

# W.K. Kellogg Preparatory High School Student Handbook

2020-2021



**Kim Carter, Ed. S.**  
Superintendent of Schools

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.....Board Approved .....

## Mission, Vision, and Graduate Profile

At W.K. Kellogg Preparatory High School, we believe:

All students can succeed

Relationships are essential to student success

In providing choices or options for students whose needs are not being met in a traditional setting

Teachers and staff change student's lives

In providing a safe learning environment where students feel comfortable and want to come

We have a highly specialized mission to educate our scholars



### Graduate Profile

All Graduates of the Battle Creek Public Schools Will Be:

- . Intellectually equipped to succeed in post-secondary life.
- . Open to the joys and challenges of life-long learning.
- . Well rounded citizens eager to seek out a rich variety of experiences in life.
- . Fair and respectful of others at all times.
- . Prepared to work for social justice in the community and society at large.

### General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures.

# WKKP Quick Reference Guide

W.K. Kellogg Preparatory High School  
60 West Van Buren  
Battle Creek, MI 49017  
Phone: (269) 965-9671

Principal: Calvin Williams

Secretary: Aleta Linscott

The W.K. Kellogg Preparatory High School administrators and staff encourage and welcome contact with parent(s)/guardian(s). We ask that parent(s)/guardian(s) call in advance for an appointment when they wish to meet with an administrator or staff member.

## W.K. Kellogg Preparatory High School Time Schedule 2019-2020

### Student Hours

Breakfast	7:30 a.m. - 7:55 a.m.
Morning Session	8:00 a.m. - 11:30 a.m.
Lunch	11: 00 a.m. - 12:00 p.m.
Afternoon Session	12:00p a.m. – 2:30 p.m.
Half Day Schedule	7:30 a.m. – 10:52 a.m.
Night school session.....	5:00 p.m. – 8:00 p.m.

## Non-Discrimination Policy

It is the policy of the Battle Creek Public Schools that no person on the basis of race, color, religion, national origin, age, sex, height, weight, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination employment or in any program or activity to which it is responsible or for which it receives financial assistance from U.S. Department of Education.

# Civil Rights Grievance Procedure

The Battle Creek Public Schools grievance procedure as required by Title IX (86.8) of the Regulations Implementing Education Amendments of 1972; Title VI, Section 80.6 (d) of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973.

Section 1: If any person believes that Battle Creek Public Schools or any part of the Schools' organization has inadequately applied the principles and/or regulations of Title IX, Title VI and/or Section 504 or is in some way discriminatory on the basis of sex, race, color, national origin, or disability, he/she may bring forward a complaint, which shall be referred to as a grievance, to the Public Schools' Title IX, Title VI, and Section 504 District Coordinators at the following addresses:

**For Title IX and For Title VI:**  
**Director of Student Services & Pupil Accounting**  
**Monique Cheeks**  
**269-965-9482**  
**Executive Director of Human Resources**  
**Cheryl Johnson**  
**269-788-6900**  
Battle Creek Public Schools  
3 West Van Buren  
Willard Library Building  
Battle Creek, MI 49037

## **For Section 504**

The Battle Creek Public Schools' Section 504 Manual for Identifying and Serving Eligible Students: Policies, Guidelines, and Forms are available in the main office of each school. Contact Your Building Administrator for more information.

Section 2: The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Battle Creek Public Schools' Title IX, Title VI, and Section 504 Coordinators, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the Titles IX, VI, and Section 504 Coordinators within five (5) business days of receipt of answers to the informal complaint. The Coordinators shall further investigate the matter of grievance and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision arrived in Step 1, he/she may submit a signed statement of appeal to the Superintendent of Schools or his/her designee, Battle Creek Public Schools, within five (5) business days after receipt of the Step 1 response. The Superintendent or his/her designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Battle Creek Public Schools Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, a Committee of the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) days of receipt of such an appeal. A copy of the Committee's disposition of the appeal shall be sent to each concerned party within ten (10) business days of the meeting.

Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. 20201.

### **Visitors**

All visitors, including parents and siblings, are required to enter through the loading dock door of the building, identify themselves and inform personnel of their reason for being at school.

Some visits to the school or classroom may require pre-arrangements with the building administrator.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct his/herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

### **Equal Opportunity/Nondiscrimination Statement**

The Battle Creek Public School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:



Human Resources  
Battle Creek Public Schools  
3 West Van Buren Street  
Battle Creek, MI 49017  
269-965-9476

**In addition, the School District's complaint procedure may be obtained from Human Resources.**

For further information, you may also contact:

Office for Civil Rights  
U.S. Department of Education  
600 Superior Avenue East, Suite 750  
Cleveland, OH 44114-2611  
Telephone: 216-522-4970  
FAX: 216-522-2573; TDD: 877-521-2172  
E-mail: OCR.Cleveland@ed.gov

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **School Volunteers**

All school volunteers must complete the "Volunteer Information Form" to be approved at the district office and approved by the school principal or designee before assisting at the school. Some teachers utilize parent volunteers in the classroom. Teachers who desire parent volunteers will make a request with the building principal. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **Gifts**

School officials will not distribute invitations, gifts, flowers, etc. to students and these items will not be allowed in the classrooms, unless approved by the building principal.

