

Beatrice High School
600 Orange Blvd.
Beatrice, NE 68310

STUDENT HANDBOOK 2023-24



The mission of Beatrice High School is to guarantee that all students will meet or exceed their individual goals and exhibit responsible citizenship.

**Note: This student handbook is a guide, not a contract. This student handbook can be changed at any time. Notice will be given if and when changes are made.*

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Message from the Principal

Dear Orangemen and Lady Orange:

Welcome to Beatrice High School. It is with great anticipation that we look forward to this very special year. Excitement and opportunity are the by-words for the new school year. We are excited about the high level of accomplishments of this student body and applaud all efforts to obtain and surpass this level of achievement. Opportunities are limited only by our imagination and personal commitment.

The most important achievements at Beatrice High School happen in our classrooms. The faculty and staff do an outstanding job because they know that your future depends on it. Our exceptional activities and athletic programs provide opportunities for students to organize and plan, to assume leadership roles, to gain recognition and identity, to experience self-governance, to grow physically and emotionally, and to mature socially. Your accomplishments as an adult will be significantly influenced by your academic achievement and co-curricular experience while you are enrolled at BHS.

This handbook has been prepared as a guide for our students to become acquainted with the policies and procedures that will be followed during the coming year. As with any guide, it serves only as a framework about which you should plan your activities. It is not possible to cover every situation in great detail but only to give you the essentials upon which to start. In the absence of specific instructions you should comply with the spirit of good citizenship.

You are the most important part of this fine school. Without you the school would cease to exist. Be honest; carry your fair share of the load, and above all, apply yourself to the task at hand. It is our fondest hope that your high school days will be inspirational and meaningful.

- Your role is critically important
- Set high standards for yourself
- Accept responsibility for your actions and decisions
- Conduct yourselves as ladies and gentlemen
- Treat others, as you would like to be treated

Our expectations for you will be high, but they will not be unreasonable or unfair. No matter how difficult you might find some of the challenges at BHS, the future holds an even greater and more difficult one. If you leave BHS well prepared, it will make those challenges that much easier to meet and overcome.

On behalf of the entire BHS faculty and staff, welcome to BHS. We're glad you are a student at Beatrice High School.

Sincerely,

Jason Sutter
Principal

Philip Voigt
Assistant Principal

Gus Brown
Activities Dir. /Assistant Principal

Beatrice Public Schools Administration

Jason Alexander, Superintendent
Jackie Nielson, Asst. Superintendent
Rhonda Pipers, Director of Building & Grounds

Jason Sutter, High School Principal
Philip Voigt, High School Assistant Principal
Gus Brown, High School Activities/Asst. Principal
Beth Cordy-Hookstra, SPED Director

Counselors and Other Contacts

Kathleen SladekCounselor
Jennifer ProsockiCounselor

Jennifer BuolSchool Nurse
Zac LauensteinSchool Resource Officer
ESU 5Tech Coordinator

Dr. Don BelauPsychologist
Andrew JohnsonMedia Specialist

James PaulAssistant Tech Coordinator
Ashley WalkerSecondary SKILLS

Teachers

Reckenberg, Randal
Mathematics
Ausin-Dodge, Salomé
Spanish/ELL
Dodge, Dennis
Special Education
Carper, Melissa
Health/PE
Coudeyras, Steph
Science
Cullison, Chris
Industrial Tech
Decker, Zach
Mathematics
Dein, Emily
Science
Doyle-Workman, Joan
Social Studies

Weeks, Alexandria
Mathematics
Bisbee, Racel
Science
Garrelts, Heather
English
Glenn, Kathryn
English/Journalism
Hahn, Dustin
Business
Hamilton, Erin
Mathematics
Heinz, Paula
Science
Iverson, Emily
Special Education

Jerez, Cristina
Spanish
Johnson, Jordan
Weight Lifting
Kaiser, Cale
Spanish
Kezoer, Jeff
History
Kenton, Jaxson
English
Kolm, Kyle
Social Science
Lineweber, Roberta
Special Education
Loos, Hannah
Vocal Music
Neverve, Morgan
Art

Niemeier, Miranda
Instrumental Music
Ribble, Clark
Physical Ed.
Sederberg, Beth
Special Education
Tracy, Tiffany
Fam/Cons. Sci
Venneman, Andrew
English
Watts, James
Science
Wells, Corey
Social Studies
West, Jim
Indust. Tech
West, Syndee
Special Education

BHS High School Office Staff

Sarah MorrisRegistrar
Rachel FrerichsOffice Secretary

Cyndie RemmengaActivities Secretary
Laurie SpilkerAttendance Secretary

Class Sponsors

Freshmen Class: Dustin Hahn, Morgan Neverve, Jordan Johnson, Emily Dein, Erin Hamilton, Kyle Kolm, Roberta Lineweber, Tiffany Tracy, Dennis Dodge

Sophomore Class: Rachel Bisbee, Kathryn Glenn, Paula Heinz, Jeff Kezoer, Clark Ribble, Beth Sederberg, Andrew Venneman, Kale Kaiser, Andrew Johnson

Junior Class: Salome Ausin-Dodge, Melissa Carper, Chris Cullison, Syndee West, Emily Iverson, Cristina Jerez, Miranda Niemeier

Senior Class: Steph Coudeyras, Randal Reckenberg, Joan Doyle-Workman, Jaxson Kenton, Alexandria Edwards, Hannah Loos, James Watts, James West, Corey Wells, Zach Decker

GENERAL INFORMATION

ABUSE POLICY

Any school employee who has reasonable cause to believe that a minor child has been abused or neglected must report such abuse or neglect. The employee will notify his/her supervisor and the supervisor will make a report to either the Child Protective Service Unit of the Nebraska Department of Social Services or the Beatrice Police Department. All reports shall be confidential and shall not become a part of the student's educational record. The school need not notify the parent or parents.

ACCIDENT REPORTING

Students and staff are required to report accidents and/or injuries to the school nurse in room 106 and/or main office personnel.

BUILDING ENTRY INFORMATION

For security purposes all BHS school entry doors will be locked during the school day. The school will open for students at 8:00 a.m. Students may enter before that time if they are meeting with a teacher. The commons Area will be available for students when there is adverse weather conditions. All students are encouraged to be out of the building by 3:45 p.m.

Student Fees Policy

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2021-2022 school year. 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 non-specialized attire 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 & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. 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.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is 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.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) 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 extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical 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.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extra curricular activities for the 2021-2022 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, 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.

(6) 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.

(7) 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 such student. A parent, guardian or student 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.

(8) 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.

(9) 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.

(10) Breakfast and lunch programs. Students shall be responsible for items 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.

(11) 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 or reduced-price 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 and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program 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.

(12) 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 every student of the District or to every household in which at least one student resides, at no cost.

(13) 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.

HIGH SCHOOL STUDENT FEES AND MATERIAL REQUIREMENTS (AR-5416)

Clothing which a student must furnish for courses and activities (waiver does not apply):

Physical Education – t-shirt, shorts, tennis shoes. Dress must adhere to the general guidelines for student dress.

Welding – coveralls or shirt, leather shoes, long pants, approved welding gloves

Automotive – coveralls or shirt

Personal or consumable items which a student is encouraged to furnish (waiver does not apply):

All courses –None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.

Fees for transportation costs (waiver does not apply):

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.

Fees for participation in summer school, night school or correspondence courses:

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

Fees for post-secondary education costs (waiver does not apply):

None—Any postsecondary education costs are to be paid directly by students to the college.

Tuition and other fees assessed by the post-secondary institution. *Required admission fees (waiver does not apply):*

Middle School and High School activity events charge admission for all K-12 students.

Optional Device Protection Plan:

OPTION 1: If a student opts to purchase a protection plan for their device for 4 years @ \$35/year, they will get to keep the Chromebook upon graduation from Beatrice Public Schools. Repairs are covered at a discounted rate.

OPTION 2: If a student does not purchase a protection plan for their device, they will have the option to purchase their Chromebook after 4 years for \$50 upon graduation from Beatrice Public Schools. Repairs are done at full cost. If a student purchase a protection plan for 3 consecutive years, they will have the option to purchase their device for \$25 upon graduation from Beatrice Public Schools.

Materials students are encouraged to provide for course projects (waiver does not apply):

- Art – Materials for projects
- CAD/Drafting – Materials for projects
- Woods – Materials for projects

Materials required for optional music courses: *

Band/Orchestra- A limited number and types of instruments may be rented from school. Range from \$30.00/3 month period to \$100.00/3 month period.

Specialized equipment or attire required for participation in an extracurricular activities: *

- Marching Band: shoes \$25.00
- Flag Corps/Winter Guard uniform – cost will vary depending on choice of uniform \$130.00
- Limited Edition – cost will vary depending on choice of outfit \$300.00
- Dance Team – cost will vary depending on choice of outfit \$300.00
- Cheerleading – cost will vary depending on choice of outfit \$800.00
- Senior Graduation – cost will vary depending on items needed \$50.00
- Softball: Ball glove, softball shoes \$150.00
- Wrestling: Wrestling shoes \$70.00
- Swimming: Swimsuit \$35.00
- Track: Track shoes \$70.00
- Golf: Appropriate shoes, golf clubs & bag \$350.00
- Soccer: Soccer shoes \$70.00

Fees required for participation in extracurricular activities: *

- Athletics \$55.00
- Forensics and/or Play Production \$25.00
- Marching band – uniform cleaning \$15.00
- Cheerleading camp \$230.00
- Dance Team camp \$230.00
- Registration fees for honor band & choir \$40.00
- F.B.L.A. – dues \$20.00
- F.C.C.L.A. – dues \$20.00
- Key Club – dues \$20.00
- Skills USA - dues \$25.00
- Extracurricular field trips – fee required for admission or cost of event that is focus of trip \$40.00

Fees required for breakfast and lunch programs:

Breakfast (Grades 6-12)--\$2.20 Lunch (Grades 6-12)--\$3.10 Milk (Grades 6-12)--\$.50
Prices are maximums based on one meal per day ,will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

* Anticipated Maximum Amounts Policy Approved:4/11/22

COMMUNICABLE DISEASE CONTROL POLICY

The Beatrice School District will work cooperatively with the State Department of Health to enforce applicable state statutes for the prevention, control, and containment of communicable disease in schools. The superintendent or his/her designee has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms that he/she suffers from a disease or is considered a health threat to the school population. For a complete copy of the school district policy concerning communicable disease reporting, review and appeal processes, please contact the high school office.

SNAP Alternative School

The purpose of SNAP is to provide students a supportive and flexible learning environment that maintains high achievement standards and prepares students to successfully meet the challenges and opportunities of life after high school. SNAP is designed to help students meet Beatrice High School's rigorous performance standards and to achieve all of the requirements necessary to earn a BHS diploma. All Beatrice High School students (grades 9-12) are eligible to apply. SNAP is located in the ESU 5 building, at 900 W. Court St., Beatrice NE 68310

A.M. Session: 8:15-11:30.....P.M. Session: 12:15-3:30

Instructional Options:

Teacher-directed, small group instruction
Independent, computer- facilitated learning
Career and vocational experiences
Contact: Jason Sutter @ 223-1515.

