

BELIEVE *in the*
CHANGE SM



BATTLE CREEK CENTRAL HIGH SCHOOL STUDENT HANDBOOK



2021-2022

BATTLE CREEK PUBLIC SCHOOLS • BATTLE CREEK, MI



BEARCATS



BATTLE CREEK PUBLIC SCHOOLS ADMINISTRATION OFFICES

3 West Van Buren Street Battle Creek, MI 49017 (269) 965-9465

BOARD OF EDUCATION

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Kyra Wallace — Vice President
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Kimberly M. Carter, Ed.S.

MISSION

The purpose of Battle Creek Central High School is to create a safe, engaging, diverse environment for learners. We foster collaboration through clear and effective communication to inspire critical thinkers and problem solvers to enrich our community as well as our world.

VISION

Every Bearcat Graduates Community, College, and Career Ready!

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PORTRAIT OF A BATTLE CREEK CENTRAL HIGH SCHOOL GRADUATE

Every Bearcat Graduates Career, College and Community Ready!



BELIEVE *in the* **CHANGE**



The purpose of Battle Creek Central High School is to create a safe, engaging, diverse environment for learners. We foster collaboration through clear and effective communication to inspire critical thinkers and problem solvers to enrich our community as well as our world.

TO BE CAREER, COLLEGE AND COMMUNITY READY, A BEARCAT WILL:

LEARN

- ▶ Exhibit career and college readiness with a BCCHS diploma
- ▶ Demonstrate the ability, knowledge, confidence, creativity and initiative to take ownership in problem-solving and goal-setting
- ▶ Understand the evolving role of technology in industry and society
- ▶ Engage in project based learning, applying classroom knowledge to solve the problems of today and tomorrow
- ▶ Demonstrate an understanding and appreciation of cultural and social differences

CONNECT

- ▶ Communicate effectively and responsibly to express ideas through speech, writing and multimedia
- ▶ Respect, value and embrace the diversity of others, as an inclusive leader, with an openness to new and unique ideas
- ▶ Collaborate with the community through volunteer experiences and civic engagement
- ▶ Take responsibility for actions and keep commitments
- ▶ Show compassion for others

EXPERIENCE

- ▶ Explore career and educational opportunities through field trips, Career Fairs, college visits, job shadows and internships
- ▶ Integrate and apply classroom knowledge to explore and navigate the world
- ▶ Create a professional digital portfolio aligned with 21st century employability skills
- ▶ Use hands-on career related experiences to build a toolbox of professional skills
- ▶ Engage challenges with confidence and a willingness to take risks

GROW

- ▶ Innovate and think creatively to individually and collectively impact our community and the world
- ▶ Identify problems, create solutions, and effectively communicate processes and evidence of success
- ▶ Possess and apply skills necessary for independence
- ▶ Act with honesty, authenticity and sincerity
- ▶ Convey a positive sense of self, self-worth and purpose
- ▶ Commit to achieving their goals as lifelong learners, displaying resiliency, persistence, adaptability and a strong work ethic

GENERAL SCHOOL INFORMATION

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

The School Board has agreed to hire the following administrative staff to operate the school:

- Noah Hollander, Executive Principal
- Toni McClenney, Health and Human Services/Gold Academy Principal
- Susan Basso, Business, Engineering and Industrial/Blue Academy Principal
- Tyler Gilland, Freshman Academy Principal
- Charles Seils, Athletic Director

BATTLE CREEK CENTRAL TIME SCHEDULE 2021-2022

BATTLE CREEK CENTRAL HIGH SCHOOL

Student Hours..... 7:30 a.m. – 2:40 p.m.
 Welcome Center Hours..... 7:00 a.m. – 3:00 p.m.

MATH-SCIENCE CENTER

Sophomores and Freshmen..... 7:40 a.m. – 10:45 a.m.
 Seniors and Juniors..... 11:35 a.m. – 2:40 p.m.

CALHOUN AREA CAREER CENTER

Morning Session 7:45 a.m. – 10:30 a.m.
 Afternoon Session 11:50 a.m. – 2:35 p.m.

BCCHS QUICK REFERENCE GUIDE FOR PARENTS**School Address**

100 Van Buren Street West
Battle Creek, MI 49017

Welcome Center

Staci Klotz, Registrar	(269) 965-9531
Asia Robinson, Secretary	(269) 965-9527
Alexis Benjamin, Secretary	(269) 965-9526

Student Absence Call-in Phone Number: (269) 965-9570

Teacher Voice Mail*: (269) 965-9790

*If teacher's voice mail number is known, enter that number. Otherwise, enter the first three letters of a teacher's last name to access their voicemail.