## **Food**

Except in the case of health emergencies, school officials will not call students from class to receive outside food items brought onto campus. School officials will not distribute food items brought onto campus to students. Due to federal regulations involving free lunch, students are not allowed to eat food purchased outside of building in the building while free lunches are being served. All food purchased outside of the building must be consumed outside of the building.

## **Emergency School Closings**

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your student's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, after-school functions may be cancelled. Parents will be notified in the case of cancellations.

## **Video Monitoring Systems**

A video monitoring system is used on school busses and a video monitoring system is used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

## **Accommodating Persons with Disabilities**

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **Student Fundraising**

Fundraising activities by school organizations must be school related and approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

## **Attendance & Truancy**

Battle Creek Public Schools recognizes that there is a direct and substantial correlation between school attendance and academic achievement. We believe that classroom attendance is an important element in the learning experience. The purpose of attendance procedures and guidelines are to maximize the classroom instructional time so that all students experience academic success and to eliminate the disruption that tardiness and truancy can cause in the classroom learning environment. It is our goal to work with students, families and communities to support regular school attendance and improve academic achievement.

### **It's the Law!**

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to eighteen, shall send that child to school during the entire school year.

### **Attendance Guidelines**

Students are expected to be in attendance all day, each school day. It is the parents' responsibility to see that regular attendance is maintained. Battle Creek Public Schools understands that a student may have circumstances that cause him/her to miss school; therefore Battle Creek Public Schools has established guidelines for absences.

Students who are learning online, at home are expected to participate and be fully engaged in their online learning. Parents and students will need to participate in two way communication during their check in times with their mentor teacher to be considered present for online learning.

### **Tardy:**

It is vital that students arrive at school on time. Some of the most important information and communication takes place at the start of class. Students who arrive in class after the specified start time without a pass from a school official are considered tardy. The responsibility for being on time is the obligation of the parent/guardian and child. Habitual tardiness will be discussed with the child and parent/guardian by school personnel.

## **Early Out:**

Leaving the classroom earlier than the scheduled dismissal time is also disruptive to the classroom and to the student's learning. Secondary students arriving to class and then leaving anytime before the end of the class period, will be considered to have an "early out" tardy. Students will receive an early out absence if they miss more than 50% of class time due to leaving early.

## **Unexcused Absence:**

Student is absent without notice by parent/guardian or the reason for the absence is not included in the "excused absence" reasons listed below.

Secondary students not present for more than 50% of a class period/or school day will be considered absent.

## **Excused Absence:**

Parent/guardian has notified the school as to the reason and length of time the student will not be attending for the following reasons:

- Illness
- Recovery from an accident
- Required Court Appearance
- Professional Appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Such other as deemed by the superintendent

Vacations are not an excused absence. The principal may issue an exception in extraordinary circumstances.

It is the student's/parent's responsibility to gather any assignments they will be missing. We ask that you try to schedule appointments and vacations during the times that school is not in session.

A physician's note is REQUIRED if a student is absent 3 days or more, due to illness or health related issues.

The school will only accept notification of an excused absence up to 3 days after the student has been absent.

Excessive tardiness and absences of any type could result in receiving a referral to the Calhoun County Truancy Officers and/or may lead to legal action for the parents/guardians and the student.

## Truancy

Effective and quality education requires regular attendance. Lack of attendance disrupts learning. The Calhoun Intermediate School District along with the Battle Creek Public Schools will take part in a collaborative effort to help students who are not regularly attending school. Truant students and their families will be referred to the District Truancy Interventionist and then to the County Truancy Officer if truancy continues.

Students who are receiving instruction online and are considered absent due to low engagement and/or missed check in sessions with their mentor teachers will follow these same guidelines.

### **5 or more absences: (periods determined by building schedule)**

- 1.) A letter from the school will be sent to the parents/guardians informing them of the number of absences their child has accumulated.
- 2.) If absences continue, a second letter will be sent to the parent/guardian by mail informing them of the number of absences their child has accumulated. This letter will also serve as notification that if the student's attendance does not become regular the school will file truancy with the Calhoun County Truancy Officer. The letter will ask the parent/guardian to contact the school immediately. A meeting with the parents/guardians may be required.
- 3.) Continued absences are considered to be extremely excessive as the absences could have an impact on the student's learning. A third letter will be sent to the parent/guardian by mail informing them of the number of absences their child has accumulated. This letter will also serve as notification that the excessive absences will result in a referral to the Calhoun County Truancy Officer. The letter will ask the parent/guardian to contact the school immediately. A meeting with the parents/guardians will be required.

Excessive tardiness, early outs or excused absences will follow the same guidelines and process as above.

If there is a history of truancy while the student has been attending Battle Creek Public Schools or any other school district, communication to the parent may begin sooner than what is listed above.