Technology:

1-to-1 student to computer ratio
OdysseyWare internet course options

COPYRIGHT POLICY

Federal Copyright laws do have application to our staff and students. Staff and students are urged to be aware of possible limitations when photocopying the written or artistic works of others. There is an exception to the law, which allows for the fair use of such materials for educational purposes. Single copies may be made by a staff member, or student for research or use in teaching. Teachers may usually furnish one copy to each student for teaching purposes, but you must limit the amount of material copied to that, which is actually needed for the education purpose. Students are to seek the assistance of a staff member if they are unsure of the copyright status of an item.

COUNSELING/STUDENT SERVICES

A school counselor is a person who is especially trained to help you realize your fullest potential as a unique human being.

Depending on your needs, your counselor can help you. . .

- Assess your strengths and limitations
- Develop positive attitudes—ones that help rather than hurt you
- Develop suitable decisions about your life
- Choose courses that are right for you
- Solve personal problems with family, friends, teachers
- Plan your education and decide on a career
- Find a job

Who Is My Counselor?

Parents and students are invited to call Mrs. Prososki or Mrs. Sladek, School Counselors for Beatrice High School. (223-1517) Counselor assignments for the year are:

Last name starts with the letter...

A-L.....Kathleen Sladek

M-Z..... Jennifer Prososki

If you have a problem of any kind, feel free to go to the Student Services office and visit with your counselor. The goal of counseling is to help you understand yourself so you can learn to make better decisions about your life.

Counselors can help you with:

1. Understanding yourself and finding your place in school. The counselors have available to them a complete record of your scores on scholastic aptitude, achievement, vocational interests tests, grades achieved in classes, and other pertinent information that will help you to understand yourself better, direct yourself better and find your place in life.
2. Planning your education and life's work. The counselors can assist you in your selection of courses and extracurricular activities in high school, deciding on a future career, and in selecting schools or colleges you might enter after high school.
3. Share information about occupations and institutions. This information is available in the Student Services office. As you plan for the future, you will need to learn more about occupations for which you are developing aptitude and interests. You will want to know where you can find occupational pamphlets, college catalogs and bulletins regarding scholarships, military information, and many other things, which are important to you.
4. Working with students who are discouraged or dissatisfied with school or school activities. Success in schoolwork and receiving the most out of the activities program generates enthusiasm. If you are doing poorly in certain classes, dislike school, have a desire to leave or if you find that you have not been able to take advantage of opportunities, you are urged to discuss these matters with your counselor.
5. Clarify questions or issues. High school years tend to be difficult for many students. It is a period when individuals have many questions regarding values and other personal issues. If there are concerns, issues or doubts that seem to be occupying a great deal of your thoughts, you may want to visit with your counselor. Together you may be able to clarify some of these questions or find a place where you can find the assistance you need.

Juniors that are college-bound should register for and take the PSAT/NMSQT test. The registration deadline is in October. Juniors that would like to take an aptitude survey may do so by taking the ASVAB assessment.

CRIME STOPPERS

A Crime Stoppers program has been established to allow students (and faculty) to give anonymous or confidential information and get cash reward. Any student/parent having any information regarding a crime or wishing to report a crime can do so by contacting the School Resource Officer at 223-1515, ext. 1815 or the Beatrice Police Department at 223-4080. Callers are not required to leave their names when reporting information.

DAILY BULLETIN AND ANNOUNCEMENTS

Reminders and announcements will be published daily. All announcements which teachers, students, and organizations wish to appear in the daily bulletin should be by 8:30 a.m. The bulletin will publish only school-related announcements. With administrative approval, students may post notices or posters in the halls and are responsible for removing them at the conclusion of their purpose.

A copy of the daily announcements will be posted in the hallways, and emailed to staff and students.

DANCES/STUDENT ACTIVITIES

Beatrice High School staff members will supervise all dances and other activities. If a group or organization wishes to have a dance, they must first clear it with the building principal and then find an open date on the school calendar. Additional regulations are:

1. Once students enter the activity, they are not to leave unless leaving for the evening.
2. High school dances are open only to currently enrolled Beatrice High School students. Individuals who are recent graduates (2 or fewer years) are invited to attend the Homecoming dance in the fall. When dances other than Homecoming are open to non-BHS students, guests will be required to register as dates and are subject to the same rules as students.
3. Students excluded from school activities for behavior may be excluded from events.
4. Violation of any of the above rules may result in suspension from school and from attending or participating in other school activities.
5. All school rules also apply to any school activity.
6. A Breathalyzer may be used at any dance as a requirement for admission.

EMERGENCY DRILLS

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 obey orders promptly.

- **The disaster alert warning** will be announced to persons in the building over the intercom. Persons shall immediately move from their classroom to the designated shelter area for that particular classroom, and the classroom doors should be closed. An announcement will be made to inform you when you may return to class.
- **The fire** is a signal for students and teachers to clear the building by the prescribed route as quickly as possible. Outside the building all classes are to stay as a group. Emergency exit procedures and escape routes will be posted in each room. Once out of the building, teachers will take attendance in order to make sure all students are accounted for. Students are to remain outside the building until the "all clear" signal is given.

EXCHANGE STUDENT GUIDELINES (Full year required)

1. Four students from recognized foreign exchange programs will be accepted each year at Beatrice High School. Only two will be accepted from the same program prior to August 1. Following August 1, if the four available slots have not been filled, additional applications may be presented.
2. Exchange program coordinators may submit applications of the students they are attempting to place with Beatrice families to the high school principal. The date the application is being presented will be noted as well as the name of the person presenting it. The building principal will make the final decision.
3. An application must contain the name of the prospective host family, the student's application to the exchange program, complete school records, complete health, medical information, and the student essay describing him/herself as well as the evaluation of a teacher or other person endorsing the student from the home school. The student's level of English proficiency must be addressed by the home school and the exchange coordinator.
4. All exchange students will be classified as juniors. Diplomas will not be granted to exchange students.
5. Exchange students will be responsible for paying for their own meals at school as well as any non-required but customary student purchases such as an activity card, yearbook, class ring, and participation in athletic/activity programs. Fees required of BHS students will also be expected of the exchange student.

GIFT DELIVERY TO SCHOOL

1. Merchants may deliver gifts to the High School from 1:00 p.m. to 2:00 p.m.
2. Students will be notified that they have a gift during their 8th period class.
3. Students may pick up the gifts after school.
4. Gifts arriving after 2:00 p.m. may not be delivered until the next day.
5. High School administration reserves the right to suspend or alter this policy as required.

HEALTH CONCERNS OF INDIVIDUAL STUDENTS

Health conditions that could affect your child's safety or well being at school may be shared with school staff on a need-to-know basis. Examples of student health issues that should be shared include: diabetes, seizures, peanut allergy, asthma and medications that might show side effects at school (drowsiness, behavioral changes). **If you do not want Beatrice Public Schools to share your child's health conditions with school staff without prior written consent, you must notify the building principal or his designee.**

HOMEBOUND INSTRUCTION

Homebound services are provided for children who are unable to attend regular school because of a physical condition. Homebound services must be requested in writing by the child's parents and recommended by a medical doctor. Service varies according to the needs of the student.

LIABILITY OF SCHOOL

The school district will take every precaution to ensure the safety and well-being of students, but it cannot assume liability in event of injury. A low-cost pupil insurance will be made available to parents, so that they may protect themselves against the costs of injuries that may occur at school or they may wish to contact their personal insurance representative. The decision to take such insurance shall be the parent's responsibility. The board of education in no way obligates itself by making such insurance available to parents. Any question of settlement is entirely between the insured and the insurance company, and shall not involve the board of education. .

LOCKERS

Each student may be issued a school locker for which he/she is responsible. Lockers are the property of the school district and are made available to students for their convenience. The school can assume no responsibility for articles lost or stolen. Do not trade lockers with other students. It is your responsibility to see that your locker is kept closed, neat and orderly. These lockers remain the property of the school and therefore, may be examined by the principal or his representatives at any time. Periodic locker checks may be conducted throughout the school year to check that lockers are clean, neat and in good repair. Students are responsible for any damages to their lockers during the school year and will pay for the cost of repair. The student must clean the student's locker before the student's records are released.

LUNCH/CAFETERIA - Food Service Director, Dawn Holthus

Beatrice Public Schools uses a computerized meal ticket system. Students will pay for their meals at the school office, but no meal tickets will be given. Students are given credit to an account and below are an explanation of how the system works:

1. Each student enrolled in BPS is assigned a security lunch code. This code is to be **KEPT CONFIDENTIAL** to avoid any attempts at fraudulent use. Students will not be allowed to use other student's accounts even with "permission".
2. At each visit to a computer station, the student should state both their **first and last name** to the attendant as they punch in their lunch code.
3. **Deposits** are to be made prior to the start of the school day in order to be credited to the account for that day's business. Deposits by check can be made at the school office or at the cafeteria. Checks should include the student name(s) on the memo line to ensure deposit into the proper account. Deposits are made by building only, so please do not include money for students attending other buildings. Cash deposits should be made at the school office only.
4. Students are informed when their balance is **\$5.00 or less**, but a student may request their balance status when at the cashier.
5. **Charging is not encouraged.** We do recognize that on occasion situations may arise in which accounts do become negative. It is not our desire that any student go hungry during the school day, therefore, charging will be allowed on a limited basis, however, we do retain the right to refuse service when charging is a continual problem.
6. **All purchases** in the cafeteria will be charged to the student account. This includes basic meal charges and ala carte charges. Parents who wish to restrict their students to the basic meal plan only should notify the food service director in writing.
7. **Parents may request computer printouts** of their student's account in writing. Printouts will be sent home with the student to reduce postage costs.

Children from families whose income is at or below the level shown on schedules furnished to the school may apply at any time during the year for free and reduced price meals. Applications must be made in advance for approval. Please contact the office or Mrs. Holthus in the cafeteria for an application form.

All food items and drinks must be consumed in the cafeteria. If a student brings a sack lunch to school, they must also eat in the school cafeteria.

MILITARY RECRUITER & COLLEGE & VISITATION PROCEDURES

The No Child Left Behind Act requires that the District 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 the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

1. Visitation dates and times must be cleared through the Guidance Office.
2. Students who wish to see a college or military recruiter must sign up in advance, in the Guidance Office, before they will be allowed to visit with the recruiter.
3. Students will be given a pass out of class if they have signed up in advance. Students are not allowed out of class if they do not have a pass.
4. No students will be allowed to miss more than one class.
5. Recruiters who arrive without advance notification will not be allowed to visit with students.

NONDISCRIMINATION STATEMENT

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

Schools participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) must include this statement in full, on all program materials used for public information, public education, or public distribution.

Nebraska schools must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the National School Lunch, Breakfast and After School Snack Programs.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text.

This institution is an equal opportunity provider.

The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.

