

Battle Creek Elementary School Student Handbook 2023-2024



Be Safe

Be Respectful

Be Responsible

#CommittedToExcellence

Parent / Guardian Signature Sheet

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

I have read the policies of the Battle Creek Elementary School Handbook with my student(s) and understand the contents as approved by the School Board.

Parent or Guardian's Signature

Date

I have received and read the policies of the Battle Creek Elementary School Handbook and understand the contents as approved by the School Board.

Student's Signature / Grade

Date

PK-6th Grade School Calendar 2023-2024

August 8 - Teacher Workday/ In-Service (7:45-3:45)
August 9 - PreK-12 Teacher In-Service (7:45-3:45)
August 10 - PreK-12 1st Day Students (8:00-12:00) & Staff In-Service (12:30-3:45)
August 11 - First Full Day for Students (8:00-3:30)
September 4 - No School (Labor Day)
September 25 - No School (P/T Conferences 12:00-8:00)
September 27 - 1:30 Dismissal (PK-6 P/T Conferences – 4:00-6:30)
September 29 - No School (Fall Break)
October 13 - 1:30 Dismissal (End 1st Quarter)
October 16 - No School (Staff Development)
November 22-24 - No School (Thanksgiving Break)
December 20 - 1:30 Dismissal (High School Semester Tests)
December 21 - 1:30 Dismissal (End of 1st Semester)
January 3 - No School (Staff Development)
January 4 - School resumes (Beginning of 2nd Semester)
January 15 - No School (ESU Winter Workshop)
February 12 - No School (P/T Conferences 12:00-8:00)
February 16 - No School (Winter Break)
March 1 - No School
March 7 - 1:30 Dismissal (End of 3rd Quarter)
March 8 - No School (Spring Break)
March 29 - April 1 - No School (Easter Break)
April 26 - No School (Staff Development)
May 15 - Last Day of School for PK-6 Students
May 16 - Teacher Workday
May 17 - Teacher Workday (½ day am) - Last day for teachers
May 20-21 - Make up Snow Days (If Needed)

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

Administration

Superintendent: Jake Luhr

Elementary Principal: Curtis Childers

Secondary Principal: Jeff Heimes

Board of Education

President.....Jeremy Pochop

Vice President.....Toby Thompson

Members.....Tammy Bierman, Paul Kuchar, Tom Leathers, and Sean Lindgren

Elementary Teachers

Pre Kindergarten.....Jill Fink
Kindergarten.....Jaclynn Rethwisch & Wendy Taake
First Grade.....Allison McKeon & Christine Mettler
Second Grade.....Samantha Arlt & Heather Tillotson
Third Grade.....Kari Seifert & Katie Eischeid
Fourth Grade.....Jamie Thomas & Carrie Sheppard
Fifth Grade.....Julie Bagley & Brad Lanman
Sixth Grade.....Scott Olson & Rachel Zohner
Title I/Reading Specialist.....Barb Finke
Special Education.....Tiffany Campbell
Physical Education / Guidance Counselor.....Matt Rudloff
ArtStephanie Nelson
Music.....Abigail Robinson
Music / BandConnie Lade
Technology CoordinatorCody Wintz
Speech Therapy.....Kim Easland
Librarian.....Cari McConnell

Elementary Support Staff

Secretary.....Shelly Lee
School Nurse.....Andrea Wintz
Paraprofessionals.....Mrs. Denkinger, Mrs. Heitman, Mrs. Jessen, Mrs. Rudloff, Miss Walz, & Mrs. Zlomke
Maintenance Professional.....Ryan Stusse
Custodians.....Marcia Heller & Frank Planer

Battle Creek Public Schools

#CommittedToExcellence

Mission Statement

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

Belief Statements

We believe every student has the ability to learn and succeed.

We believe every student should be treated with respect.

We believe every student shares a responsibility for his/her own learning.

We believe in preparing every student to be a productive citizen.

We believe the school will utilize the curriculum and provide activities and services which promote our mission statement.

We believe the school will utilize communication and information technologies to enhance and expand the traditional role of education.

We believe the school should provide a safe and secure environment.

We believe the education process is a partnership between the students, the family, the school, the community, and the world.

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

It is the intent of Battle Creek Public School to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Battle Creek Public School. Inquiries regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting Jake Luhr, Superintendent, P.O. Box 100, Battle Creek, Nebraska 68715 (phone 675-6905).