## Pick-up and Drop-off

### **Drop Off**

Students who are walking or being dropped off shall not arrive to school prior to fifteen minutes before school begins. There is no supervision at the school and early arrival is a safety concern. The school may contact CPS or the police regarding students who are not picked up at the end of the school day.

Students who are late should stop in the school office or with a Bearcat Coach and sign in to receive a pass before arriving to class. If parents/visitors are wishing to take their students to their

classroom, that is at the discretion of the building, however each parent/visitor will need a visitors pass before escorting their student anywhere in the building outside of the school office.

### **Pick Up**

Students should be picked up promptly from school. Parents and those picking up students from school are asked to be very sensitive to the extra burden placed on the school when students need to be supervised after the pick-up time. Late pick-up also poses a safety concern. The school may contact CPS or the police regarding students who are not picked up at the end of the school day.

If parents are wishing to take their students to their classroom, that will only be with the approval and discretion of the building administrator. Each parent will need to sign in and/or receive a visitor's pass before escorting their student anywhere in the building outside of the school office.

### **Signing Out**

Students are not allowed to sign themselves out of school without parent authorization. Parents must provide written authorization to the school and/or contact the school authorizing their student to sign out of school for a valid reason. This also applies to students who are 18 years of age and still living at home with a parent/guardian. Students who sign themselves out of school or leave without parent/school official authorization will be considered truant.

## **Homebound and Hospital Instruction**

A student who is absent from school for an extended period of time or who has ongoing intermittent absences because of a medical condition may be eligible for instruction in the student's home or hospital.

## **Grading & Promotion**

School report cards are issued to students on a semester basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum and number of credits earned, attendance, performance on standardized tests and other testing.

### **World Language**

A student who has demonstrated proficiency in a world language outside of a public or private high school curriculum shall be granted credit. Proficiency may be demonstrated by a competency test or other criteria established by the board. The amount of credit will be based on world language proficiency achieved.

# Alternative Education High School Graduation Requirements

To graduate from the Alternative high school with a high school diploma, each student must:

1. Complete all Alternative graduation requirements.
2. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:
  - a. At least 4 credits in English language arts that are aligned with state subject area content expectations.
  - b. At least 3 credits in science that are aligned with state subject area content expectations, including completion of at least biology and either chemistry or physics.
  - c. At least 4 credits in mathematics that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, pre-calculus, calculus, applied math, accounting, business math, a retake of algebra II, a course in financial literacy as described in section 1165.
    - i. A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded for the purposes of this section and section 1278b.
    - ii. A student also may partially or fully fulfill the algebra II requirement by completing a department-approved formal career and technical education program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy.
    - iii. Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.
  - d. At least 3 credits in social science that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics, and a civics course.
  - e. At least 1 credit in subject matter that includes both health and physical education aligned with state guidelines.
  - f. At least 1 credit in visual arts, performing arts, or applied arts aligned with state guidelines.
  - g. At least 2 credits in a world language, based on state guidelines for the class of 2016 and thereafter.
3. A personal curriculum may be requested for the student that modifies certain of the Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:
  - a. The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/legal guardian, a teacher, and the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist should also be included in this group. The teacher included in the group developing the personal curriculum shall be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in a subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group.
  - b. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the

student must achieve while enrolled in high school and shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.

c. Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his/her designee.

d. The student's parent/legal guardian shall be in communication with each of the student's teachers at least once each calendar quarter to monitor the student's progress toward the goals contained in the student's personal curriculum.

e. Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.

f. The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum under this subsection.

g. The mathematics credit requirements may be modified as part of a personal curriculum only after the student has completed, without necessarily having attained a passing grade in, at least 1-1/2 credits of the mathematics credits required and only if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school. The requirement that a student must successfully complete at least 1 mathematics course during his/her final year of high school enrollment is not subject to modification as part of a personal curriculum. The algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:

i. Has successfully completed the same content as 1 semester of Algebra II.

ii. Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully complete that content.

iii. Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as 1 semester of algebra II.

h. The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:

i. The student has successfully completed 2 credits of the social science credits, including the civics course.

ii. The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.

i. The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.

j. The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.

k. If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.



## **Make-Up Work**

Students requesting to make up missed work, including homework and test, must have approval from the building administrator.

The student will be permitted the same number of days as he/she was absent to turn in the make-up work unless other arrangements are made with teachers or school administrators. The student is responsible for obtaining assignments from his/her teachers unless alternate arrangements have been made.

## **Early Graduation**

Students who will have successfully completed graduation requirements may be eligible for early graduation. Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e., announcements, cap and gown rental, graduation practices).

## **Fees, Charges, and Fines/Waiver of Student Fees**

The school has established fees and charges to cover the costs for certain extracurricular and non-credit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course.

A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

## **Student Identification Badges**

A student's ID card authorizes a student to be on campus. EVERY student must wear their ID cards at all times while on school grounds. It is crucial that we are able to identify everyone on campus.

For a student who does not have his/her ID Badge, they will adhere to the following procedures: Receive a temporary that must be worn during the entire school day. The temporary ID will have the date issued on it

Receive a replacement. Badges can be replaced in the main office. Replacement fee will be \$5.00.