NOTICE OF NONDISCRIMINATION

Beatrice Public Schools District 15 does not discriminate on the basis of race, color, national origin, sex, disability, marital status or age in admission or access to, or treatment of employment in, its programs and activities. If you feel you have been discriminated against, or have inquiries regarding grievance activities, or compliance with Title IX, Title VI or Section 504, contact BPS Superintendent, Beatrice Public Schools, 320 North Fifth Street, Beatrice, Nebraska 68310 (402) 223-1500.

La escuela pública de Beatrice no discrimina en base de la raza, del color, del origen nacional, del sexo, de la inhabilidad, del estado civil o de la edad en el reconocimiento o el acceso a o el tratamiento del empleo en sus programas y actividades. Si usted se siente que usted ha sido discriminado contra, o ha inquirido, observando las actividades de queja o conformidad con el título IX, título IV o sección 504 contacta con a Superintendent, Beatrice Public School, 320 North Fifth Street, Beatrice, Nebraska 68310 (402) 223-1500.

A complete policy translation of the aforementioned and other language translations can be obtained from the Superintendent, Beatrice Public Schools, 320 North 5th Street, Beatrice, NE 68310

NURSE

The health office functions to enhance the student's educational experience by promoting wellness, testing to detect physical impediments to the student's ability to learn, and providing emergency care.

The school nurse is located in Room 106 of the High School. The nurse is available Monday –Friday from 8:00 A.M.-3:00 P.M.

All **sophomore students** will participate in a one-time health screening to include visual acuity, hearing, blood pressure, a brief dental exam and check of current height and weight. If a family chooses to opt out of this state mandated screening, it becomes the financial responsibility of said family to obtain a physical examination from physician of choice and to provide the school nurse with documentation of completion.

Students are requested to arrange times for taking necessary medication other than during school hours. However, when a medication is ordered to be administered during the regularly scheduled school hours, the medication will be administered at school following these regulations....

- 1.) Medication must be prescribed for the student and presented in the original container from the pharmacy; container must be clearly marked with the name of the drug, the dosage, and the time it is to be administered. These medications must be taken directly to the nurse's office.
- 2.) A completed medication consent form must accompany medications from the parent/guardian, which authorizes the school to administer the medication.
- 3.) Aspirin or other over the counter medications will not be administered unless accompanied by a completed medication consent form that has been signed by parent/guardian.

- 4.) Medications will not be provided by the health care office; the financial responsibility of the providing medications is solely that of the parent/guardian.

If the student is unable to attend school due to a contagious or communicable disease, the student must present a signed note by a Doctor of Medicine allowing re-entry into the school. We ask parents and students cooperation in making our school as safe as possible for everyone.

Summary of the changes to the School Immunization Rules and Regulations Implemented: July 1, 2015.

- All students entering High School will require; 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday, 3 doses of Polio vaccine, 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine;
- 2 doses of varicella vaccine (chicken pox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted; 1 dose of Tdap (contains Pertussis booster).
- All transfer students from outside the State of Nebraska, regardless of grade, will be required to submit a completed physical examination by a Doctor of Medicine as well as a current Visual acuity exam.

PARENTAL INVOLVEMENT

Parents/guardians are provided access at reasonable times to review instructional materials used by the school. In the event any parent/guardian has a question or objection to any materials, he/she is encouraged to contact the school office.

Should any parent/guardian believe it to be appropriate for his/her child to be excused from testing, classroom instruction and other school experiences, he/she should communicate this to the building principal, who will follow procedures established in Policy 1240.

- Parents/guardians have the right to access the records of their child during regular business hours.
- Parents/guardians may contact the school office to review such records.

From time to time the school is asked to have students complete surveys. In the event such a survey is requested or is to be administered by the school, parents/guardians will be notified in advance. Parents/guardians wishing additional information about or wishing to review such survey material may contact the school office. If parents/guardians wish to not have their child take part in the activity, the student will be excused from the survey. Parental Involvement policy relating to this section of the handbook may be obtained at the school office.

PARENT/STUDENT RIGHTS

1. Be treated with courtesy by all members of the Beatrice staff.
2. Be respected as an individual regardless of race, creed, national origin, economic status, sex or age.
3. Be informed of any academic requirements of any school program.
4. Participate in meaningful parent-teacher conferences to discuss his/her child's school progress and welfare.
5. Be informed of school policies/administrative decisions and obtain copy of policies.
6. Inspect his/her child's cumulative record and remove or correct any false/misleading statement in conformity with current State and Federal government guidelines.
7. Appeal the placement, in accordance with established guidelines, of his/her child in a special education class.
8. Secure as much help as is available from the Beatrice School District to further the progress and improvement of his/her child.
9. Expect that every attempt will be made by school personnel to insure the receipt by parents of important school news and messages.
10. Expect reasonable protection for their child from physical harm while under school authority.

PHYSICALS/HEALTH REQUIREMENTS

All students transferring from out of Nebraska are expected to have a physical examination soon after they enroll. If, for medical reasons, a student cannot participate in physical education or other school activities, a note from his/her physician stating the reason and length of time involved must be presented to the student's counselor or the nurse. If there are any questions, please contact the school nurse.

PRINCIPAL'S ADVISORY COUNCIL

A principal's advisory council has been created for the purpose of allowing students a stronger voice in their school. Meetings will be held to discuss concerns and make suggestions to improve the Beatrice High School.

REGISTRATION

Registration for students in the Beatrice school system is held in the spring. Registration for students new to Beatrice High School is held during the week preceding the fall opening of school. Those registering in the High School for the first time should present a record of former school attendance, immunization record, and the report of a recent physical examination. A copy of the student's birth certificate is also needed.

Parent(s) or guardian should accompany all students when registering in the Beatrice Schools. In order to attend school, students must meet one of the following criteria:

1. Parents must live in the Beatrice Public School District. The student must have guardianship or custody papers with an adult living in the Beatrice Public School District.
3. The student is a "ward of the court."

4. The student has been approved for option enrollment in the Beatrice Public Schools.
5. The student resides in the Beatrice Public School District and has on file with the school a valid Power of Attorney pursuant to Neb. Rev. Stat. 30-2604.

Immunization compliance, as required by law, must be furnished prior to enrollment unless a parent or guardian of such student presents a written refusal for medical or religious reasons. A licensed physician must sign a medical refusal; a religious refusal must be notarized. Such written statement shall be kept in the student's file.

Students enrolling in BHS after the 10th day of school of either semester may not be awarded full credit. Contact the high school administrators for more information

REQUEST TO CONTACT STUDENTS

Any person other than a school employee who comes to the school to talk to or take a pupil out of school must obtain permission of the building principal or superintendent of schools prior to contacting the pupil. The school official shall not grant permission unless that person has a clearly valid and proper reason for contacting the pupil. Such contacts shall be restricted to parents or guardians of the pupil, or a person who is listed on the pupil's emergency contact list, or a law enforcement official. A parent or a guardian should immediately be notified of any request to remove a student from school by an individual other than that student's parent or a guardian. If a parent or guardian cannot be reached the decision should be made by the superintendent of schools or designee.

SCHOOL COMMUNITY INTERVENTION PROGRAM - S.C.I.P.

School Community Intervention Program (SCIP) is designed to identify students who are having identifiable difficulties in maintaining their academic success. The team is composed of school staff to help students and their parents identify specific causes of student difficulties and possible avenues of help available to the student and family. The focus of the program is the prevention and intervention of drug and alcohol abuse. Classroom teachers are urged to be aware of changing patterns of behavior in students so that families can be made aware of them and take the appropriate steps to prevent any problems from becoming more serious.

SCHOOL RESOURCE OFFICER

Through a joint effort with the Beatrice Police Department and the Beatrice Public Schools, the Beatrice High School is a recipient of a School Resource Officer. The Resource Officer may address issues that arise within the secondary school involving matters of legal nature. The School Resource Officer may be accompanied by a Community Resource dog.

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, Beatrice 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 instruction.
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate.
- (3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

STUDENT RIGHTS (FERPA), DIRECTORY INFORMATION
Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Kathleen Styles, Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and

work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;

2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Beatrice Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any information about the student designated as directory information is as follows: one week from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Beatrice Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

STUDENT GRIEVANCE

If a student has a claim based upon an event or condition which alleges that school policy, procedure, or practice denies a student of the right to which he/she is entitled, the student shall first discuss the matter with the building principal or immediate supervisor in an effort to resolve the problem. If the aggrieved person is not satisfied with the results of this step, he/she may submit the claim as a formal grievance in writing within ten days. **A complete set of grievance procedures and forms may be requested from either the principal or counselor**

STUDENT LEGAL NAME

All permanent records that are maintained by the Beatrice Public Schools must reflect the legal name of the student.

STUDENT/PARENTAL CONCERNS

Any person - wishing to visit with the school concerning a problem with a teacher and/or school should:

1. Contact the teacher involved with the problem to find a solution.
2. Contact a principal if the problem was not solved to your satisfaction.
3. Contact the superintendent if the problem was not solved to your satisfaction.
4. Contact the Board of Education through the Superintendent's Office if the problem was not solved to your satisfaction.

TELEPHONE USE

If a student needs to use a school phone, one will be made available in the office. To use an office phone, students are to ask permission from an administrator or office personnel. Classroom phones are for BHS staff only.

VIDEO SURVEILLANCE INFORMATION

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

VISITORS

1. Parents are welcome at Beatrice High, an appointment must be made to see a teacher or visit a classroom.
 2. All visitors must report to the office first to receive a visitor's pass.
 3. Students who wish to bring other students to class may do so only under the following circumstances:
 - a. Students ask and are granted prior permission from the high school principal.
 - b. A visitor's pass is obtained from the office.
 - c. Any teacher may refuse to admit a student visitor.
 - d. Visitor passes will not be issued during semester and testing days or at any other time the principal deems it inappropriate.
 - e. An administrator may revoke a visitor's pass at any time.
-

ACADEMICS AT BHS

ACADEMIC LETTER

High School students may earn an Academic Letter each year. Requirements for the letter are listed below:

1. Must be a full time student enrolled in at least three core courses each semester and receive a grade point average of 3.500 or higher for that semester. Core courses that qualify are:
English: English I, English II, English III Advanced, English IV Advanced.
Science: Integrated Biology, Differentiated Chemistry, AP Chemistry, Physics, Anatomy/Phys, Botany, Zoology, AP Biology, Integrated Bioscience, Integrated Earth Science
Mathematics: Algebra 1, Geometry, Algebra 2A, Analytic Trigonometry, Calculus, Advanced Algebra
Social Studies: American Government, American History, Psychology, Sociology, World History.
2. Chenille letters will be presented to those qualifying at the Scholastic Achievement Banquet.
3. Qualifications for:
9th Grade: first semester of freshman year
10th Grade: 2nd semester of freshman year and first semester of sophomore year
11th Grade: 2nd semester of sophomore year and first semester of junior year
12th Grade: 2nd semester of junior year and first semester of senior year

ACCREDITATION

Beatrice High School is a member of the Cognia and is accredited by the State of Nebraska. The school maintains standards in order to meet requirements set for by the State of Nebraska Department of Education. The athletic classification is Class B and the school is considered a Class III school in organization.