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

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Academics / Academic Guidelines

Cumulative Folders

All students in grades PK-6th Grade have an official cumulative folder that holds all-important papers regarding the student's school history. This information may include grades, test reports, health records, and copies of important school communications. These are closed files and not open to the public for viewing. To request copies from the cumulative folder of your student(s), you may contact the elementary office.

Failing Grades / Academic Probations

(5th-6th Grade)

Students in 5th and 6th grade will begin working with similar expectations to the students in Battle Creek Jr. High and High School. If a student has a grade below 80% (checked and recorded each Monday morning), that student will follow the below protocol...

1st Week (Probation Period) – Student(s) will meet with the teacher to formulate a plan and communicate the plan with parents.

2nd Week (Loss of Privilege Period) – Student(s) will meet with the elementary principal to discuss a plan of action and will miss recess, as well as their afternoon special, to complete missing work or fix work.

3rd Week and Beyond (Remediation Period) – Student(s) will be required to attend an after school study group on Monday, Tuesday, and Thursday (3:30pm-4:30pm) in order to be re-taught the given material.

Grading

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

Pre-Kindergarten and Kindergarten

Standards Based Grading and Proficiency Ratings

1st-6th Grade

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

P: Pass, F: Fail, S: Satisfactory, U: Unsatisfactory

Homework Policy

All students are required to have homework completed prior to the start of each school day, if assigned from the previous school day(s). Our teachers at Battle Creek Elementary know the value and meaning of homework, which means all homework sent home should be completed to the best of the student's ability due to its relevance in reinforcing or enhancing the concept taught... Students that do not have homework completed will be required to make a phone call to parents and will follow the below protocol(s), which will reset at the beginning of each quarter.

1st Offense – Phone call to parents/guardians and communication/expectations established...

2nd Offense – Phone call to parents/guardians and the student will miss one of their 'specials' to complete homework...

3rd Offense and Beyond – Phone call to parents/guardians and the student will miss PE / Music, as well as any other 'specials' time to complete homework. This could include recess and/or lunch (while they eat) to work on homework...

Make-up Work

Students are allowed a day for each day they miss, plus an extra day in which to complete their make-up work, provided the absence was an excused absence. Example: If a student is gone for two-days (with excused absences), they have three days to make-up all their missing assignments. Assignments should be requested through the office for those students absent for an extended period of time. If the absence is not excused, work will be required to go home the following day and come back completed the day after. For further assistance, students may be required to stay in from specials to catch-up and/or to receive instruction that was missed. If students are going to be gone or they plan to leave early for a school activity with a team, school work must be done ahead of time. Students are to communicate with teachers in order to get their homework ahead of time and/or to make a plan for completion. Foreseen absence sheets will be utilized. Students will not be allowed to ride in a school sponsored vehicle with the team if the foreseen absent sheet is not complete and handed in.

New Student Registration

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

The secretary or elementary principal will assist the student in reviewing school schedules and procedures. New students should attend the 'meet the teacher' night, which will be held in August, or request a tour of the school prior to the first day. More information concerning the 'meet the teacher' night is available from the school office, at (402) 675-8085.

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

Parent / Teacher Conferences

Parents may make appointments for conferences with teachers, the counselor, or the principal at any time by telephoning the school (402) 675-8085. We encourage parents to communicate with their child's teachers first on items of concern, interest, etc. If you are not satisfied, then contact the administration. Parent-Teacher Conferences will be held mid-term of the first and third quarters. At this time, the parents/guardians will be given a chance to visit with their child's teachers to discuss their academic progress and any concerns they may have.

Progress reports

Progress reports will go home in the middle of each quarter, with the expectation that they will be signed and returned (if the teacher desires). Teachers will communicate failing or near-failing grades whenever needed throughout the school year. Parents can request an update or a progress report at any time by contacting the teacher directly and/or contacting the office.

Report cards

Report cards will be sent home with students at the conclusion of each quarter, which will reflect the quarterly grades (semester, when applicable) of the student. Parents can access their student's report card following each quarter by logging onto Powerschool, or can request a duplicate report card, if needed. Report cards should be signed and returned in a timely manner.

Student(s) of the Month

Battle Creek Elementary takes pride in well-rounded students that make great behavioral decisions, as well as strive for academic excellence. Each month, teachers are given the opportunity to nominate two students from their classroom for student of the month. From those nominations, an overall student of the month is chosen. Nominations and the overall student of the month are recognized at the monthly celebration, as well as through recognition on our social media platforms.

Testing / Assessment

The assessment program at Battle Creek Public School includes Measurements of Academic Progress (MAPs), Acadience (Early Literacy), NSCAS Growth (State Assessment), STAR Testing (Reading Vocabulary), Phonemic Awareness Screening Test (PAST), and other classroom assessments, as needed. These tests provide valuable information, which assists students in identifying strengths and areas to improve.

