member has three unexcused absences from meetings, they may be removed from the council.

**B-Club**—The B-Club is available for any student who has earned a letter in volleyball, football, cross country, wrestling, basketball, golf, or track. The B-Club is in charge of the Outstanding Senior Male & Female athlete selection, usually given in May during honors night.

**Mock Trial**—Each year, the [American Mock Trial Association](#) releases a fictional case, usually about 100 pages in length. Teams use the witness affidavits, exhibits, relevant case law and statutes to write original directs, crosses, openings, and closings, as well as develop objections. Every team in the state uses the same case from the beginning of the season to the end. The case is updated before Nationals to include additional witnesses, exhibits, and facts. Cases alternate between criminal and civil cases each year. Throughout the Mock Trial season, team members attend invitational, regional, and can compete to attend state competition in Lincoln or Omaha. Most competitions consist of four rounds, in which teams compete twice as Plaintiff/Prosecution and twice as Defense. Rounds last approximately three hours each, and tournaments generally are held at the Madison County courthouse.

**Robotics**—High school students are eligible to be on the Robotics Team. The team designs, builds, and programs VEX robots to compete at different competitions throughout the school year.

**Trailblazers**—Junior and senior students are eligible for this leadership role by completing an application and by being voted on by the teachers which are certified in the 8 to Great course. The trailblazers will help facilitate the Blaze Days during the school year and also serve as a peer leader.

**Dance Team**—the Dance Team provides entertainment during half-time at football and basketball games. The squad consists of 16-20 members, depending on interest. Uniforms are provided by the squad, although there may be a small charge. Uniforms must be returned at the end of the season. Tryouts will be in the spring.

### High school athletic program

Coaches may institute additional rules for their own sports with the approval of the athletic director and the administration. These rules will be on file with the administration, athletic director, and players will be given a written copy of these rules. The winners of awards and letters are determined by the coaches, following the guidelines in the athletic handbooks. The following programs are offered to all 9-12 grade students who qualify academically to participate:

Fall Athletics: Football, Volleyball, Boys and Girls Cross Country, and Girl's Golf.

Winter Athletics: Girl's and Boys' Basketball, and Wrestling

Spring Athletics: Girl's Track, Boy's Track, and Boy's Golf.

# DISCIPLINE

## Code of conduct

An effective learning climate can exist only when all involved in the school setting act as responsible individuals. For students, this means demonstrating ongoing respect for the rights and property of other students, school employees, and the school building itself. Students must understand that all school employees have the authority and duty to supervise and discipline at all times during the school day or at school activities. Rules governing student conduct set forth in this handbook, and any sanctions arising from violation of those rules, are applicable to student behavior occurring on school grounds at any time, when participating in or attending school activities and events, or riding in school vehicles.

Students with disabilities may be subject to the same procedures if it is determined that the act was not related to the disability. The Individuals with Disabilities Act (IDEA) requires that educational services must continue. However, these services may be provided in another setting.

## Discipline management plan

The Battle Creek Discipline Management Plan is posted in each classroom. In-room discipline includes inappropriate comments or actions to the teacher or classmates. These steps involve verbal warnings, in-room detentions, calls to home, and a referral to the principal. Disciplinary referrals to the principal's office include: misbehavior causing a referral detention, 3 tardies, or continued misbehavior in the classroom. Consequences are: 1<sup>st</sup> referral=60 minute detention, 2<sup>nd</sup> referral=60 minute detention, 3<sup>rd</sup> referral=120 minute detention, 4<sup>th</sup> referral = 120 minute detention 5<sup>th</sup> referral= 120 minute detention 6<sup>th</sup> referral= in-school suspension, 7<sup>th</sup> referral=out-of-school suspension, 8<sup>th</sup> referral=grounds for expulsion (according to Nebraska law). These referrals are the accumulation of all teachers, not just one teacher for the semester. Parents have a right to appeal any decision to the Board of Education.

## Referrals

A referral is a consequence given to the student for disregarding the rules and established regulations. A referral will be served on the day that it is received. The only exception is if the student makes other arrangements with the principal. If the student does not serve the referral on the scheduled day the student may serve an in-school suspension. Notice will still be sent to parents when a student receives a referral. The school is not responsible for transportation. Referrals may supersede all athletics and school activities in which the student may participate.

## Removal from an individual class

If a student's behavior is disrupting the instructional learning process, the teacher will send the student to the principal. The following action will be taken:

1. The principal will confer with the teacher and student. The student will be suspended from this class until a behavior agreement is settled with the instructor. The instructor will contact the student's parent or guardian.
2. If the student is sent to the office for misbehavior a second time in an individual class, they will receive a one day in-school suspension. A conference with the parent/guardian and teacher will be arranged to develop a behavior modification plan. The student will be suspended from this class until a conference is arranged.
3. If the student is guilty of continued disturbance, the student will be expelled from the class and a grade of "F" will be given. A student and/or parent will have the option to appeal to the superintendent and request a hearing as described in LB 1250.