CLASSIFICATION OF STUDENTS

Students will be classified for class standing by the number of credits he/she has earned and will be reclassified at the end of each semester.

Freshmen (9th Grade): 0 to 59 credits

Sophomore (10th Grade): 60 to 119 credits

Junior (11th Grade): 120 to 179 credits

Senior (12th Grade): 180 plus credits

CLASS DROP AND ADD INFORMATION

Every effort has been made to place students in courses that are appropriate for their abilities and future educational or career interests. Student and parent input is allowed during the time which course selections are made.

There is a designated period each semester for schedule change requests. Generally this period is ten days prior to the opening of school through the first **two** school days of first semester classes. After this time, all schedule changes must have administrative approval before the schedule change can occur. Schedule changes for the second semester can occur at any time prior to the beginning of the semester. Schedule changes may be made during the **first** day of the second semester. Administrator approval is needed after that time.

- All schedule changes with the exception of student aides must be done through the Guidance Office with your counselor. After the initial drop/add period, the appropriate paperwork will be completed and a drop/add sheet will be given to the student. It is your responsibility as a student to obtain the signatures of all teachers involved in the change and return the completed form to the Registrar. The registrar must receive the completed Schedule Change form before the change will be considered complete. The student may begin attending the new class schedule the following day. All freshmen must present proof of parental consent before they will be allowed a schedule change. A simple note or phone call to your counselor will be sufficient.
- Semester: When you drop a class within 4 weeks of the beginning of the semester you will receive a grade of "WP" (withdraw passing) or "WF" (withdraw failing) whichever is appropriate. You will receive "O" hours of credit for these marks on your transcript, however these grades are not averaged into a student's GPA. In order to withdraw from a class, students must be taking a full schedule, which is outlined in the BHS Registration Handbook.
- Should you be removed from a class for disciplinary reasons or for a lack of satisfactory progress, you will have that class recorded on your transcript as a mark of "F" and will receive "O" hours of credit. If you drop a class after the fourth (4th) week of the semester, your transcript will be marked with an "F" for that class and you will receive "O" hours of credit, which will be averaged into your GPA. A grade of "WF" or "WP" may be given in extraordinary circumstances with administrative approval.

CLASS RANK

Class Rank is determined by the grade point average of a full time student from the ninth grade through the end of the senior year. All courses are figured in the grade point average. Grade point average is calculated on the following four-point scale:

Grade of A = four points per credit hour

Grade of D = one point per credit hour

Grade of B = three points per credit hour

Grade of F = zero points per credit hour

Grade of C = two points per credit hour

CORRESPONDENCE WORK

High school correspondence work taken through the University of Nebraska Independent Study Division may be accepted toward meeting graduation requirements. No more than twenty hours of correspondence work will be accepted, and students will not be permitted to use correspondence work to meet graduation requirements if equivalent courses are available in the regular high school program. The principal may approve correspondence courses used to help meet graduation requirements if they are courses previously failed or are courses not offered by Beatrice High School. Students who wish to enroll in high school correspondence courses must pay the tuition, and get the principal's permission before the semester begins. Once a correspondence course has been approved, a final grade must be entered on the student's transcript.

GENERAL EDUCATIONAL DEVELOPMENT (G.E.D. CERTIFICATE):

Students who are at least 18 years of age and are permitted by their parents to withdraw from school prior to graduating are encouraged to enroll in the high school equivalency testing program and take the G.E.D. test. There is a sixty (60) day waiting period between officially withdrawing from school and taking the G.E.D. test. Beatrice Public Schools will **not** request that the State Department of Education waive this rule so that students may take the test early. Students who complete the GED are no longer eligible for high school enrollment.

GRADING SYSTEM

The following is the grading system at Beatrice High School:

A = 93-100% (4.0)	U = Unsatisfactory
B = 86-92% (3.0)	P = Passed
C = 78-85% (2.0)	I = Incomplete
D = 70-77% (1-0)	WP = Withdrew-Passing
F = 0-69% (0-0)	WF = Withdrew-Failing
S = Passed without credit	

These grades will be issued following each nine-week period and will indicate a composite grade earned up to that point. *Please Note:* Most classes cannot be repeated for credit or an improved grade. Be sure you are not taking the same class over again for which you would not receive credit or a grade.

AUDIT- When auditing a class, students are expected to stay current by handing in homework, taking all tests and quizzes, and being an active participant in classroom discussion. A student must also receive a satisfactory grade in order to continue on to the next level of coursework.

GRADUATION REQUIREMENTS

In an effort to assure that graduates of Beatrice High School are adequately prepared for today's society, the following graduation requirements have been established:

- To graduate from Beatrice High School, a student in the senior class will be required to earn a minimum of 260 hours of credit. Students who expect to enroll for further education in post-secondary institutions should plan carefully to make sure they have included the necessary preparation in a high school program.
- Specific department requirements include: one semester of Communication, eight semesters of English, six semesters of Mathematics, six semesters of Science, six semesters of Social Studies (including American Government and American History), two semesters of Physical Education, one semester of Health, one semester of Personal Finance.
- Not everyone finishes his or her coursework at the same time. As long as you meet graduation requirements, you can receive a diploma. The earliest a student may graduate is at the end of seven semesters as a full time student (See procedures in the registration handbook), and the latest a student may graduate is at the age of 21.
- Unless a student is approved for early graduation, they must be enrolled and be in attendance as a student during their eighth semester in school. Failure to do so could prohibit the student from taking part in the graduation ceremony.

Early graduation from Beatrice High School will be made on the recommendation of the school principal provided that application requesting to leave school early has been made during the last semester and provided the student has attended an accredited high school with the final semester's credit being earned in this school. Students must have earned the required number of total credits as well as specific department credits and have completed the final check out form.

The specific steps to follow are:

- Before November 1, arrange a conference with your counselor to discuss your mid-term request.
- Complete the application form in which student states his/her reason for desiring to leave school early, the counselor indicates the coursework remaining and parents give their written permission to leave school at the end of first semester.
- The administration will arrange a conference with you to discuss the application.
- During the last week of the semester, students who are approved by the principal to graduate early, must pick up a final check out sheet from the counselor's office, take it to the teachers and offices indicated for final clearance and return it to the counselor's office.
- While your diploma will be dated December of the year you graduate, the diploma will not be issued until the graduation ceremony in May. You will be considered an official graduate and your high school **transcript** will indicate the last day of the 1st semester as your graduation date.

□ The building principal will establish high school graduation procedures and ceremonies. Only those students who have successfully completed all graduation requirements as established by the Board of Education will be allowed to take part in the graduation ceremonies.

HONOR ROLL

Only full time students are eligible for honor roll. All graded classes will be considered for Honor Roll. For a student to be placed on the Honor Roll, the student must receive a grade point average of 3.500 or higher for the semester. Honor Roll students will be recognized following each 9-week grading period.

INCOMPLETE GRADES

When conditions warrant, a teacher may give an "incomplete" as a course grade, with administrative approval. Generally, any student with one or more grades of "incomplete" will have **three weeks** following the first semester to make up the work needed to change this to a passing grade. After this time, the incomplete will automatically be changed to a failing grade. Incomplete grades for the second semester will not be given without administrative approval. (When incomplete grades are the result of extended absences due to chronic illness, accidents, or health related problems, the student may appeal to the principal for an extension of the three weeks to make up the incomplete grade(s).)

MAKE UP WORK

Students whose absence from school is excused must make up work missed in each class. Students who have been absent should see their teachers immediately upon their return to school and make up the work missed. The terms for making up the work will be determined by each teacher.

*It is the responsibility of the student to find out, upon his/her return to school, what work has been.

RENAISSANCE AT BHS

Beatrice High School initiated the Renaissance Program in 1991 to help motivate all students to strive for excellence. Benefits of the Renaissance program provide tangible incentives and rewards for improved scholarship, attendance and maintaining academic excellence. A list of qualifications, Renaissance Business Partners and the various incentive awards given during the previous school year are listed below. We encourage students to reap the benefits of this program by striving for academic excellence during the school year.

ACADEMIC QUALIFICATIONS FOR A RENAISSANCE CARD:

GOLD CARD - Students with a 4.0 Grade Point Average for the 1st semester

ORANGE CARD - Students with a 3.0 Grade Point Average with no D's or F's for the 1st semester.

WHITE CARD - Students who raised their Grade Point Average by .5 from the 1st or 2nd quarter with no D's or F's for the 1st semester.

ADDITIONAL CRITERIA FOR REWARDS:

Students who qualify by grade point criteria must also have exhibited exemplary attendance and discipline. To qualify for any of the awards, students must have had eight or fewer tardies, and have no major discipline referrals to the principal's office for the semester the award covers.

Students receive: a Renaissance T-shirt and a personalized photo I.D. card to be used repeatedly until expiration date. Discounts are only for photo ID card carrying students on regular priced items and cannot be used with other coupons or discounts.

REPORT CARDS

Report cards are issued to the students at the end of each quarter. All of the classes in which the student is enrolled, plus the grade for each class, and necessary comments are noted on the reports. This card does not need to be signed by the parents, nor is it to be returned. If an error has been made on the report card, please contact the guidance office. The school will make every effort to issue report cards within one week after the close of each of the four nine-week periods.

SPECIAL EDUCATION

The Special Education Coordinator at Beatrice Public Schools is Beth Cordry-Hookstra. Beth Cordry-Hookstra can be contacted at (402) 223-1512 at the BPS Board of Education Office.

504 Plan Policy and Rights

The Rehabilitation Act of 1973 contains Section 504, which protects persons from discrimination based on their disability status. Students who have a "physical or mental impairment in a major life activity which causes a substantial impact on their school performance" and who do not qualify for special education services may request accommodations under a 504 Plan. Parents who feel their child may qualify may contact the BPS 504 Plan Coordinator, Beth Cordry-Hookstra, Director of Special Programs, at 223-1512 at the Board of Education office for additional information.

STANDARDIZED AND CRITERION REFERENCE TESTS

Beatrice Public Schools conduct the following standardized and criterion reference assessments during the school year:

- MAPS Testing
- Pre-ACT –grade 10
- ACT plus Writing– grade 11

Parents/guardians wishing additional information about or to review test material may contact the school office.

TRANSCRIPTS/HIGH SCHOOL RECORD

Student records, test results, grades, class ranking, etc., will be forwarded to schools, colleges, universities, scholarship agencies, prospective employers and/or any other party **ONLY upon written request or permission from a parent, guardian or student.** Students should remember that they write their high school record but once and once written, that record cannot be changed. He/she should know that when securing employment, studying at a university or college, or entering the armed forces, their record follows them. In fact, a good high school record cannot be overemphasized.

The following types of information are included in student records: grades, standardized test scores, interest test reports, attendance reports, record of transcripts sent, and the registration sheet used at the time the student enters school. Such items as teacher comments, personal evaluations and disciplinary actions are not a part of the student's permanent record.