Testing Program for Individual Grade Levels

Kindergarten – MAPs Test, Acadience Testing (Early Literacy Skills), PAST

1st Grade – MAPs Test, Acadience Testing (Early Literacy Skills), PAST

2nd Grade – MAPs Test, Acadience Testing (Early Literacy Skills), PAST, STAR

3rd Grade – MAPs Test, Acadience Testing (Early Literacy Skills), PAST, STAR, NSCAS Growth State Assessment

4th Grade – MAPs Test, Acadience Testing (Early Literacy Skills), PAST, STAR, NSCAS Growth State Assessment

5th Grade – MAPs Test, Acadience Testing (Early Literacy Skills), PAST, STAR, NSCAS Growth State Assessment

6th Grade – MAPs Test, Acadience Testing (Early Literacy Skills), PAST, STAR, NSCAS Growth State Assessment

Title I / Reading Specialist Services

Title I Services will be provided based on qualification for extra support in the area of Reading for students in grades Kindergarten through 4th Grade. Qualifying students will receive a letter for parents to read and sign before beginning Title I Services. Students not receiving Title I services, but still falling below benchmark or close to benchmark, will possibly receive services from our Reading Specialist. These are not optional services, as the district has an obligation to serve students to the best of our ability, at all times.

Transfer / Option Enrollment Students

Students who transfer or option to Battle Creek Public School during high school will be classified by grade according to their previous school districts, age, and parent/administrator discretion.

Option Enrollment students must fill out and submit the appropriate paperwork, which can be requested through the elementary or district office. The paperwork requires the resident school district to sign-off on the release of the student (If received after the March deadline) and then goes to the Battle Creek School Board for approval upon receiving the correct and completed paperwork. No action is taken on option enrollment students until the resident district has signed off.

Special Education Services

Special education services are available to all students who meet qualifying criteria established by the Nebraska Department of Education. Handicapping conditions may include hearing impaired, visually handicapped, mentally handicapped (mild, moderate, and severe/profound), behaviorally disordered, specific learning disabled, orthopedically impaired, other health impaired, and speech/language impaired. Identified children are served from birth to age 21 at no cost to resident parents. Referrals for special education services or diagnostic testing may be made by parents, in writing, to the building administration. Classroom teachers may also refer students. Our school's Multi-Tiered System of Supports (MTSS) Team and the Multidisciplinary Team (MDT) will process student referrals and make decisions based on the needs of the student.

Battle Creek Public Schools requests help in locating handicapped children. The Federal Handicapped Children's Act (PL 94-142), which guarantees a free appropriate public educational program for all children between the ages of 0 and 21 years of age, drives this process. If you have a student, or know of any young person with special needs between 0-21 years of age that is not enrolled in an appropriate public education program, please call (402) 675-8085 and ask to speak with either Judy Dohmen (Special Education) or Curtis Childers (PK-6th Grade Administration).

Multi-Tiered System of Supports (MTSS) Team

The MTSS Team is a problem-solving group designed to help the classroom teacher meet the needs of students with possible deficiencies in the classroom related to both learning and behavior. The team consists of Mr.

Childers (MTSS Leader), Mrs. Finke (Reading Specialist), Mrs. Tillotson (Lower Elementary Classroom Teacher), Mrs. Mettler (Lower Elementary Classroom Teacher), Mrs. Eischeid (Middle Elementary Classroom Teacher), Mrs. Thomas (Middle Elementary Classroom Teacher), Mrs. Bagley (Upper Elementary Classroom Teacher), Mr. Lanman (Upper Elementary Classroom Teacher), and Mrs. Easland (Speech / Language Pathologist), a parent/guardian, and the respective classroom teacher(s). The team for individual meetings will be based on the grade level of the student and the area(s) of concerns.

The aim of the team is to develop strategies of assistance by using a group problem solving method. The entire goal of the MTSS process is to put preventative measures in place prior to needing Special Education support. A MTSS meeting can be requested by parents/guardians and/or by teachers and administration.

Attendance

Administrative Philosophy on Attendance

Students are expected to be on time, in attendance, and ready to learn within their classrooms for the entirety of the school day (8:00am-3:25pm). Inconsistency in attendance among students is the most frequent cause of failure to adequately progress. Inconsistent attendance can be the result of several things, but it is the responsibility of the parent/guardian to get their child(ren) to school on a timely and regular basis. When a student is absent from the classroom/school, they miss the learning opportunities that come from their teachers and other students. Continuity in the learning process is seriously disrupted by excessive absences. Students do not learn as well by doing make-up work. In most instances, students who have good attendance generally achieve higher grades, enjoy school more, and have strong social-emotional well-being within the school system. Attendance records are part of the student's permanent file.