## In-school suspensions

The principal assigns in-school suspensions. Students assigned to in-school suspensions must be there for an entire school day. All students must complete all assignments before being allowed back into class. Students will only receive 90% of their grade. Parents/guardians will always be notified when the student is assigned an in-school suspension.

## Out-of-school suspension & expulsion

The principal assigns out-of-school suspensions. The principal will determine if the student will serve the out-of-school suspension in school or out of school. If the student refuses to serve suspension in school then the principal may extend the time for the out of school suspension. Students assigned to out-of-school suspensions will receive zeroes for all daily work assignments. Major tests and/or projects may be taken upon return from the suspension and a grade of no higher than 69% may be given. (If student scores an 80% on test they will receive a 69%. If student scores a 50% on test they will receive a 50%.) In extreme situations a student may be suspended or expelled from school by the superintendent or principal on the basis of evidence that strongly indicates that the student has committed any offense contrary to school or state policies. Examples of offenses that might result in the suspension or expulsion of a student at Battle Creek Public School are:

1. Disobedience – A student shall not repeatedly fail to comply with directions of teachers, substitute teachers, paraprofessionals, or other school personnel during any period of time when the student is properly under the authority of the school personnel.
2. Unsportsmanlike conduct involving an opposing school's team or a student's own school team, or directed at representatives of an opposing school or the officials of a school contest.
3. Fighting, spitballs, water pistols, water balloons, firecrackers, snowballing, etc.
4. Lewdness, public indecency, use of profanity or obscenity, or displays of obscene literature.
5. Gross disrespect for teachers, school officials, substitutes, and other employees.
6. Behavior that seriously interferes with class work or the activities of the school, such as: **A.** possession of or use of tobacco on school property or at school sponsored events, **B.** gambling, **C.** willful use of violence, force, noise, coercion, threat, intimidation, fear, or similar conduct in a manner that constitutes an interference with school purposes, **D.** willfully causing or attempting to cause damage to private or school property on school grounds or during an educational function or event off school grounds, **E.** willfully causing or attempting to cause physical injury to a school employee, school volunteer, or to any student, **F.** threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from that person, **G.** knowing, possessing, handling or transmitting any object that is ordinarily or generally considered a weapon, **H.** engaging in the unlawful selling, use, possession, under the influence of, or dispensing of inhalants, a controlled substance, imitation controlled substance, electronic cigarette or alcoholic liquor, or possession of drug paraphernalia, **I.** truancy, **J.** theft, **K.** public displays of affection, **L.** sexual assault, harassment or attempting to sexually assault any school employee or student, **M.** use of racial or ethnic comments that may be deemed socially and personally unacceptable, **N.** engaging in any other activity forbidden by the laws of the State of Nebraska which interferes with school purposes, or **O.** possessing or drinking alcoholic beverages before or during attendance at school or school-related event/activity. **P.** tampering with fire equipment.

## Short-term suspension

The principal may deny any student the right to attend or to take part in any school function for a period of up to five school days on the following grounds: **A.** conduct constituting grounds for expulsion, **B.** violation of school rules adopted by the Board of Education pursuant to the Student Discipline Act.

The student shall be given oral or written notice of the factual situation upon which the exclusion is based, and an opportunity to present an explanation, or his/her version of the facts. Within 24 hours, or such additional time as is reasonably necessary following the exclusion, the principal shall send a written statement to the student and his/her parent or guardian, describing the factual basis for the principal's action.

### **Long-term suspension, expulsion, mandatory reassignment**

Long-term Suspension shall mean the exclusion of a student from attendance in all schools and grounds within the system for a period exceeding five school days but less than 20 school days. Expulsion shall mean exclusion from attendance for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred with 10 days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or, if within 10 days prior to the end of second semester, in which case the expulsion shall remain in effect the first semester of the following school year, or, unless the expulsion is for conduct in which the penalty is specified in which case the expulsion shall remain in effect for the period specified. Such action may be modified or terminated by the school district at any time during the expulsion period. Mandatory Reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action. Mandatory reassignments at the students/parents expense may also be provided as an option or alternative to long-term suspension, expulsion or other disciplinary action.