Students are excused from wearing IDs during classes where they present a hazard to student safety.

## **School Breakfast & Lunch Program**

Breakfast is served every school day. Lunch is served every school day, except on half-days.

Breakfast and lunch are provided free of charge to all high school students. To obtain the free breakfast or lunch, students must select a meal that meets certain USDA requirements. Students serving lunch detention will be provided a basic lunch free of charge. Students serving lunch detention are not permitted to select their own meal from the cafeteria. While meals are provided free of charge, students are still expected to fill out free and reduced lunch paperwork. Due to federal regulations involving free lunch, students are not allowed to eat food purchased outside of the building while free lunches are being served. All food purchased outside of the building must be consumed outside of the building.

## **Bus Transportation**

The district provides a bus to transport to and from school for qualifying students. **Students are not permitted to ride a bus other than the bus to which they are assigned.** Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by district or school administration as appropriate. The Transportation Department will inform parents of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

- 1.) Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- 2.) Stay in your original seat while on the bus.
- 3.) Keep all parts of the body and all objects inside the bus.
- 4.) Enter and exit the bus only when the bus is fully stopped.
- 5.) All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- 6.) Use the emergency door **only** in an emergency.
- 7.) In the event of an emergency, stay on the bus and await instructions from the bus driver.
- 8.) Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- 9.) Keep windows closed unless given permission to open.
- 10.) Keep the bus neat and clean.
- 11.) Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- 12.) Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- 13.) Be waiting at your bus stop on time.
- 14.) Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- 15.) Keep book bags, books, packages, coats, and other objects out of the aisles.
- 16.) Keep all body parts clear of the aisles when seated.
- 17.) Eating and drinking is not permitted on the bus.
- 18.) Parents will be liable for any defacing or damage students do to the bus.
- 19.) If a student does not ride the bus for 3 days in a row, he/she must call the bus garage at 965-9435 to arrange for pick up the next day.

Students may be suspended from riding the school bus for engaging in misconduct.

Video cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, please contact the Transportation Department at 269-965-9435.

## **Parking**

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by specially trained dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search.

Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

## **Guidance & Counseling**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

## **Behavior Interventionist**

The high school employs Student Intervention Specialists to help connect students to resources outside of the school, to facilitate conflict resolution, and to intervene with students at the request of administration.

## **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least (5) fire drills, (2) tornado drills, (1-2) evacuation drill (s) and (2) lock-down drills each school year. There may be other drills at the direction of the administration. Drills may or may not be preceded by a warning to the students.

## **Student Health**

Success in school often depends upon the overall health of the student. To help W.K. Kellogg Preparatory High School students succeed, the school provides a nurse on select days each week.

## **Confidentiality**

All medical records are kept confidential consistent with applicable law. Access to these records is not permitted without the consent of the student. In a medically appropriate situation, pertinent information will be given to the parent/guardian and/or others as permitted or required by law.

## **HIPAA**

The Battle Creek Alternative High School adheres to the Health Insurance Portability and Accountability Act (HIPAA). Students and parents will receive information in compliance with HIPAA. Student Health Center staff may have limited access to a student's school record only for the following: medical information, immunizations, address, phone number, emergency contact information and school schedule. If the parent/guardian does not wish this information to be available, a written denial of access must be given to the Building Administrator by October 1 of the current school year.

## **Parental Consent**

Consent for treatment form must be completed and signed by a parent or guardian for students under the age of 18. State law does provide teens the right for services, counseling and private referral in the areas of pregnancy, sexually transmitted infection, birth control, drug abuse and mental health problems.

## **Health Care Procedure**

A student who wishes to visit the school nurse must obtain a pass from their classroom teacher. Unless it is an emergency, a student is not to see the nurse without a pass. The student must sign-in upon arriving. Arrival and departure times will be listed on the pass by the nurse.

### **Purpose**

Together, students, parents/guardians and WKKP staff can help make health care more available to students; encourage more healthful behaviors; teach students about the important role they play in maintaining their health; decrease health-related absences; and generally help students become health conscious. Healthy students are better students. Healthy students are more successful students.

## **Assisting a Student in Distress/Emergencies**

Any district staff member may assist a student in distress in self-administration of a medication (ex. Epi-pen injection, asthma inhaler, etc.). For the purpose of this policy, distress refers to any obvious and serious discomfort or threatening condition. The staff member should first confirm that the medication and dosage are proper for the student as conditions allow.

As soon as possible, the staff member shall notify the school administration, the school nurse and/or the responding emergency medical system team. The staff member shall also complete a district incident/accident report form following the incident. This form will be attached to the student's medication log file.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Medication Administration Authorization Form". No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or nonprescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or nonprescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

### **Emergency Medical Authorization**

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment.

In an emergency situation, the child may be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or a first responder.

### **Communicable Diseases**

The school will observe recommendations of the Michigan Department of Community and Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.