Absence

The Nebraska School Law 79-201 requires that all pupils be in school during all days and hours that school is in session. Pupils who must be out due to reasons of health or family emergency may be returned to school on a written statement from parents or guardian to the principal's office. Students' attendance will be determined per half-day of school and attendance.

Should a student have more than ten total absences (unexcused, excused and out of school suspension) during a semester, they may be required to repeat that semester and/or grade level. In order to understand the significance of ten absences, students who have accumulated 5 absences will be sent a letter notifying parents/guardians of their attendance. Parents/guardians do not need to contact the school when they receive the five-day notice letter. At 8 absences, another attendance letter will be sent notifying the parents/guardian of their student's attendance situation. Parents will need to call the principal or stop in and meet to discuss their student's attendance and possible ramifications for exceeding the ten-day attendance policy. If a student reaches ten total absences, parents/guardians should call the administration to set up a meeting to review and explain the reasons for their child's absences. It will be determined by the administration to grant promotion in grade level(s). If a student goes home ill or is absent because of illness, he/she is not to be on school grounds or at any activity (school or club), on school property, for the remainder of that calendar day.

Absence – Funerals

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

Absence – School Activity

If a student is going to be gone or if they plan to leave early for a school sponsored activity with a team, school work must be done ahead of time. Students (or parents/guardians) are to communicate with teachers in order to get their homework ahead of time and/or to make a plan for completion. Foreseen absence sheets will be utilized in order to make sure work is done ahead of time or there is a plan in place for completion. Students will not be allowed to ride in a school sponsored vehicle with the team if the foreseen absent sheet is not complete and handed in to the office.

Absence – Responsibility of the Parent/Guardian

Attendance is an important part of your student's school record. Please call the school office (402) 675-8085 before 9:00am if your son/daughter is absent. If your school child must be out of school because of a reason other than health or family emergency, please call the office prior to the absence to arrange permission and get assignments beforehand. If a student is absent for more than 5 days in a row, the school may require a doctor's note concerning the nature of the absence.

Absence – Doctor Documented

Absences that are documented with a note from a doctor will not count toward the semester absence total. This includes all doctor visits. The note may be returned in physical form or can be faxed to our elementary office at

(402) 675-5020. All absences will be marked against attendance until a note is received.

Excused Absences

Make-up work will be permitted for illness of the student, illness in the family, death in the family, medical appointments, and situations deemed necessary by the administration. Students are allowed a day for each day they miss, plus an extra day, to complete make-up work. Ex: If a student misses Monday, they will then have until Wednesday morning to make-up all work missed.

Unexcused Absences

If the administrative office does not receive notification and/or documentation for any absence, it is deemed as an unexcused absence and will be marked accordingly. Students receiving unexcused absences will be required to make-up all work from the day during the following school day, which will include specials/recess time.

Nurse Services / Illness / Return to School

Our school nurse promotes good health habits. The school nurse will travel to various buildings depending on their schedule each day. All vision, hearing and dental screening tests, weights and heights are completed by the school nurse. If there is a referral notice sent home to you from the results of any of these tests, please give it attention and feel free to call the nurse if there is a question.

If your child has a fever or vomits while at home, please keep them home at least twenty-four (24) hours after symptoms subside WITHOUT medication. If your child is sent home from school with these same symptoms, the same 24-hour wait time is preferred before they return to school.

School-Sponsored Trips / Field Trips

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

A student who is to be on a school field trip and does not go, and does not attend school, will be counted absent from school, and this absence is unexcused. If a student comes to school rather than going on the field trip, the teacher will decide whether the student will provide make-up work for the day. Field trips are part of education and students are expected to fully participate in the educational opportunity.

Students are to dress appropriately, as determined by the teacher(s) / administrator. Our responsibility is to leave the transporting vehicle clean, which means students may be required to clean the vehicle upon return.

If a problem arises, parents/guardians will be called to come and get the student(s). If that is not possible, the whole group will return immediately. Disciplinary procedures will be followed as stated here or in BOE policies. All field trips are arranged through the office. Field trips are to be related to the subject. There shall be no trips on school days during May except for school-authorized activities. A list of students going on the trip should be in the administrator's office in advance so teachers can be notified and students' work made up in advance.