ATTENDANCE AT BHS

ATTENDANCE GUIDELINES

Parents/guardians are asked to call or send a note in advance when they know a student is going to be absent from school. You may leave a message at 223-1516. Parent/guardian excuses will be recorded as excused without question, except possible skips. (See skip policy). If a student is absent the parent/guardian is requested to notify the school as early as possible. If the school has not been notified, it is the practice of the Beatrice Public Schools to attempt to contact the parent/guardian by 9:30 a.m. to check on the absence.

In case of illness, parents/guardians are asked to call the attendance secretary. If a phone call is not possible, a note signed & dated by the parent/guardian should be turned in to the attendance office as soon as the student returns to school. **If no contact is made by the parent/guardian, the absence is unexcused.**

The guidelines for consequences are:

1st single period skip - 1-hour detention. Min. of 1-hour detention to increase with repeated offenses.

2 period skip - 2 hours of detention. Min. of 2 hours detention to increase with repeated offenses.

3 or more periods skipped - In School Suspension

ATTENDANCE REGULATIONS

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.
2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Beatrice Public Schools or resides in the Beatrice Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase

the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (a) Illness related to physical or behavioral health of the child.
 - (b) Educational counseling;
 - (c) Educational evaluation;
- (d) Referral to community agencies for economic services;

- (e) Family or individual counseling; and
(f) Assisting the family in working with other community services.

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

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

COMPULSORY EDUCATION

Regular school attendance is required by law. As stated in Nebraska school law, SECTION 79-201, "Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than six nor more than eighteen years of age shall cause such child to attend regularly the public, private, denominational, or parochial day schools which have met the requirements for legal operation prescribed in Chapter 79 each day that such schools are open and in session, except when excused by school authorities, unless such child has been graduated from school." It is the legal responsibility of school authorities to report knowledge of any violations of this policy to the proper authorities and truant officers. It is a Class III misdemeanor of any person found guilty of violation of the provisions of this law.

LACK OF ATTENDANCE DUE TO WEATHER CONDITIONS

If students who ride school buses to and from school are unable to get to school because weather conditions prevent the buses from traveling their routes, they will be counted absent. City students are not affected by weather conditions and are expected to be in school unless school is canceled.

SIGNING OUT OF SCHOOL

1. Students who become ill at school are to go to the school nurse to receive permission to go home.
2. In the case of an accident or an emergency illness and the parent/guardian cannot be contacted, a school employee may arrange medical assistance for the student.
3. Once on school grounds, any student who leaves school grounds without following proper checkout procedures will be given a consequence similar to consequences given for skipping school. These checkout procedures include verified parent/guardian/emergency contact permission, PRIOR to leaving the building or school grounds.
4. School-To--Career students are also required to sign out in the high school office and exit through the main doors.

TARDIES

Punctuality is a life skill valued by employers and society at large. BHS expects students to be on time for individual classes. Students are considered tardy if they arrive to **first** period class within 5 minutes after the tardy bell has rung. The consequence for a late arrival to all other class periods in excess of 5 minutes without a pass is the same as the consequence for an unexcused absence. If he/she has a pass from the previous period teacher, the tardy will be accepted and excused. **Notes or calls from parents concerning tardies will not be accepted.** The following are regulations concerning student tardies:

- There will be 3 tardies allowed in each semester class without consequences.
 - The teacher will call home on the 3rd tardy informing the parent of the future consequences.
- 4th Tardy - Level 2 office referral, 30 minutes of detention-served in one week
5th Tardy - Level 2 office referral, 1 hour of detention-served in one week
6th Tardy - Level 2 office referral, 2 hours of detention--served in one week; administration will contact parent/guardian to inform them that the 7th tardy will result in **lunch detention** until a parent/guardian meeting with administration is held.
7th Tardy - Level 2 office referral - Lunch Detention (brown bag lunch provided or student may bring their own) until parent/guardian meeting with administration.
8th Tardy - Level 2 office referral - Revocation of Early Out dismissal on Wednesday.
*Failure to comply with the Tardy Policy may result in loss of credit from the class.

* Excessive tardies to 1st period may be addressed by school administration with the possibility of additional consequences given.

BHS STUDENT CODE OF CONDUCT

Beatrice High School has designated School Counselors Jen Prosocki and Katie Sladek as behavioral points of contact. The behavioral point of contact is responsible for coordinating access to behavioral health services for students and families and facilitating access to services during the school day in accordance with Board Policy 6930.

CLASSROOM CONDUCT

Students who disrupt the educational process for their class may be dropped from the class, receive an "F" for their semester grade and be reassigned to a restricted study hall.

CLOSED CAMPUS

Beatrice High School campus is closed. If students need to leave the school building or school grounds while not under the direct supervision of a staff member, they are to follow checkout procedures in the office. These checkout procedures include verified parent/guardian permission, PRIOR to leaving the building.

COMMONS/CAFETERIA AREA RULES

1. Students are not allowed to sit, stand or walk on tables or chairs.
2. Students are not allowed to throw food or any objects and are expected to put all trays, trash, and food scraps in their proper places once you have eaten.
3. Students should not break into line.
4. Students are expected to use only appropriate language.
5. Students should remain in the commons area during breakfast and lunch.
6. If students need to leave campus during lunch they need to follow checkout procedures in the office.
7. If outside food is ordered and/or delivered it is to be eaten in the office or library.

DATING VIOLENCE

Beatrice Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of 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 limits of the district's 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 the District's 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 or an equivalent such publication. Parents and legal guardians shall 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.

DETENTION

Detentions assigned by classroom teachers are to be served with the classroom teacher. Failure to do so will result in an office referral.

A detention room has been established to facilitate the consequences for Level II Misbehaviors. Students will be allowed to serve detention in room 104.

DISPLAYS OF AFFECTION

Displays of affection beyond holding hands are inappropriate and disruptive of the school's learning environment. Disciplinary steps will be taken to enforce this guideline.

DRESS AND GENERAL APPEARANCE

Students at Beatrice High School are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching

process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

1. Hats, stocking caps, visors, bandanas, and sunglasses are prohibited inside the school building.
2. Any clothing, which exposes undergarments and/or shows an inappropriate amount of bare skin is prohibited.
3. Any clothing, accessories, or jewelry, which has inappropriate statements, logos, slogans and pictures (including but not limited to: alcohol, drugs, gang related, profanity), will be prohibited in the building.
4. Shirts, blouses, sweaters, sweatshirts:
 - a. Shirts or blouses exposing the midriff will be prohibited unless it is worn in combination with another top.
 - b. Any top, which has spaghetti straps, is prohibited unless it is worn in combination with another top, which has a minimum 2-inch width on the shoulder.
 - c. Tank tops which have large or cut out armholes are prohibited.
5. Shorts:
 - a. Shorts must be of appropriate length and fit around the waist.
6. Pants:
 - a. All pants must be of appropriate length.
 - b. All pants must fit around the waist. A belt of appropriate length may be worn to ensure that pants fit appropriately.
7. Dresses and Skirts:
 - a. The length of all dresses and skirts should reach the mid-thigh area.
8. Footwear:
 - a. Appropriate footwear will be worn properly during the school day.
9. Coats
 - a. Long coats will not be worn in school during the school day.

Consideration will be made for students who wear special clothing as required by religious beliefs or disability. In the event a student is uncertain as to whether a particular item of clothing is consistent with the school's guidelines, the student should contact the Principal in advance for approval. Coaches, sponsors, or teachers may impose additional requirements for students who are in specialized classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program. Certain school events (like dances) may have different dress code requirements that all students must follow if they wish to attend those events. Due to recent decisions identifying and clarifying the rights of all members gathered in public schools, the wearing of any clothing, or if one's personal appearance disrupts the educational process, it is prohibited. If it is determined that an article of clothing bears a message that any administrator would find objectionable, then the educational process has been substantially disrupted. The student will be asked to change the article of clothing.

DRUG AND ALCOHOL POLICY

Student use, possession, distribution, or sale of alcohol, tobacco (including electronic cigarettes/liquid nicotine), narcotics, other drugs, "look-alike" drugs, steroids, or drug paraphernalia is prohibited in schools, on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event: Violation of this policy will result in disciplinary action against any student in violation according to the BHS Code of Conduct. Law enforcement will be notified if school administration knows or suspects the violation of this policy is also a violation of the Nebraska criminal code. Additional requirements are in effect for those students involved in extracurricular activities.

ELECTRONIC DEVICES

"Electronic devices," include, but are not limited to, cell phones, ear buds, iPods, electronic games, cameras, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data. Students are allowed to use electronic devices before school, after school, and at lunch in the commons area and outside the school building. BHS Staff members have the authority to confiscate inappropriate electronic devices. Failure to comply will result in insubordination. Administration will issue the following consequences:

1st Offense –May include a warning, unless insubordination continues, in which a 1 hour detention and phone returned to student at the end of the school day. 2nd Offense – 2 hour detention and phone returned to parents/guardians at end of the school day. 3rd Offense – 3 hour detention and phone returned to parents at end of school day.

BHS staff does have the ability to have students use their electronic devices in class/study hall for educational purposes.

Contents of electronic devices can be searched if administration has reason to believe the device contains items that are in violation of the BHS Code of Conduct. Items include but are not limited to: inappropriate pictures/graphics, threats, cyber bullying, etc.

Responsibility for Electronic Devices: Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

FIREARM/WEAPON POLICY

Beatrice Public Schools policy requires the expulsion from school, any student who is determined to have knowingly and intentionally possessed, used, or transmitted an object that could be considered a weapon, firearm, or look-alike on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. The policy shall authorize the superintendent or Board of Education to modify the expulsion requirement on an individual basis. Police will be contacted when there is a suspected violation of criminal laws concerning weapons or firearms.

First Firearm Offense: Expulsion from school for a period of not less than one calendar year. The superintendent may modify such one-year expulsion requirement on a case-by-case basis.

First Weapons Offense: Expulsion for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the superintendent at any time during the expulsion period.

FORMS OF SCHOOL DISCIPLINE (CODE OF CONDUCT FOR LEVELS 2 - 6)

Apology

Detention – available to be served in room 104, on Mob, Tues, Wed or Thurs. from 3:45-5:00 pm

Loss of Privileges including but not limited to:

Athletics/Activities, Internet, Lunch Period Recreation in Gym, Media Center privileges,
Computer/Computer Lab, Parking

FOCUS

In School Suspension (ISS)

ISS is held on the school site during school hours, is used as an alternative educational program to out-of-school suspension. Students assigned ISS will be required to follow a set of rules/guidelines in order to earn their way out of ISS and back into regular classes. Students will be required to bring their course materials in order to spend the day completing their coursework individually. Students are required to bring their own lunch, or will be provided a lunch from the BHS food service. The cost of the lunch will be deducted from the student's lunch account. Students must remain in the in-school suspension room for the entire time assigned and will be isolated from the remainder of the student body.