3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **General Building Conduct**

1. Students shall be respectful in the hallways and not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
2. Students shall be respectful to school property and not write on walls, desks, or deface or destroy school property.
3. Skateboards are not permitted to be used in the school building.
4. Water guns, play guns, BB guns, and/actual firearms are not permitted on school property, school events, or on school buses.
5. School administration reserves the right to regulate the possession or use of any item deemed to be disruptive to the building environment.
6. Students are provided a **hall locker** and are expected to put their belongings in the locker including their coats, backpacks (bags, purses, string backpacks...). If a student needs a personal belonging they will need permission from school personnel to use their locker and have a signed pass. Each classroom will provide the necessary material for learning each hour.
7. **Personal electronic devices** are to be stored in a non-distracting location (locker, pockets ...) and should never be heard during the school day. As the school provides instructional technology for all students, personal devices are not needed at school and should only be used when given permission by a staff member of the school, failure to do so will result in confiscation of the personal electronic device.

**Note: Students, who bring in personal electronic devices, including cell phones, are doing so at their own risk. School personnel will not investigate any incidents of stolen personal electronic devices that are not properly secured in a locker or on their person.**

### **School Dress Code/Student Appearance**

Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Battle Creek Public Schools expects that all students will dress in a way that is appropriate for the school day or for any school sponsored events. Although the primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s), the school district is responsible for seeing that student attire does not interfere with the health or safety of any student and does not contribute to a hostile or intimidating atmosphere for any student. These dress code guidelines shall apply to regular school days and summer school days, as well as while on the school bus, at any school-related events and activities, such as graduation ceremonies, dances and prom.

1. Students must wear a shirt(with fabric in the front, back, and on the sides under the arms) and pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts).
2. Appropriate footwear must be worn at all times.
3. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, hate speech, profanity, pornography, Images or language that creates a hostile or intimidating environment or other inappropriate images.
4. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
5. Students may not wear any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
6. Students are not allowed to wear swimsuits (except as required in class or athletic practice).
7. Accessories that could be considered dangerous or could be used as a weapon may not be worn.
8. Any item that obscures the face or ears (except as a religious observance).
9. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.

If there is any doubt about dress and appearance, the school administration will make the final decision. Students whose dress violates the dress code and/or causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be removed from spaces, hallways, or classrooms as a result of a dress code violation. Students may also be asked to put on their own alternative clothing, if already available at school, or may be provided with temporary school clothing for the remainder of the day, or students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

## **Student Discipline**

### **Prohibited Student Conduct**

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including "look-alike" tobacco products and "e-cigarettes."
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, cannabis (including marijuana and hashish), or a synthetic version of the same.



- b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
- c. Any prescription/non prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
- d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- g. When school administration has reasonable suspicion that a student is under the influence of any prohibited substance, the student will not be permitted to attend school or school functions and will be treated as though he or she is in possession of the prohibited substance, as applicable.
- 4. Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
- 5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept silent and out-of-sight during instructional time unless: (a) the supervising teacher grants permission; or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, illegally accessing and/or changing any school record, and wrongfully obtaining test copies or scores.
- 9. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
- 10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 11. Being absent without a recognized excuse.
- 12. Being involved with any public school fraternity, sorority, or secret society.

13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”

17. Fighting.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds, at any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Elasticity Clause**

1. Some violations of a more serious nature will result in more severe disciplinary action (i.e., expulsion, if necessary.)
2. The above list is not inclusive. Other violations may result in disciplinary action.
3. Repeated violations will result in more severe disciplinary action.
4. Some violations may have to be referred to law enforcement agencies.

### **Disciplinary Measures**

Disciplinary measures may include:

- . Disciplinary conference.
- . Notifying guardians.
- . Withholding of privileges.
- . Temporary removal from the classroom.
- . In-school detention for a period.
- . Referral to counselor or interventionist.
- . After-school study or Saturday study provided the student's guardian has been notified.
- . Assignment to Restore the R.O.A.R. Class
- . Seizure of contraband.
- . Suspension from school and all school activities, including long-term suspension.
- . A suspended student is prohibited from being on school grounds.
- . Suspension of bus riding privileges.
- . Expulsion from school and all school-sponsored activities and events for a definite time period.
- . An expelled student is prohibited from being on school grounds.
- . Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity

### **Weapon Free Schools**

In order to provide a safe learning environment for all children, our schools must be weapon-free.

1. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle.

Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, a knife with a blade over three inches in length, a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles.

2. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nun chucks, mace, pepper spray, etc.

3. School officials shall immediately contact local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

### **Gangs and Gang Activity**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which

reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Physical Assault**

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence." Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days. A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

### **Bullying and Harassment**

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with school administration. Students may choose to report to a person of the student's same sex.

Complaints will be kept confidential to the extent possible given the need to investigate.

Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline

policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### **Sexual Harassment**

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to school administration.

### **Hazing**

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

### **Bomb Threats and Similar Threats**

School district administration shall suspend or expel a student in grade 6 or above who makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event for a period of time. Students who make a false bomb threat will be reported to law enforcement. Those students found to be in violation of this policy will be subject to any restrictions and prohibitions referenced in state law that may include the loss of the ability to participate in driver's training until age 16.