Tardiness

The only excused tardy that will be accepted are those caused by unusual circumstances. If the bus is late that will not constitute a tardy. Oversleeping, alarm not going off, etc. **WILL** be counted as a tardy/absence. Tardiness will be handled via administrative discretion and will require possible make-up time, if it becomes habitual tardiness.

Discipline

23-24 Code of conduct

The behavioral contacts for Battle Creek Public Schools are Mr. Childers (Elementary School) and Mr. Heimes (Middle School / High School).

An effective learning climate can exist only when all involved in the school setting act as responsible individuals.

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

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

Cheating

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

Class Removal (Behavioral Reason)

If a student's behavior is disrupting the instructional learning process to a point of changing the learning environment for themselves and others, the teacher will send the student to the office. The following action will be taken:

1. The principal will confer with the teacher and student. The student will be suspended from this class until a behavior agreement is settled with the instructor. The instructor will contact the student's parent/guardian.
2. If the student is sent to the office for misbehavior a second time in an individual class, they will receive a lunch detention and/or an after school detention. Administration will contact parents/guardians to arrange a plan for behavior modification.
3. All further referrals/removals from class will be handled with administrative discretion.

In-School Suspensions

Administration has the discretion to assign an in-school suspension at any time, as deemed appropriate. Students assigned to in-school suspensions must be there for the entirety of the suspension. All students must complete all assignments before being allowed back into class. Parents/guardians will always be notified when the student is assigned an in-school suspension.

Long-Term Suspension, Expulsion, Mandatory Reassignment

Long-term Suspension shall mean the exclusion of a student from attendance in all schools and grounds within the system for a period exceeding five school days, but less than 20 school days. Expulsion shall mean exclusion from attendance for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred with 10 days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or, if within 10 days prior to the end of second semester, in which case the expulsion shall remain in effect the first semester of the following school year, or, unless the expulsion is for conduct in which the penalty is specified in which case the expulsion shall remain in effect for the period specified. Such action may be modified or terminated by the school district at any time during the expulsion period. Mandatory

Reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action. Mandatory reassignments at the students/parents expense may also be provided as an option or alternative to long-term suspension, expulsion or other disciplinary action. When the decision is made to discipline a student for a long term suspension, expulsion, or the mandatory reassignment, the principal will make a reasonable effort to contact the parent/guardian and inform them of the situation which resulted in the discipline. The principal will also inform the parent/guardian that the materials required by law will be mailed to their home via certified mail. A copy of the hearing request may be picked up at the school office and the process for

initiating a hearing begins upon receipt of a signed request. The notice will include the rule or standard of conduct allegedly violated, the acts of the student which constitute cause of Long-Term Suspension, Expulsion, or Mandatory Reassignment, a summary of the evidence to be presented against the student, the penalty the principal has recommended, and any other penalty to which the student may be subject, a statement that the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony. A form upon which the student and student's parent/guardian may request a hearing shall accompany the notice. The student, student's parent/guardian and appropriate school personnel may discuss and settle the matter prior to the hearing stage.

Out-of-School Suspension & Expulsion

Administration assigns out-of-school suspensions. The principal will determine if the student will serve the out-of-school suspension in school or out of school. If the student refuses to serve suspension in school then the principal may extend the time for the out of school suspension. Students assigned to out-of-school suspensions will receive zeroes for all daily work assignments. In extreme situations a student may be suspended or expelled from school by the superintendent or principal on the basis of evidence that strongly indicates that the student has committed any offense contrary to school or state policies. Examples of offenses that might result in the suspension or expulsion of a student at Battle Creek Public School are:

1. Disobedience – A student shall not repeatedly fail to comply with directions of teachers, substitute teachers, paraprofessionals, or other school personnel during any period of time when the student is properly under the authority of the school personnel.
2. Fighting of any nature, spitballs, water pistols, water balloons, firecrackers, snowballing, etc.
3. Lewdness, public indecency, use of profanity or obscenity, or displays of obscene literature.
4. Gross disrespect for teachers, school officials, substitutes, and other employees.

Short-Term Suspension

The principal may deny any student the right to attend or to take part in any school function for a period of up to five school days on the following grounds: **A.** conduct constituting grounds for expulsion, **B.** violation of school rules adopted by the Board of Education pursuant to the Student Discipline Act. The student shall be given oral or written notice of the factual situation upon which the exclusion is based, and an opportunity to present an explanation, or his/her version of the facts. Within 24 hours, or such additional time as is reasonably necessary following the exclusion, the principal shall send a written statement to the student and his/her parent or guardian, describing the factual basis for the principal's action.