Short Term Suspension (1-5 days) (OSS)

Short-term suspension means the exclusion of a student from attendance in all schools (and all school activities) within the system for a period not to exceed five school days. Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Beatrice Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

Long Term Suspension (6-19 days) (OSS)

Long-term suspension means the exclusion of a student from attendance in all schools (and all school activities) within the system for a period exceeding five school days but less than twenty school days.

Emergency Exclusion - Any student may be excluded from school in the following circumstances:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Expulsion

Expulsion means exclusion from attendance in all schools (and all school activities) within the system for the remainder of the semester or school year in accordance with section 79-283.

Mandatory Reassignment

Mandatory reassignment means the involuntary transfer of a student to another school in connection with any disciplinary action.

A student who is on a short-term suspension, long-term suspension or expulsion shall not be permitted to be on any Beatrice Public School grounds without the express permission of the Principal.

HARASSMENT/BULLYING POLICY

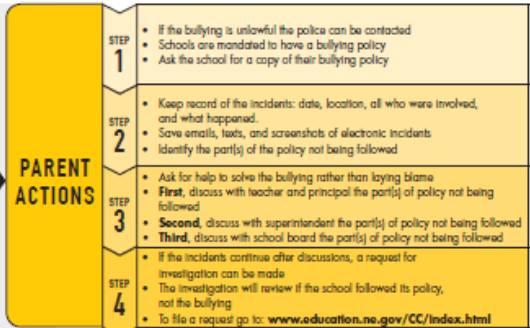
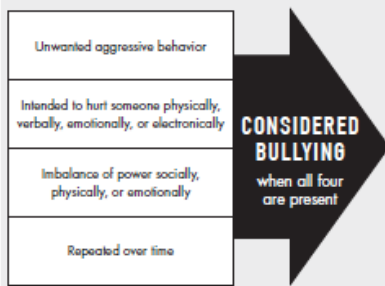
Beatrice Public Schools strives to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

••• BULLYING •••

THE FOUR ELEMENTS OF BULLYING



RESOURCES AND STRATEGIES

STUDENTS	PARENTS	SCHOOLS
www.pacerkidsagainsbullying.org/kab/ http://bullyingnoway.gov.au/ http://kidshealth.org/parent/emotions/behavior/bulles.html	www.StopBullying.gov www.helpguide.org/articles/abuse/dealing-with-bullying.htm www.helpguide.org/articles/abuse/cyberbullying.htm http://michalborba.com/blog/bully-proofing-strategies-for-kids/ https://www.psychologytoday.com/blog/brainstorm/201003/top-strategies-handling-bully https://www.aPACER.org/bullying http://bullyingnoway.gov.au/ http://kidshealth.org/parent/emotions/behavior/bulles.html	https://www.youtube.com/watch?v=wfh1c92KOCw June 2014 Readers' Digest Article http://k12engagement.unl.edu/bullying-prevention-and-interventions http://bullyingnoway.gov.au/ CURRICULA (Evidence Based) <ul style="list-style-type: none"> Bully Busters CAPSLE Expect Respect (gr. 7-12) Fourth R: Skills for Youth Relationships Lesson One (K-6) Peace Builders Resolving Conflict Creatively Program Second Step Solo School Ambassadors Social Skills Group Intervention (gr. 3-5) Steps to Respect (gr. K-6)



INDIVIDUAL CLASSROOM RULES (CODE OF CONDUCT LEVEL 1)

Students are expected to abide by individual classroom rules that are established by the classroom teachers. Individual classroom rules will be distributed by each teacher at the beginning of the school year/semester or upon enrollment. Students must also fully understand that any teacher, paraprofessional or custodian in the building has the authority to correct misconduct at any time. Any teacher may assign consequences to a student who may or may not be in his/her class. A list of interventions that a staff member may implement includes, but is not limited to the following:

- Visual prompt
- Close proximity
- Verbal prompt
- Describing inappropriate behavior
- Describing appropriate behavior
- Discussion with student (during or after class)
- Changing student seat
- Student sent to Out of Class Intervention
- Parent/guardian contact
- Confiscation of inappropriate item
- Detention assigned by the teacher to be arranged by, and served with that teacher
- No credit given for an assignment (cheating)
- Office referral (due to repeated violation)

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Beatrice Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of

performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non permitted use.

PARKING LOT PROCEDURES/RULES

1. Student parking will be the north lot, on the blacktop parking lot. Students may only park in this parking area and are required to display a numbered parking sticker. These stickers are available in the main office. The sticker should be displayed in the rear window of the vehicle.
2. The parking lot is OFF LIMITS during the school day. If students need to leave the school building and return to the parking lot for any reason they are to follow checkout procedures in the office. Students in the parking lot without permission will be treated as an unexcused absence.
3. Students are expected to:
 - a. Park straight between the lines and not take more than one parking space

- b. Students are not to park in designated (**White** colored painted curb) faculty parking spots. Failure to do so may result in parking privileges being restricted, a \$10 fine, and/or being towed.
4. If any student drives recklessly on school grounds or approaching or leaving school grounds, parking privileges may be restricted or terminated and the incident may also be reported to the authorities.
5. Students are further cautioned that unauthorized visitors (those who do not have permission from the administration) on campus are trespassing.
6. Students with vehicles on school grounds may be asked to remove inappropriate or offensive flags, window chalk, stickers, or other displayed items.

RELEASE OF STUDENTS TO LAW ENFORCEMENT

When high school administration releases a minor student to law enforcement for the purpose of removing the minor from school premises, immediate steps will be taken to notify the parent, guardian or responsible relative. An exception would be when the minor has been taken into custody as a victim of suspected child abuse.

REPORTS TO LAW ENFORCEMENT

The high school administration will notify as soon as possible the appropriate law enforcement authorities when a student's conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment or when the principal or principal's designee knows or suspects a student is in violation of the Nebraska criminal code.

SAFETY RESTRAINT AND SECLUSION

Safety Restraint and/or Seclusion may be used when a student is in danger of hurting him/herself or others, as outlined in the District Safety and Crisis Response Plan. A Safety Restraint is the act of one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to the student's behavior. Any use of Safety Restraint and/or Seclusion is carefully documented and parents/guardians are notified of the procedure within 24 hours of its use.

SCOPE OF THE BHS CODE OF CONDUCT

The BHS code of conduct addresses incidents that occur on school property, in a vehicle owned, leased, or contracted by a school, being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event. The scope of the BHS code of conduct also addresses charges of sexual assault, which occur on school grounds or off school grounds and not at a school activity. The scope of the BHS code of conduct additionally addresses electronic communication outside of school and outside of regular school hours that cause a substantial disruption to the educational process.

SEARCH POLICY AND PROCEDURES

Locker Searches

School lockers are the property of Beatrice Public Schools. At no time does the Beatrice school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.

Student Searches

If a school administrator has reasonable suspicion that a student is in possession of an item prohibited by school policy, the student may be subject to a search. This search may include, but is not limited to, the student, coat or jacket, book-bag, purse, duffel bag, or automobile (if parked on school property). Refusal to comply with the request to search will result in insubordination.

Police Service Dog Guidelines/Procedures

There may be occasions during the year in which a safety and security drill is implemented. At this time, a Police Service Dog may be led through the hallways to check lockers and the book-bags and similar items. A Police Service Dog may be assigned to the SRO and be present in the building various times of the day. The Police Service Dog may be deployed for the detection of illegal contraband at the discretion of administration.

1. School administrators must designate a row, hallway, or area of lockers to be checked by the Police Service Dogs. The Police Service Dog will not check specific individual lockers. The Police Service Dog will check as many lockers as possible, at the discretion of the Handler.
2. If a Police Service Dog alerts to the presence of the odor of drugs near any locker, that locker, and all lockers within one meter to either side of that locker will be opened and searched.
3. The Police Service Dog Handler or other assisting officers will seize all contraband found. Upon completion of the inspection, the Handler will be provided an office or some suitable space. School administrators will bring students assigned lockers, which contain contraband, to the Handler, who will issue enforcement activity, or make a custodial arrest if the offense constitutes a misdemeanor or felony.
4. School administration will address the situation according to the BHS Code of Conduct.
5. Police Service Dogs will only participate in parking lot vehicle searches at the discretion of the Handler.

SEXTING, means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

1. Displays sexual content as defined at Neb. Rev. Stat. § 28-1463.02; or
2. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
3. Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

Students who receive a "sexting" message are to report the matter to a school administrator. Students shall not participate in "sexting" or have any "sexting" message on their electronic devices regardless of when the message was received. Students who violate the prohibitions of this policy shall be subject to the imposition of any appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

1. Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
2. Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

SEXUAL HARASSMENT POLICY

It is the policy of the Beatrice Public Schools that the learning environment of its students shall be free from sexual harassment. It is a violation of this policy for any student to harass another student or staff member by making any unwelcome verbal or physical sexual advances or other inappropriate verbal or physical conduct. Activities prescribed by the adoption of this policy include, but are not limited to, verbal harassment or abuse, pressure of any type for sexual activity, remarks of a sexually demeaning implication, unwelcome touching, or any suggestion of sexual involvement which carries with it any implied or explicit threat. Anyone posing said claim of sexual harassment may inform the BPS Title IX Coordinator. Violation of this policy will result in disciplinary action against any student in violation according to the Beatrice High School Code of Conduct. The superintendent shall promulgate Rules and Regulations to carry out the provisions of this policy, which shall be reviewed annually by the Board of Education.

SEXUAL ASSAULTS THAT OCCUR OFF SCHOOL GROUNDS

A student may be suspended (short-term or long term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision, sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second, or third degree, as such crimes are defined in the statutes referenced in section 79-267(8).

SKATEBOARDS/ROLLERSKATES

Skateboards/roller skates (shoes) are not allowed inside the school building without administration approval.

SUSPENSION (short term), SUSPENSION (long term), EXPULSION, OR MANDATORY REASSIGNMENT

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

- (1) Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority;
- (2) Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
- (3) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
- (4) Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- (5) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;

- (6) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
- (7) Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
- (8) Public indecency or sexual conduct;
- (9) Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
- (10) Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
- (11) Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
- (12) Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
- (13) Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
- (14) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
- (15) Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- (16) Willfully violating the behavioral expectations for those students riding Beatrice Public Schools buses.
- (17) A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
- (18) Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.
- (19) Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
 - a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
 - b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
 - c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
 - d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Procedures for Long Term Suspension, Expulsion, or Mandatory Reassignment

If a principal makes a decision to discipline a student by long-term suspension, expulsion, or mandatory reassignment, the following procedures shall be followed:

1. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two school days after the decision, send written notice by registered or certified mail to the student and his or her parent or guardian informing them of the rights established under the Student Discipline Act. The written notice shall include the following:
 - a) The rule allegedly violated and the acts of the student that constituted a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b) The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c) A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d) A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e) A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony;
 - f) A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
2. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

The Student Discipline Act does not preclude the student or the student's parent, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

UNPAID OBLIGATIONS - FINES, FEES, ETC.