When the decision is made to discipline a student for a long term suspension, expulsion, or the mandatory reassignment, the principal will make a reasonable effort to contact the parent/guardian and inform them of the situation which resulted in the discipline. The principal will also inform the parent/guardian that the materials required by law will be mailed to their home via certified mail. A copy of the hearing request may be picked up at the school office and the process for initiating a hearing begins upon receipt of a signed request. The notice will include the rule or standard of conduct allegedly violated, the acts of the student which constitute cause of Long-Term Suspension, Expulsion, or Mandatory Reassignment, a summary of the evidence to be presented against the student, the penalty the principal has recommended, and any other penalty to which the student may be subject, a statement that the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony. A form upon which the student and student's parent/guardian may request a hearing shall accompany the notice. The student, student's parent/guardian and appropriate school personnel may discuss and settle the matter prior to the hearing stage.

### **Exclusion from activities**

All students may be excluded from participation in extra-curricular activities for the following infractions: 1) conduct constituting grounds for suspension or expulsion from the academic program established in board policy; 2) any other violation of rules and standards of behavior under this policy. Such exclusion shall be made only after the principal has made an investigation of the alleged conduct or violation and has determined that such exclusion is necessary. Before the exclusion shall take effect, the student shall be given oral or written notice of the charges, an explanation of the evidence the authorities have, and an opportunity to present his/her version. These rules apply to student conduct during the school year beginning with the first day of fall practice to the final day of school for all students in grades 7-12.

**Athletic and Activity participation** is defined as all extra-curricular activities that are governed under the guidelines set by the Nebraska School Activities Association.

**Non-Seasonal Activities** are defined as school related extra-curricular activities not governed by the Nebraska School Activities Association.

The administration will recommend exclusion from all activities using the following guidelines:

**1<sup>st</sup> offense within the school year** – 21 calendar days or three NSAA activities. The more severe of the two options will be enforced. Non-seasonal activities shall miss the next 21 calendar days of school activities.

**2<sup>nd</sup> offense within the school year** – 42 calendar days or six NSAA activities. The more severe of the two options will be enforced. Non-seasonal activities shall miss the next 42 calendar days of school activities.

**3<sup>rd</sup> offense within the school year** – exclusion from participation in all NSAA activities or non-seasonal activities for the remainder of the school year.

**Self-reporting/admitting policy** – Should a student self-report or admit an offense their consequence will be reduced by one week or one NSAA activity or one non-seasonal activity. The self-report or admittance must take place within 72 hours of the violation and be made to the Principal or Athletic Director.

Should a student commit an offense between seasons, the consequence will be applied on the first day of the next NSAA activity they are involved with during the current school year. Such recommendation shall result from a student being charged with, pleading guilty, admitting guilt, or being observed by school personnel violating the following guidelines:

**A.** Engaging in the unlawful possession, selling, dispensing or use of a controlled substance or alcoholic beverage; **B.** Possession or use of tobacco; **C.** Causing or attempting to cause physical injury to another student. Physical injury caused by accident, self-defense, or other action undertaken on a reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision; **D.** Being involved in theft or damage or attempting to cause damage to private property, school property, or property belonging to another student;

**E.** Behavior unbecoming to a student, insubordination, arguing, disrespectful, etc; **F.** Conduct on a school sponsored activity trip must be in compliance with guidelines established by the staff member in charge; **G.** Engaging in any other conduct which may not be described above, but constitutes a substantial interference with the extra-curricular activity. **H.** Students placed on Diversion through any county attorney's office will be subject to this policy.

The principal will recommend the exclusion from activities for the remainder of the school year for the following infractions: **A.** Failure to pass 20 credits the previous semester; **B.** Currently enrolled in less than 20 credits of class work; **C.** Causing or attempting to cause physical injury to a school employee or student; **D.** Repeated violation or a series of violation of any rule listed above; **E.** Engaging in any other conduct which may not be described above, but which constitutes a substantial interference with extra-curricular activities, as deemed by the BCHS administration.

The parent/guardian may appeal the principal's decision to the superintendent. The superintendent shall review the incident and the disciplinary action and inform the parents/guardians of his decision within 7 calendar days from the date the appeal is received.

If the parent/guardian does not accept the decision made by the superintendent, he/she may appeal to the Battle Creek Board of Education. They shall review the incident and the disciplinary action imposed by the principal and/or the superintendent and informs the parents of their decision within 30 calendar days from the date the appeal is received.

Nothing in this policy shall preclude the student or the student's parent/guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the superintendent or the Board of Education.

### **Cheating**

A student caught assisting another student or benefiting himself/herself will receive a zero for that assignment/test and receive a referral. Cheating is defined as copying homework, reports, or being observed looking at another's test/quiz or talking during the test/quiz.

### **Dress and general appearance**

Personal appearance is up to the individual, but restrictions will be placed on extremes that reflect on the school.