### **Procedures Governing All Cases of Suspension**

1. The Principal or his/her designated representative may suspend a student for a period not to exceed ten (10) school days. The Principal will make all recommendations to the Superintendent, or the superintendent's designee concerning suspensions which are to exceed ten (10) school days and all recommendations for expulsion. In such cases, the Principal will notify the student and parents/guardians in writing of his/her intent to recommend extended suspension or expulsion.
2. The administrator processing the suspension is to record all pertinent information concerning the disciplinary action being taken. This will become part of the student's behavioral record.

3. The administrator is to advise the student of the meaning of suspension, the reason for suspension, and the length of the suspension. In the event the student is not available, this information will be communicated to the parent or guardian.
4. Whenever possible, the parent or guardian will be told of the suspension before the student will be released from school. This will be done via phone or other communication venue. In the event the parent or guardian cannot be reached, the administration will:
  - a. Send the student home and request the parent call the school; or
  - b. Keep the student in the office until the school day is over and request a telephone call by the parent to the school by 9 a.m. the following day.
5. A Notification to Parent Regarding Suspension letter will be sent to the parent or guardian within twenty-four (24) hours of the suspension. The letter will request the parent call the administrator in the event they have not yet discussed the matter.
6. Students and/or parents/guardians who feel the suspension is not justified may resort to the following Appeal procedure:
  - a. The student is to leave the school premises following a suspension and place a telephone call to the Principal's office if they wish to request a hearing.
  - b. A hearing with the Principal, or the designee in the case of absence, will be arranged for no sooner than the following day.
  - c. If the student and parent/guardian are not satisfied at this point, a hearing may be requested with the designee of the Superintendent within no more than two (2) working days. The parent/guardian must complete the appeal form in the Principal's office, to be forwarded to the Superintendent's office.
  - d. Further appeal will be made as determined by the Superintendent.
  - e. The student and parent/guardian may have representation of counsel or may choose to have representation from some other source at any of the above levels.
7. Under no circumstances will a student be reinstated following a suspension without a parent or guardian conference.
8. All suspensions will be reported to the Principal or the designee in the case of absence on the day of the suspension.
9. The administration considers matters of individual suspension to be confidential information. We will, therefore, not discuss the disposition of any case involving a student with any person other than school personnel and parent or guardian unless given written authorization by the parent or guardian to release information or to discuss the matter with a designated representative. The parent or guardian will be required to sign a "Release of Information" card which will be available in the office. This is not intended to preclude the right of the school to provide information to law enforcement agencies regarding students.

# Lunch & Cafeteria Rules

## General Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table.

Students shall remain seated until the lunch tone rings. Students are expected to clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

## Open Lunch Rules

Open Lunch is a privilege extended to seniors (15 or more credits) who wish to leave the school grounds and adjacent areas during their assigned lunch periods **only**. This privilege is predicated on the belief that pupils as they enter their final years of high school should be trusted to make mature decisions and act responsibly.

The open lunch privilege requires a partnership among the school administration, parent/ guardian and the student.. A parent may withhold permission for his/her child to participate in open lunch.

The decision to grant the open lunch privilege to seniors shall be made on an annual basis. The high school principal may revoke this privilege at any time to the entire senior class if there is a substantial pattern of violation of the rules governing open lunch.

Students who fail to meet their responsibility may forfeit the privilege altogether and may be subject to other disciplinary actions.

## Code of Conduct for Open Lunch

The decision to grant the open lunch privilege to seniors requires that eligible seniors **will**:

1. Leave campus only during the assigned lunch periods, (students must sign out in their **arena** upon leaving);
2. Return on time to **their arena** after the assigned lunch period through the designated doorways, and sign in at the office
3. Demonstrate respect for arenas in session by not making a disturbance when leaving or returning from lunch;
4. **Wear the student ID card upon reentry to school during lunch periods and be prepared to show their ID card at anytime.**
5. Demonstrate good citizenship by not loitering or littering while off school grounds;
6. Obey all State laws governing the safe operation of an automobile and
7. Adhere to the Code of Conduct as outlined in the Student Handbook.



### **Eligible seniors will not:**

1. Transport or promote the leaving of school grounds by 10<sup>th</sup> or 11<sup>th</sup> graders.
2. Engage in any behavior that is harmful to themselves or others.
3. Bring purchased food into building for themselves or other students in violation of the lunch program grant from the State of Michigan.

### **Pupil and Parent Agreement of Open Lunch Contract**

An open lunch agreement that outlines the conditions for granting the privilege will be distributed to all eligible seniors. The agreement must be signed by both the parent and pupil indicating that these conditions have been reviewed and accepted and returned to the high school. Parent and student signatures indicate acceptance of full responsibility for student actions and safety upon exit from the building. For safety reasons, any student leaving school grounds **must** sign out upon leaving, and sign in, upon returning to school.