Students are required to assume the financial responsibility for their actions. This may include, but not necessarily be limited to obligations for:

- (a) Fees required through the enrollment in specific courses;
- (b) The loss or damage to school owned supplies and/or equipment;
- (c) Fines resulting from the late return of library books; and
- (d) All other fines designated in the student handbook.

Those students who fail to meet their obligations outlined above or others as indicated in this handbook will be subject to the following restrictions until such time as the financial obligations are met:

1. The student may be ineligible to participate in any activity or on any team that represents the school.
2. The student may be ineligible to receive any awards.
3. If the student has an unpaid obligation in one sport or activity, he/she will not be allowed to check out and participate in another sport or activity.
4. The student will be ineligible for open campus privileges during finals.

Upon payment of all outstanding debts, the student will be eligible to receive any or all of the above at a time and in a manner designated by the school official.

LEVEL I (OFFICE REFERRAL)

EXPECTED BEHAVIOR

Students will demonstrate responsibility for their learning and will not interfere with other students' opportunity to learn.

Students will be prepared, on time, follow directions and participate in class activities.

Students will help to keep the buildings and grounds clean and free of trash.

Students are expected to demonstrate knowledge and skills learned by doing their own work. Students are expected not to aid others in cheating.

Students shall not carry or use electronic devices in unapproved areas at unapproved times

Students shall use acceptable language during school time and at school events.

Students shall dress and groom appropriately according to the Beatrice High School dress code.

Students shall not engage in kissing and/or public displays of affection during school hours or at school sponsored events.

INFRACTIONS

Minor misbehavior that impedes the orderly operation of school or interferes with the learning process of others. Minor class disruptions, boisterous behavior, throwing objects, or misuse of rubber bands, pins, etc.

Littering: any leaving or scattering of trash.

Cheating: representing the work of another student as his or her own; or aiding another student in cheating.

Possession or use of an electronic device in unapproved areas at unapproved times: Any device that emits any audio, visual, or combined signals.

Inappropriate Language: any use of language, verbal or nonverbal, that may be considered offensive to others.

Dress code violations: clothing or odors that are immodest, extreme or disruptive of the learning process are not appropriate.

Improper display of affection: any physical activity other than holding hands is inappropriate behavior.

Open Food/Drink: any food or drink that is open in a classroom (or designated area) or any container brought into the building

CONSEQUENCES (1ST - 3RD OFFENSES)

LEAST SEVERE

- Visual prompt
- Close proximity
- Verbal prompt
- Describing inappropriate behavior
- Describing appropriate behavior
- Changing student seat
- Informal talk after class
- Student sent to Out of Class Intervention (OCI)
- Parent/Guardian contact
- Confiscation of inappropriate item
- Detention assigned by the teacher to be arranged by, and served with that teacher
- No credit given for an assignment (cheating)
- Repeated minor disruptions result in an office referral with documentation (Level II)

MOST SEVERE

Students are expected to use the computer/Internet in support of research and education. Students are not to violate the conditions, rules and acceptable use agreement. **Students** should keep their computer password confidential.

LEVEL II (OFFICE REFERRAL)
EXPECTED BEHAVIOR

Students shall not interfere with the learning process of others. This includes leaving class early or not returning to class.

Students shall use acceptable language during school time and at school events.

Students are expected to demonstrate good citizenship. They are to treat others with respect and care.

Students are expected to be honest and truthful. **Students** and parents may be required to attend a conference with all parties involved.

Students shall follow directions given by school personnel and serve detention time when assigned.

Students are expected to behave in an appropriate and exemplary manner while attending school and all school activities or functions.

Students will not access inappropriate information, access privileged accounts, or cause any type of software or hardware damage.

INFRACTIONS: Continued Disruptive/Uncooperative/Disrespectful Behavior: any behavior, which substantially or repeatedly interferes with the school-learning climate.

Abusive/Profane Language/Deliberate: any use of language, verbal or nonverbal, that shows disrespect or is vulgar when directed at any individual or group with purpose.

Harassment/Bullying: pushing, hitting, throwing objects, coercing, forcing, threatening, or intimidating.

Misleading Personnel, Major Cheating: to deceive, to lead or guide with dishonest intentions including but not limited to: false notes or phone calls, tampering with/copying tests.

Insubordination: open and/or repeated defiance to authority. Failing to serve detention.

Inappropriate Behavior: any behavior not otherwise covered.

Computer Misconduct: any behavior, which accesses information and/or activities which are deemed inappropriate, accesses privileged accounts or any behavior which causes software or hardware damage.

Internet misuse: misuse of access privileges when using the Internet.

Password Misconduct: students should not give their password to others and will be held responsible for anything that is searched for under their password.

CONSEQUENCES

LEAST SEVERE

- Conference with student
- Parent/Guardian contact
- Develop a student contract
- Apology
- Detention assigned
- Loss of Internet privileges
- Loss of computer/password privileges
- ISS assigned
- Short term out of school suspension (1-5 days)/BASE assignment
- Drop from class and placement in restricted study hall
- Long term out of school suspension (6 - 19 days)/BASE assignment
- Recommendation for expulsion

MOST SEVERE

LEVEL III (OFFICE REFERRAL)

EXPECTED BEHAVIOR

Students shall not use or possess tobacco products, look-a-likes, or associated paraphernalia.

INFRACTIONS

Use or Possession of e-cigarettes, tobacco products/look-a-likes: any student that uses or possesses e-cigarettes, tobacco products, look-a-likes, or associated paraphernalia.

CONSEQUENCES

■ **LEAST SEVERE**

- Short term out of school suspension (1-5 days)
- Notification of Police
- Recommendation for expulsion

MOST SEVERE

LEVEL IV (OFFICE REFERRAL)

EXPECTED BEHAVIOR

Students will properly address all staff members with respect by using Mr., Miss, Mrs., Ms., etc.

Students shall settle their differences by nonphysical means.

Students shall respect the property of other students, the staff, guests, the school district, etc. Restitution will be required.

Students are expected not to steal the real or personal property of other students, staff, guests and the school. Restitution will be required.

Students shall not cause a false alarm by deliberately setting off the alarm.

Students will not engage in sexually inappropriate behavior by unwanted bodily contact or lewd conduct.

INFRACTIONS

Abusive language directed toward any staff member: any use of language that is vulgar or abusive and directed toward a staff member.

Fighting: participating in a physical exchange with intent to harm. Students who engage in provocative language or actions, which promote physical response, are also responsible and will receive appropriate consequences.

Vandalism: deliberate, mischievous, malicious destruction or damage of property.

Theft: any wrongful taking of property of another person or of the school district.

False Alarm: any intentional setting off of an alarm.

Sexual Misconduct: Any behavior connected with unwanted bodily contact or lewd conduct.

Inappropriate Behavior: any behavior not otherwise covered.

CONSEQUENCES

■ **LEAST SEVERE**

- Short term out of school suspension (1-5 days)
- Notification of Police
- Long term out of school suspension (6 - 19 days)
- Recommendation for expulsion

MOST SEVERE

LEVEL V (OFFICE REFERRAL)

EXPECTED BEHAVIOR

Students shall not be in possession or under the influence of alcohol and/or other drugs, look-a-likes, or drug paraphernalia on school property, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

INFRACTIONS

Use or Possession of alcohol products, other drugs, drug paraphernalia or being under the influence of alcohol or drugs: Any student that uses or possesses alcohol and/or other drugs, look-a-likes, or drug paraphernalia on school property, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

CONSEQUENCES

LEAST SEVERE

- Short term out of school suspension (5 days)
- Long term out of school suspension (6 - 19 days)
- Recommendation for expulsion.

MOST SEVERE

LEVEL VI (OFFICE REFERRAL)

EXPECTED BEHAVIOR

Students shall follow the rules and instructions set upon them by staff and administrators.

Students shall not sell, give or exchange drugs or look-a-likes on school grounds or at any school-sponsored event.

Students will respect each person's right to a safe, secure learning environment free from danger, injury, and damage. **Students** will give others freedom from danger, injury or damage.

Students will not engage in sexual assault or attempted sexual assault of any person, on school grounds or off school grounds not at an educational function or event.

Students shall not be in possession of any firearm, weapon or device which may be considered a weapon or look like a weapon.

Students shall not call in any bomb threat or be an accessory to the action.

Continued and willful Disobedience: Numerous infractions at other levels will constitute continued and willful disobedience.

Selling, giving or exchanging drugs or alcohol: Any person who knowingly sells or exchanges drugs or look-a-likes.

Stalking of a student or staff member: Any person who willfully harasses another person with the intent to injure, terrify, threaten, or intimidate commits the offense of stalking.

Threatening the safety or intending to harm others: Any behavior, which is clearly detrimental to the education, welfare, safety or morals of others.

Sexual Assault: Any sexual assault or attempted sexual assault *including sexual assault which occurs off school grounds and not at a school activity.*

Possession of weapons or look alikes: Knowledge of or possessing any weapon, instrument or device such as guns, ammunition, explosives, knives, etc., which may be considered a threat to the safety of others.

Bomb Threat: Any verbal or written threat of a bomb

INFRACTIONS

CONSEQUENCE

- **Recommendation for expulsion** (administration reserves the right to impose a lesser consequence)

ATHLETICS AND ACTIVITIES AT BHS

ABSENCES FROM SCHOOL

A student who is absent from school because of participation in an approved co-curricular activity program will be marked absent from school during the time of participation with a designation of SA (Student Activity). This absence will not count against a student's attendance limit of ten absences per semester.

ACTIVITY ADMISSION PRICES

Adult and student prices are as follows:

Music Events/School Play, Adults	\$6.00
Elementary students, Middle School students, High School Students with ID	\$5.00
School Musical, Adults (No Passes).....	\$6.00
Elementary Students, Middle School Students, High School Student with ID (No Passes).....	\$5.00
Varsity Sports, Adults.....	\$6.00
Elementary Students, Middle School Students, High School Student with ID	\$5.00
JV, Reserve, 9th Sports, Adults.....	\$4.00
Elementary Students, Middle School Students, High School Student with ID	\$3.00
Tournaments, Adults	\$7.00
Tournaments, Students, Middle School Students, High School Student with ID	\$6.00

ACTIVITY FEE

A one time Activity Fee for athletics, forensics, play production and cooperative swimming/diving is required of all participants before they will be allowed to compete during the current school year. There is a maximum amount a student and/or family will pay per school year. Students may apply for an Activity Fee waiver using the same form and procedure as is required for any other student fees waiver. A student may also apply for a refund of the Activity Fee. Refunds after a season has begun will be prorated; with no refund being allowed after 80% of the season has passed. Quitting or suspensions from a squad are not considered valid reasons for a refund of Activity Fees.

ACTIVITY GUIDELINES

1. School social activities are defined as those that include a dance, banquet, picnic or a party sponsored by a school organization.
2. Each class or school organization may sponsor one social activity each semester, but eligibility for sponsorship is not cumulative from one semester to the next. The one social activity may be limited to the organization or it may be open to the entire student body. Any variation from this rule must be approved by the Administration.
3. All social activities must be held in the school building under faculty supervision unless otherwise approved by Administration.
4. Social activities shall be scheduled on non-school nights whenever possible. Social activities shall end by 12:00 a.m. on Fridays and Saturdays and by 10:00 p.m. on weeknights. (The exception to this rule is a dance held after an activity such as a football game on Friday or Saturday night can be extended to 1:00 a.m.)
5. The master activities calendar will be kept. All social activities must be cleared with the Administration and should be placed on this calendar.