Grievance Procedure

Parents or students are requested to follow these procedure if/when any problem arises:

- 1) Contact the teacher and arrange a personal conference.
- 2) If the problem is not resolved satisfactorily, contact the administration.
- 3) If the problem is still not resolved, contact the superintendent.
- 4) If the problem still remains, then request a meeting with the Board of Education. This procedure must be followed if an individual(s) wishes to address the Board of Education regarding the grievance.

Harassment/Bullying: Sexual, Verbal, or Physical

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

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

Harassment/**Bullying** is defined as any intentionally hurtful/hostile acts, repeated behaviors or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student

through the act of intimidating, frightening, hazing, oppressing, or adversely controlling the student, and that is disruptive of the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing or physical activities such as, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.

The following guidelines have been established to respond specifically to harassment/bullying behavior.

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

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

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

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

Administrative discretion in regards to disciplinary action can and will be utilized at all times when it comes to actions that handicap the safety and well-being of our students at Battle Creek Public Schools.

Hazing/Initiations

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

General Information

23-24 Elementary Master Schedule / Times

7:30am – Breakfast Starts

7:45am – Teachers on duty

7:55am – Serving for breakfast ends

8:02am – Students are required to dump trays (breakfast)

8:05am – Students enter building

*PK-3rd Grade (Southeast Doors)

*4th-6th Grade (Northeast Doors)

These will be the assigned doors until the addition is done on the South side of the building

8:10am – Class Begins

11:05am-12:55pm – PK-6 Lunch

(See schedule below for specific time)

Class	Lunch Time	Lunch Recess Time
Kindergarten	11:05am-11:30am	10:45am-11:05am
1st Grade	11:35am-12:00pm	11:15am-11:35am
2nd Grade	11:35am-12:00pm	11:15am-11:35am
3rd Grade	12:20pm-12:45pm	12:45pm-1:05pm
4th Grade	12:20pm-12:45pm	12:45pm-1:05pm
5th Grade	12:30pm-12:55pm	12:10pm-12:30pm
6th Grade	12:30pm-12:55pm	12:10pm-12:30pm

If any parent wishes to eat lunch with their student(s), they may do so, but it must be within the lunch time associated with the class

Parents should limit eating lunch with their student(s) to special occasions only such as on or around birthdays, special happenings within the family, and/or other occasions that merit celebrating with their student(s).

3:20pm – Bus students dismissed (Both East doors)

3:25pm – All other students dismissed (Kdg-2nd out Southeast doors and 3rd-6th out Northeast doors)

3:45pm – Teachers off duty

Announcements

Announcements will be typed on a google document, which will be available to all teachers. The announcements will be read to start each school day and will include monthly mission information, lunch information, and any other pertinent information. If anyone (teacher, organization, etc.) needs something added to the announcements, they can call the elementary office at (402) 675-8085.

Activity Tickets

Activity tickets will be on sale in the high school office. Adult tickets will be \$50.00 per school year. Senior Citizens will be \$35.00 per school year. All students in grades K-12 must pay a \$10.00 activity fee which will admit them into all home games. This does not include district games and tournaments. Individual admission to athletic events is \$6.00 for adults and \$4.00 for students. There will be a charge of \$3.00 for adults and \$2.00 for students for all events below the varsity level.

Asthma or Systemic Allergic reaction Protocol

State regulation requires that our school be prepared to implement an emergency treatment plan anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief. The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening “breathing” emergency and to properly administer the medications.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school. If you have questions or concerns about the protocol or your student’s health issues, please contact the school at (402) 675-8085.

Care of General School Property

Chairs, tables, desks, or other equipment/furniture must never be removed from any room without consulting the teacher in charge of the classroom. A teacher’s desk and its contents are his/her personal property and should never be touched or used by a student, unless approved by the teacher. Students are responsible for all equipment checked out to them and will be held responsible for any lost items plus a possible fine for any damage beyond the normal wear and tear. A record is made at the beginning of the year of all property assigned to each student, their textbooks, band, and other property, etc. For any property that shows excessive wear or abuse, a fine will be assessed and must be paid before completion of the school year.

Cell Phone Policy/ Electronic devices

As with any tool, there are appropriate places and times for the use of these devices. Cell phones are to remain in the student’s locker or otherwise predetermined space (teacher directed) unless the student is notified otherwise and cell phones need to be powered down (not just on silent) due to the distraction it may cause to other classrooms if it is left on and receives a notification causing it to make a noise of any kind. Cell phones should not be used or removed from their predetermined area during any part of the school day (8:00am-3:25pm). By allowing students to have cell phones/electronic devices in the school building, students and their families are

consenting to a search of that phone/electronic device by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone/electronic device search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other actions deemed inappropriate by administration. Students who fail to comply with this policy will receive a referral.