### **Revocation of Open Lunch Privilege**

Seniors who violate the Open Lunch Policy will receive the following consequences:

1. First violation – Student will remain on campus during lunch for ten (10 ) school days during assigned lunch periods
2. Second violation - Students will remain on campus during lunch for twenty (20) school days. Parents will be contacted.
3. Third violation – **Open Lunch privilege is revoked**. Students will remain on campus during lunch period for the remainder of the school year. Parents will be contacted.

### **Cafeteria Rules**

1. Loud talking, yelling, screaming, and other disruptions are prohibited.
2. Students shall not throw food, drinks.
3. Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
4. Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
5. Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
6. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
7. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
8. Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.



## **Internet Acceptable Use**

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## **Unacceptable Use**

The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software;
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

## **Network Etiquette**

The user is expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

## **No Warranties**

The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **Indemnification**

The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

## **Network Security**

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

## **Vandalism**

Vandalism will result in cancellation of privileges and other disciplinary action.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

## **Copyright and Web Publishing Rules**

Copyright law prohibits the republishing of text or graphics found on the Web without express written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted.

If possible, the notice should also include the Web address of the original source.

2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

4. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

### **Use of Electronic Mail**

The E-mail system is owned and controlled by the school district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user.

Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

2. Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

3. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all e-mail messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.

5. Use of the District’s e-mail system constitutes consent to these regulations.

### **Non School Sponsored Publications/Websites**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

## **Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment, Personal Effects of Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dog.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **Drugs, Alcohol & Tobacco**

Except for prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco any product( including but not limited to vapes) or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or

substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school-related events at any time, this includes medical marijuana. This prohibition shall include all school-sponsored or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

### **Attendance at School Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as attending school in grades 9-12 or not more than 20 years of age, and determined to be "in good standing" as determined by school administration. A student's prior disciplinary record may be considered when determining "good standing," and a background check may also be completed. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon.
3. Vandalize or steal.
4. Haze other students.
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted as soon as reasonably possible. The school may also impose other discipline as outlined in the school's discipline code.

### **Education of Students with Disabilities**

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services. The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term “student with a disability” means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

## **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education of Section 504 students will be expelled if the student’s misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

## **Student Privacy Protections**

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

## **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

## **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

## **Student Records**

School student records are confidential and information from them will not be released other than as provided by law. A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

### **Right to Inspect**

You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.

### **Right to Request Amendment**

You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official

decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

### **Right to Prevent Disclosures**

You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

### **Right to File a Complaint**

You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
600 Independence Ave, SW  
Washington, DC 20202-4605

### **Right to Obtain Policy**

You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Human Resources  
3 West Van Buren Street  
Battle Creek, MI 40917  
269-965-9476

### **Right to Object to Release of Directory Information**

Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information the Board of Education has designated the following personally identifiable information contained in a student's education record as directory information: the student's name, participation in recognized activities, grade placement, and honors and awards received. The full policy regarding directory information may be reviewed in Section 8940 of Battle Creek Public Schools Board Policy Manual available for review at central administrative offices located at:



3 West VanBuren Street  
Battle Creek, MI 49017

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

You have three weeks from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to:

Office of Student Services  
3 West Van Buren Street  
Battle Creek, MI 49017  
269-965-9482

### **Family Educational Rights and Privacy Act (FERPA) Definitions**

For purposes of this law, the school district defines the following:

Directory information is defined currently as information of current and former students that would not generally be considered harmful or an invasion of privacy if disclosed. School districts may disclose directory information without consent.

A School Official is a person who is employed by the school as an administrator supervisor, instructor or support staff member; or a parent or board member serving on an official committee such as a disciplinary committee. Legitimate Educational Interests: the need for a school official to review an educational record in order to fulfill his or her professional responsibilities.

Contractors/consultants are persons or persons employed by companies with whom the school has a written contract to provide services to the district in place of the district's own employees or officials (such as an attorney, consultant or therapist).

### **USA Patriot Act**

(Uniting and Strengthening America by Providing Appropriate Tools Required To Intercept and Obstruct Terrorism) PL 107-56 (Oct 2001)

This law is an amendment to FERPA (Family Educational Rights and Privacy Act). It permits representatives of the United States Attorney General to obtain student records without parental consent or notification.

### **Age of Majority**

Although students, 18-years or older are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access or control of their student records;
2. Represent themselves during disciplinary conferences and be the addressee for their grade reports;
3. Are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

### **Requests from Military or Institutions of Higher Learning**

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

### **Teacher Qualifications**

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

1. Whether the teacher has met State certification requirements;
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. The teacher's college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
5. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

## **Standardized Testing**

Students and parents/guardians should be aware that students in all grades will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## **Parental Involvement (Title 1)**

The school annually has a meeting for all parents/guardians. At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child.

Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides parents/guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;

2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to school administration.

### **English Language Learners**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs

For questions related to this program or to express input in the school's English Language Learners program, please contact school administration.

### **Pesticide Application Notice**

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact school administration.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

## **Mandated Reporters**

School teachers, counselors, social workers, interventionists and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

## **Cell Phones**

Student use of cell phones other electronic devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Abuse of this privilege will result in consequences beginning with confiscation of the device, parent conference with the PBIS Success Team, after school intervention, suspension or loss of other privileges such as participation in school trips, internships, proms and potentially graduation exercises.