1. All shorts must be at fingertip length or longer.
2. No pajama pants
3. No holes in jeans.
4. No cutoffs shirts or shorts
5. No midriffs or tank tops
6. No hats or headbands
7. No bedroom slippers

Clothes advertising liquor, beer, tobacco, sexual references, or having double meaning will also not be acceptable. Clothes should be modest and decent. Waistbands will be worn at the waist. Shirts must touch the waist. Hair is to be clean and well groomed. If students make an error in judgement concerning dress, teachers will report them to the principal. Any apparel or accessories that may possibly be "gang related or considered gang apparel" will not be tolerated (such as, but not limited to: pants worn below the waist, bandanas, chains, caps, etc.). The school administration will determine what is and is not appropriate for school and school activities.

### **Grievance procedure**

Parents or students are requested to follow these procedure if/when any problem arises: 1) contact the teacher/coach/sponsor and arrange a personal conference; 2) if the problem is not resolved satisfactorily, contact the athletic director / principal; 3) if the problem is still not resolved, contact the superintendent; 4) if the problem still remains, then request a meeting with the Board of Education. This procedure must be followed if an individual(s) what to address the Board of Education.

### **Harassment/bullying: sexual, verbal or physical**

Battle Creek Public School is committed to maintaining a learning environment that is free from harassment/bullying, where all students can study together comfortably and productively. This school district prohibits any form of harassment/bullying. The administrators will act to investigate all complaints and to discipline any student or employee who harasses/bullies or is violent to a student or employee of this school district.

Any person, who believes he/she has been the victim of any harassment/bullying by a student or employee of the school district, should report the alleged acts immediately to a teacher, an administrator, or the counselor.

Harassment/**Bullying** is defined as any intentionally hurtful/hostile, repeated behaviors or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, hazing, oppressing, or adversely controlling the student, and that is disruptive of the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing or physical activities such as, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing. The following guidelines have been established to respond specifically to harassment/bullying behavior.

**Step One:** The first time school personnel become aware of a possible harassment or bullying situation, the accused student and their parents or guardians will be informed by the principal that such a complaint has been filed. If it is determined that the student has harassed or bullied another student, a warning will be given regarding the inappropriate behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If in the principal's opinion the first occurrence of harassment or bullying is severe the principal may move immediately to any of the four steps in this policy. Accordingly they may or may not be used sequentially. Moreover at any stage the student may also be disciplined under the Discipline Policy including up to expulsion. If the principal determines that a student is intentionally making a false accusation against another student, an appropriate response will be made including discipline of the student making a false accusation.

**Step Two:** The second time school personnel become aware of harassment or bullying incident, the student and his/her parents or guardians will also be notified by the principal. A conference will be requested at that time. If it is determined that the student has harassed or bullied another student, a one day in-school suspension will be assigned. As previously set forth, the principal may move immediately to any of the four steps of this policy or at any stage the student may also be disciplined under the Discipline Policy.

**Step Three:** If the school authorities determine that the student continues to harass or bully another student or the student fails to agree to not harass or bully in the future, the principal will assign the student three days of in-school-suspension.

**Step Four:** If a student fails to respond positively to the corrective measures of Step Three, the student will be suspended out-of-school for a minimum of five days up to a maximum of expulsion from Battle Creek Public Schools. The principal will always determine the action necessary to insure a safe learning environment for all students

### **Hazing/initiations**

By action of the Board of Education, hazing/initiations for all school activities/organizations are prohibited. Violations of this policy will be referred to the principal to be handled according to discipline policies.

### **Battle Creek Public Schools Dating Violence Policy**

Battle Creek Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Dating violence will not be tolerated.

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

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limit's of the Districts authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and Districts dating violence policy. Dating violence education that is age appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student/parent handbook. Parents and legal guardians should be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

# STUDENT FEE POLICY

## Activity participation fee

A \$15 fee covers a student's participation in all activities of Battle Creek Public School. This fee must be paid in the principal's office before participation begins. Please refer to the section of the student handbook pertaining to student fee policy (page 27).

## Student fees

The Board of Education of Battle Creek Public School District adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

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

### (1) Guidelines for clothing required for specified courses and activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

### (2) Personal or consumable items

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

### (3) Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

### (4) Extracurricular Activities-Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra-curricular activities or for paying a reasonable usage cost for such equipment or attire.

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

### (5) Extracurricular Activities-Fees for participation

The District has a set price for participation fee for activities. Such price is subject to the District's Fee Waiver Policy (Section 12).

### (6) Postsecondary education costs

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

### (7) Transportation costs

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

### (8) Copies of student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of each student. A parent, guardian or students who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged

to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(9) Participation in before-and-after-school or pre-kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(10) Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(11) Breakfast and lunch programs

Students shall be responsible for items for which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

Students may be required to bring money or food for field trip lunches and similar activities.

(12) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free and reduced-priced lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free lunch or reduced price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials. Failure to do so will result in a loss of the fee waiver rights from such activity or materials. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

(13) Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the Student Handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

(14) Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.