ACTIVITY PASSES

Activity passes are sold at the beginning of each school year. These passes entitle the student to attend all home athletic games, all school plays, band, orchestra, and vocal programs. Purchasing an activity pass can make a considerable savings. The price of the activity pass is **\$25.00**. Lost passes may be replaced for \$2.00. A student using an activity pass that does not belong to them will be turned over to the administration. The pass will be destroyed and both parties will be required to purchase a new activity pass. An adult activity pass is available at a cost of **\$100.00**. A family activity pass is available for married couples/single parents and their children. The family pass includes adult passes and student passes for student family members. The family pass is sold for **\$200.00**. These activity passes are good for admission to all school activities except Trailblazer and NSAA sponsored activities.

ACTIVITY/ATHLETIC RULES AND CONSEQUENCES

Beatrice students involved in athletics or activities must adhere to all school policies in order to take part in extracurricular activities during the particular season during the school year. Student use, possession, distribution, or sale of alcohol, tobacco, narcotics, other drugs, "look-alike" drugs, steroids, or drug paraphernalia is prohibited. If a student involved in athletics or activities listed hereinafter is either determined to be in violation of school policy (5103) or is charged with a crime or offense by a prosecutor

relating to the use, possession, distribution or sale of alcohol, tobacco, narcotics, other drugs, "look-alike" drugs, anabolic steroids, or drug paraphernalia, the following additional rules shall be applicable:

CONSEQUENCES

FIRST OFFENSE: The first offense will result in the forfeiture of participation, or public performance, in activities for three (3) calendar weeks from the time of reporting to school personnel. Students may have the suspension reduced by one week, to two (2) calendar weeks, if they self-report the violation immediately (the next available school day). Students will be ineligible for a minimum of one (1) contest at their participation level if there is no forfeiture of participation during the suspension. **One contest is equal to one day's events.** If the student is not participating at the time of the incident the penalty will carry over to the next season, during that school year, and the minimum penalty of one (1) contest will apply to participation. A student must complete the season for the serving of a suspension to fulfill the requirement. Students will be ineligible to **participate** in activity performances, contests, competitions, early dismissals, public performances, and visitations, but not from practices and/or classes within the school day. Students will not be allowed to suit up or dress out for contests, but may accompany a team, with the coaches/sponsors permission.

SECOND OFFENSE: The second offense will result in the forfeiture of participation, or public performance, in activities for six (6) calendar weeks from the time of reporting to school personnel. Students may have the suspension reduced to five (5) weeks by self-reporting the violation. Students will be ineligible for a minimum of three (3) contests at their participation level if there is no forfeiture of participation during the suspension. If the student is not participating at the time of the incident the penalty will carry over to the next season, during that school year, and the minimum penalty of three (3) contests will apply to participation. A student must complete the season for the serving of a suspension to fulfill the requirement.

THIRD OFFENSE: The third offense will result in the forfeiture of participation, or public performance, in activities for the remainder of the school year.

ATTENDANCE ON DAYS OF ACTIVITIES

Students who are participating in the activity program are not allowed to practice, perform, or compete on the same day they are absent from school for **illness or truancy**. If a student is ill he/she must be in attendance the last two periods of the day or the two periods preceding the activity in order to participate. If a student is **truant** he/she will not be allowed to compete or practice on that same school day. If the absence is not discovered until the following day, the consequence will be the same as it would have been, had the truancy been found on the day it occurred. The High School Administration shall make the final decision in any exceptional case.

CHURCH NIGHT AND SUNDAYS

The policy of the Board of Education states: "There will be no activities scheduled (practice included) on Wednesday evening." (6:00 p.m.) Exception: When an athletic team is required to play in conference, district, or tournament competition. The policy further states, "There will be no activities scheduled on Sunday." Exception: When a team is required to play on Monday, (Varsity level) practices may be scheduled on Sunday afternoon. For all such practices, permission must first be granted through the Activities Director. In addition, the school wishes to work cooperatively with the churches of the community and will make every effort to stay away from scheduling other activities on either Wednesday evenings or Sundays.

CITIZENSHIP

Suspensions of one to six weeks may be imposed by the Coach/Sponsor and High School Administration, for acts of poor citizenship that are detrimental to the image of Beatrice Public Schools. Students who participate in school-sponsored team/group activities (such as team camps, Homestead Days activities, etc..) in the **summer** when school is not in session are accountable to the BHS citizenship guidelines, and are subject to penalties for violations of student conduct.

ELIGIBILITY

All participants must have passed 20 credit hours of classes (NSAA Regulated) the previous semester to be eligible to participate in varsity events. Also, the student must be enrolled in at least 20 hours and regular in attendance according to the attendance policy. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters.

- A student is ineligible if he/she is 19 years of age before September 1 of the school year.
- A student is ineligible if he/she is not enrolled by the 11th day of the school year. (varsity competition)
- A student is ineligible if he/she participates in any athletic contest other than as a representative of Beatrice Schools during the season of the sport involved.
- A student is ineligible if he/she has changed schools without his/her parents changing residence.

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 twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.

You can also be declared ineligible by the coach and/or sponsor if you violate any rules or regulations set up by the coach or sponsor. Students shall be informed of these rules and regulations by their coach and/or sponsor. If you have additional questions, please contact the High School Administration.

ELIGIBILITY PROCEDURES

Activity Eligibility Policy

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) be registered for 5 credit hours per semester and (3) have not less than a 70% grade in two or more classes for a period of two consecutive weeks to remain eligible to participate in any portion of the activities program. Ineligibility is based on a week from Monday through Sunday of the following week. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Eligibility reports will be distributed every Friday morning starting the third week of the semester. Students in activities will be notified the first week that they are failing two or more classes and will have an email sent home stating that they have one week to bring their grade to over 70%.

If they are on the ineligible list the following Friday (2nd consecutive week) they will be notified that they are ineligible from the following Monday through Sunday and parents will be notified via an email.

Students deemed ineligible may not participate in performances and competition during their ineligibility unless it is:

- A. Instructional field trip which are part of the scheduled course learning experience
- B. Home activities or events which are part of the student's grade requirement.

INSURANCE

Beatrice Public Schools DOES NOT carry health or accident insurance for individuals. It is recommended that students who expect to participate in athletics carry health and accident insurance. The option of purchasing insurance coverage will be made available to all students.

LETTERING

Each time an individual letters they will be awarded a letter certificate by the coach or sponsor of the sport or activity. In addition to athletic letters, students may also letter in music and cheerleading. The first time that an individual letters in a sport or activity the standard chenille letter representative of athletics or activity will be awarded by the coach or sponsor to that individual. All lettering requirements for each sport or activity are determined by the coach/sponsor and will be presented to all students when they report to each respective sport or activity at the beginning of the school year or season.

OUT OF TOWN ACTIVITIES

All students who are participating in an out-of-town school sponsored event will under the following procedures:

1. Students will not be allowed to drive to events in their own car or ride with another student. Team members will travel to and from contests as a unit.
2. In the event a parent or guardian wishes to take the participant after the activity has concluded for purposes of continuing a trip or returning home, they shall request permission by signing the release form at the event.
3. Students not following this policy may be suspended from their activity for a period of time determined by the Coach/Sponsor and High School Administration.
4. In the event of a student's participation in two school activities on the same day, prior High School Administration approval may be granted for transportation purposes.

PARTICIPATION

A boy or girl who is a member of a Beatrice High School athletic squad may not participate in an organized athletic competition in the same sport, in school or out of school; during the sport season he/she is a member of the BHS interscholastic squad. Workouts or supplementary practice outside of regular squad practice and competition are not specifically restricted. It is expected, however, that athletes given the privilege of representing their school will give first allegiance, as far as participation is concerned, to the Beatrice High School squad of which they are a member, and to the school's coaches who are responsible for the athlete's development and performance. This policy is not intended to restrict casual or recreational activities.

PHYSICALS

Each student who expects to participate in athletic practices or contests will be required to have a physical taken (dated May 1st or later) and a form signed by their doctor once per year before actual participation. These should be presented to the activities secretary and will be kept on file with the school. Physicals are required of participants in all school sponsored athletic teams and also of participants in cheerleading and dance teams.

PRACTICE STARTING TIME, DISMISSAL AND LENGTH

All starting times of practices will be designated by the individual coach and the Activities Director. These practices should not start until 3:45 p.m. unless the coach has received approval by the athletic director. A team member is not allowed to practice if he/she is not in attendance the last three periods of the school day. A school sponsored activity, doctor/dental appointments, and other reasons approved by the administration are exceptions. If an athlete is unable to attend practice, he/she should contact the coach before practice begins. Most regular season practices should be completed within two hours after they begin.

PRE-PRACTICE REQUIREMENTS

All athletes must meet the following requirements before they start practice:

1. Provide a medical physical sheet to the activities secretary.
2. Provide the following to the activities secretary:
 - a) Parental/Guardian permission to participate in the sport
 - b) Parental/Guardian agreement to athletic guidelines
 - c) Parental/Guardian signature regarding insurance
 - d) Athlete's agreement to athletic guidelines
2. Attendance by their Parent/Guardian at a pre-season meeting with the Activities Director and the Coach/Sponsor of their Activity before they will be allowed to compete.
3. Payment of the Activity Fee before students will be allowed to compete.

SPORTSMANSHIP AT ATHLETIC EVENTS

By your attendance at an athletic event during the school year you are expected to positively represent Beatrice High School and yourself. It is understood that the following expectations will be followed:

1. No use of alcohol, tobacco, or other drugs.
2. No profanity.
3. No chants directed at a player, coach or official that is racial, ethnic, or sexist in nature, or that degrades any of the above by chanting their name or constantly mocking an individual.
4. Show respect during player introductions (i.e. Not turning backs on opposing teams, use of newspapers). Follow the direction of cheerleaders.
5. No threats or obscene gestures directed at opposing players or fans.
6. No demeaning comments directed at opponents.
7. No signs or dress that is negative, demeaning or that projects an image that is not positive.
8. To be positive regarding the play and actions of BHS coaches and players.
9. Other comments and cheers that are deemed inappropriate during the season.
10. Be a positive role model for the rest of the student body and cheering section.

It is understood that any violation of these sportsmanship expectations may result in forfeiture of your ability to attend Beatrice High School athletic contests.

STUDENT SUPPORT GROUPS AT BHS

Student support groups are provided for students at Beatrice High School who request help in non-curricular areas. BHS has assistance from local mental health professionals who facilitate group or individual counseling sessions with students. Social workers from local agencies help students individually through a program called the "Youth Assistance Program". If you would like to become involved in one of the support groups, please contact the Administration or Guidance Office.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1 of each year.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.