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Restrooms, and all School Office Areas.

Students must comply with staff directives, including but not limited to, ending phone conversations for student-staff interaction and using appropriate voice volume and device volume. Cell phones must be in silent mode so that no audible ring tone is heard.

Students using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable be reported to the Battle Creek Police Department.

*The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during lunch period and any other school area except those listed above. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration). Violation of the cell phone rule as stated above will result in the confiscation of the device according to the following ladder of disciplinary action:*

First Offense ~ the device will be held in the assigned Arena office until the end of the school day. Students may pick up their phone following a behavioral contract review of this policy at the end of the school day in the Principal's office, room 205.

Second Offense ~ the device will remain in the main office until Friday. The Administrator will issue a receipt for the phone and establish contact with a parent or guardian.

Third Offense ~ An Administrator will establish parent contact and the confiscated device will remain in the main office until it is picked up by a parent or guardian.

*\*It should be noted that refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher or administrator is a violation of student handbook. Insubordinate behavior is punishable by after school intervention, suspension, exclusion from school events, inclusive of graduation and or involuntary transfer proceedings.*

#### Policy Bullet Points

- Cell phones are prohibited from use in classrooms and any other area in which academic work is being done unless otherwise instructed by the teacher.
- Cell phones and other devices are not permitted to be charged in the school.
- Cell phones are not to be used in bathrooms.

Once inside the school, students must store their cell phones/electronic device in a location that is not visible to the teacher or other students, even though they are on SILENT. It is YOUR responsibility to keep your things secure.

If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if you are caught using it on campus during class time, a staff member may confiscate the device.

# **Addendum COVID-19**

## **Visitors**

To ensure the health and safety of staff and students it is important that we minimize the amount of traffic in and out of the school building. Parents/Guardians and visitors will not be allowed to enter the school building, past the designated check point area as a health and safety precaution. In cases of an emergency or other extenuating circumstances, visitors may be allowed to enter other areas of the school premises but will be required to wear a face covering and may need to comply with health screening and sanitizing procedures upon entry.

## **Face Coverings**

Staff, students and visitors are required to wear face coverings. Face coverings must cover your nose and mouth. If students have health issues that restrict them from wearing a face covering of any kind a doctor's note must be provided to the school building.

## **Late Arrivals & Early Departures**

We discourage late arrivals and early departures. Students participation in the full day of school is critical to their learning. To ensure the health and safety of staff and students it is important that we minimize the amount of traffic in and out of the school building. We do understand that emergencies may arise where late arrivals and early departures are necessary.

### Late Arrivals

- 1.) Enter the building through the designated entry point and/or school vestibule area.
- 2.) Utilize the buzzer system, if available to notify the office of your presence.
- 3.) Students, parents and visitors must wear a face covering
- 4.) Students will be signed in at the check in point and will then be escorted to their destination by a staff member
- 5.) Parents/Guardians and visitors will not be allowed to enter the school building, past the check in point as a health and safety precaution.

### Early Departures

- 1.) Parents/Guardians must call in early or send a note notifying the school office of the early pick up reason and time that they will arrive at the school building. This will allow the school time to prepare the student for departure.

- 2.) Enter the building through the designated entry point and/or school vestibule area.
- 3.) Utilize the buzzer system, if available to notify the office of your presence.
- 4.) Students, parents/guardians and visitors must wear a face covering
- 5.) Students will be escorted to the check in point by a staff member
- 6.) Parents/Guardians will need to sign students out at the check in point
- 7.) Parents/Guardians and visitors will not be allowed to enter the school building, past the check in point as a health and safety precaution.

### **Students experiencing illness**

- 1.) Will be quickly separated from other students/staff until picked up by parent/guardian
- 2.) Students who are sick will need to go home or to a healthcare facility depending on the severity of their symptoms.
- 3.) Staff will make contact with parents/guardians to arrange for immediate pick up
- 4.) If staff are unable to quickly connect with the parent(s)/guardian(s), staff will begin contacting those who have been listed as emergency contacts to arrange transportation.
- 5.) The school will provide parents/guardians with Stay at Home/When to Return to School information.

If staff are unable to connect with anyone who is able to pick up the child, the school may contact public safety to assist with transporting the student; i.e; police department, ambulance, etc.



# Parent/Guardian W.K. Kellogg Preparatory High School Handbook Acknowledgement

Dear Parent/Guardian,

Please complete the following form and return to the school office no later than five (5) days after reviewing and/or receiving the Student Handbook.

I certify that I am the parent/guardian of the following W.K. Kellogg Preparatory High School student(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

By signing below, I acknowledge that I have reviewed and/or received the W.K. Kellogg Preparatory High School 2020-2021 Student Handbook and reviewed it with my child(ren). I understand this handbook may be amended during the year without prior notice. Changes to the 2019-2020 Battle Creek Central High School Student Handbook will be effective immediately. The administration will make every effort to notify all parents and students, when possible, of any changes to the handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date