*If students feel the need to contact their parents/guardians during the school day, the contact must go through the office or with teacher permission in their classroom. No electronic devices shall be utilized to communicate during the school day, for any reason, without teacher/administrator approval.

Referral #1 – Removal of electronic device(s) for the remainder of the school day and can be picked up in the office after the school day is complete.

Referral #2 – Removal of electronic device(s), a parent meeting scheduled, and the team will formulate a plan for either turning the electronic device into the office for each school day for a predetermined amount of time, or simply keeping the device at home.

Referral #3 – Administrative discretion will be utilized and electronic device privileges will be completely revoked for the remainder of the school year.

Change of Address

Any change in your address or phone number must be reported to the administrative office as soon as possible.

Cold Lunches

Keep nutrition in mind when sending cold lunches with students. **Please avoid candy bars, gum, suckers, etc. when sending lunches to school.** According to State Regulations, pop is not allowed in the cafeteria during the lunch period, so please do not send pop as the drink of choice for lunch. Cold lunch food items can not be shared with others.

Computers and School Networks

All 5th and 6th Grade students will receive a copy of the Electronic Resources Acceptable Use Policy, and the student and parent/guardian must sign the form, agreeing to abide by these procedures and policies, before computer access is permitted.

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

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

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

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

Dress and General Appearance

Personal appearance is up to the individual, but restrictions will be placed on extremes that reflect on the school. Students are expected to dress appropriately, which means maintaining a personal appearance, including what they're wearing, that does not detract from their learning or the learning of others. This includes, and is not limited to...Appropriate length of shorts, shirts that cover the entire stomach area, appropriate shoulder coverage, and absolutely no hats unless it is a special occasion within the school/classroom. Clothes advertising liquor, beer, tobacco, sexual references, or having double meaning will

also not be acceptable. Clothes should be modest and decent. Waistbands will be worn at the waist. Hair is to be clean and well groomed. If students make an error in judgment concerning dress, teachers will report them to administration. Any apparel or accessories that may possibly be “gang related or considered gang apparel” will not be tolerated. Administrative discretion will be utilized to determine inappropriate attire. If attire is deemed inappropriate, parents/guardians will be notified and a change of clothes will be required before returning to class.

Fire Drills and Tornado Drills

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

Health Records

According to State Law, students must be up-to-date on their immunizations before they are allowed to attend school. Information concerning these requirements can be obtained by contacting the school. Parents of returning students should furnish updated health information about their children to the school during the first week of school. If your child has any health problems, the school needs to know. All medications must be brought to school in their original container and will be kept in the secretary’s office. A written permission statement by the parent/guardian must accompany the medication. The statement shall give trained school personnel permission to administer the medication, and should also include when the medication should be given.

Injuries

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

Insurance

The school strongly recommends that all students be covered by insurance because accidents sometimes happen at school or in activities. As a service, the school makes available a policy offered by an independent insurance carrier for those whose families do not have their own insurance. Insurance applications will be sent home with students early in the fall. These must be returned, signed by parents/guardians, if the insurance is purchased.

Law Enforcement Authorities / Drug Searches

The principal or his designee shall notify, as soon as possible, the appropriate law enforcement authorities of the county or city of any act by a student that is known or is suspected of being a violation of the Nebraska Criminal Code. Every effort will be made to contact the student’s parents/guardians before allowing law enforcement officials to interview students in school. If it is determined that a student or students possess illegal substances, or there is probable cause to search the students and their locker / possessions for illegal substances, the administrative team has the authority to do so. The school **DOES NOT** notify Parents/guardians when a minor is being interviewed regarding alleged abuse, which is the responsibility of law enforcement.

Leaving School

No student is to leave school without permission from his/her parents or legal guardians and the principal / office assistant. A student needs to report to the office to obtain permission to leave the building. If the permission is granted, the student will be marked as leaving (either for the day or for a period of time) in PowerSchool. Students that become ill at school will not be given permission to go home unless the parent is contacted first, which is dependent on the severity of the case.

Library

Policies governing the checking out of library materials, use of the library, fines, etc., will be posted in the library.

Disruptive student behavior will result in being sent out of the library. All students using the library should have permission from the appropriate teacher or from the librarian. All materials leaving the library must be checked out at the circulation desk. The period of loan for books, vertical file materials and magazines is two weeks. Library materials should be returned to the “return box” in the librarian’s circulation desk. They can be renewed up to two times, if others have not requested them. Fines are five cents a day for each piece checked out. The borrower must pay for all items lost or damaged.

Lockers

The lockers belong to Battle Creek Public School. Therefore, students must understand that these lockers may be opened for inspection at any time by proper school authorities and law enforcement. Each student will be responsible for the locker that was assigned to him/her. Pictures, locker tags, posters, etc...will not be allowed on or in lockers. No one should leave classes and go to their locker without permission. Students are responsible for all material found within their assigned locker.

Lost and Found

Please label your articles of clothing, books, etc., so if misplaced and found by someone else, they can be returned to you. Bring found articles to the principal’s office to be claimed by the owner. Items left unclaimed will be donated at different times throughout the school year.

Lunch Procedures

All students will either purchase their meals from the school or bring a sack lunch. Lunch will be served at a cost of \$2.50 and breakfast at \$1.75 for students in grades preschool through sixth grade. An extra entree can be purchased for \$1.35 with a regular lunch tray. Lunch is to be paid for in advance. All accounts must be paid in full.

All students will have a lunch account and be given a “lunch number” to use in purchasing lunches. When a student brings money to school, they will be asked to fill out a lunch deposit slip with their name, account number, and amount they are depositing. If a family sends one check to cover several children, please send a note with the check, stating the name and exactly how much money each is to receive. Students may not take food out of the lunchroom.

Nondiscrimination Statement

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

Remedies and complaint filing deadlines vary by program or incident.

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

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

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Notice Concerning Disclosure of Student Recruiting Information

The No Child Left Behind Act of 2001 requires Battle Creek Public Schools to provide military recruiters and institutions of higher education access to secondary school students’ names, addresses, and telephone listings.

Parents and secondary students have the right to request that Battle Creek Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without the written parental consent. Battle Creek Public Schools will comply with any such request. To opt your student out of public disclosure of directory information, a parent must send a letter of request to the principal by September 1st.

Notice Concerning Staff Qualifications

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

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

Pep Rallies

PK-6th Grade students will attend pep rallies, when possible, to promote and enhance school pride, as well as gain insight into what activities and athletics are offered at the Junior High and High School level. Pep rally expectations will be covered prior to attendance and any student not meeting the expectations will be removed immediately.

School Activities Expectations (PK-6th Grade Students)

PK-6th grade students attending school sponsored activities are the responsibility of their parents/guardians and should attend activities with the parents/guardians. If you are sending your child(ren) with another parent/guardian, they become the responsibility of that person or persons for the entirety of the event. When events are in the gymnasium or in a confined space, students are required to either remain seated with their parents/guardians in the bleachers or in a seat in the commons area.

School Bus Service

Bus routes and stops are planned and established by the bus supervisor and Students First Bus Services.

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

Riding the bus is considered a privilege and one that can be denied. The following consequences for inappropriate behavior will be implemented after a verbal warning from the bus driver...

Referral #1 – Written documentation to parents/guardians documenting the instance and it must be returned signed.

Referral #2 – A conference will be scheduled with administration, the student, and the parents/guardians, which will include the development of a plan for successful bus rides in the future.

Referral #3 – Administrative discretion (with the assistance of Student First Bus Services) on length of suspension and/or permanent removal from busing services.

At any point in time, administrative discretion may be utilized to suspend and/or permanently remove a student or students from busing services, depending on the severity of the incident

School Closing

In the event of severely inclement weather or mechanical breakdown, school may be closed, dismissed early, or

the starting time delayed. These announcements will be made over the radio stations 106.7, 92.7, 94.7, and through School App and Remind text message. In the event of bad weather, buses will run, where possible. If school is dismissed early because of inclement weather, all scheduled practices and activities **will be** canceled for that day. If school is dismissed early for other reasons, activities and practices are scheduled at the principal/superintendent's discretion.

School Counseling Services

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

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

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

Telephone Regulations

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

Visitors

All visitors are to check in at the administrative office. No one is to enter a class in session without administrative and/or teacher permission. Interruption of classroom processes to confer with a teacher or a student is prohibited without proper authorization. In unique circumstances, students may request permission from the principal's office to bring a visitor to school.

STUDENT FEE POLICY

Band Rental Equipment Fee

Students in the 5th and 6th grade have the option of renting/utilizing district equipment throughout the school year. Due to the nature of having to replace equipment and student damage to equipment, over a period of time, the Board of Education has approved a fee of \$20 per semester or \$40 for the entire school year for all rented (school issued) instruments.