Principal's Office

Noah Hollander, Executive Principal	(269) 965-9531
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Freshman Academy

Tyler Gilland, Academy Principal	(269) 213-3740
Candice Potts-Prater, Academy Counselor	(269) 213-3710
Durant Crum, Academy Interventionist	(269) 213-3741

Health and Human Services/Gold Academy

Toni McClenney, Academy Principal	(269) 213-3601
Tiffini Hollins, Academy Counselor	(269) 213-3602
Caitlyn Cubberly, Academy Interventionist	(269) 213-3656

Business, Engineering and Industrial/Blue Academy

Susan Basso, Academy Principal	(269) 213-3546
Summer Washington, Academy Counselor	(269) 213-3503
Sam Campbell, Academy Interventionist	(269) 213-3621

Athletic Department

Charles Seils, Athletic Director	(269) 965-9536
Paula Garrett, Administrative Assistant	(269) 965-9536
	(269) 965-3851 Fax

Grace Health Student Health Center (269) 965-9539

The Battle Creek Central 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.

A/B DAY DAILY SCHEDULE

Scholars with 1st Lunch		Scholars with 2nd Lunch	
7:30 - 8:55	1st/2nd Hour	7:30 - 8:55	1st/2nd Hour
9:02 - 10:27	3rd/4th Hour	9:02 - 10:27	3rd/4th Hour
10:32 - 11:02	5th Hour Advisory	10:32 - 11:02	5th Hour Advisory
11:02 - 11:39	Lunch	11:02 - 12:31	6th/7th Hour
11:39 - 1:06	6th/7th Hour	12:31 - 1:06	Lunch
1:13 - 2:40	8th/9th Hour	1:13 - 2:40	8th/9th Hour

WEDNESDAY (C) DAILY SCHEDULE

Scholars with 1st Lunch		Scholars with 2nd Lunch	
7:30 - 8:15	1st Hour	7:30 - 8:15	1st Hour
8:22 - 9:07	2nd Hour	8:22 - 9:07	2nd Hour
9:14 - 9:59	3rd Hour	9:14 - 9:59	3rd Hour
10:06 - 10:51	4th Hour	10:06 - 10:51	4th Hour
10:58 - 11:30	Lunch	10:58 - 11:43	6th Hour
11:30 - 12:18	6th Hour	11:43 - 12:18	Lunch
12:24 - 1:09	7th Hour	12:24 - 1:09	7th hour
1:14 - 1:49	8th Hour	1:14 - 1:49	8th Hour
1:55 - 2:40	9th Hour	1:55 - 2:40	9th Hour

1/2 DAY SCHEDULE ALL SCHOLARS A/B DAY

7:30 - 8:13	1st Hour
8:20 - 9:03	2nd Hour
9:10 - 9:53	3rd Hour
10:00 - 10:45	4th Hour

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 Coordinators at the following addresses:

For Title IX and For Title VI:

Director for Human Resources
 Patricia McCann
 3 West Van Buren, Battle Creek, MI 49017
 269-788-6900
 Director of Student Services & Pupil Accounting
 Monique Cheeks
 Attendance & Truancy Interventionist
 Rebecca Bolden
 3 West Van Buren, Battle Creek, MI 49017
 269-965-9482

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, 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.

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

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

VISITORS

All visitors, including parents and siblings, are required to enter through the designated doors of the school 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 himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Visitor parking is located in front of the Football Stadium.

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 by the district office (available in the school office) and also be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. Teachers who desire parent volunteers will make a request for approval. 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.

INVITATIONS & GIFTS

School officials will not distribute invitations, gifts, flowers, etc. to students. Gifts must remain in the school office(s).

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 the building, while in the building during the time that free lunches are being served. All food purchased outside of the building must be consumed outside of the building. Students are allowed to pack their own lunches.

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 child'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 district office and the school principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

STUDENT ACTIVITIES

Battle Creek Central High School sponsors student activities designed to enrich each student's high school experience and further develop our sense of community at Battle Creek Central.

Homecoming consists of a weeklong celebration of Battle Creek Central both past and present. Homecoming Activities include: spirit theme for each day of the week, Powder Puff Football, class float building, bonfire, pep rally, election of a Homecoming Court, and a homecoming game. The Homecoming court will be introduced at the homecoming game and Homecoming King and Queen will be named. These are honorary titles awarded to students chosen in an election prior to Homecoming.

Junior Senior Prom is a junior/senior formal dance for BCCHS students deemed to be in good standing. BCCHS sophomores and freshmen may attend as guests of a junior or senior. Any non-BCCHS student must be approved by the administration. This approval will be granted or denied at the administrator's sole discretion and without further explanation. Admission to the prom event may require that students pass through a security screening. Students and guests may be denied admission to the prom event or removed from the event if the security screening staff or school staff have reasonable suspicion that they have engaged in any behavior prohibited in the student handbook or have otherwise violated site rules. A Prom Court will be nominated and introduced during the dance and a prom Queen and King will be named. These are honorary titles awarded to students chosen in an election prior to the prom. Homecoming or Prom Court a student must meet each of the following criteria:

- Be a senior.
- Have a minimum cumulative grade point average, designated by the school.
- Have an attendance rate of at least 90% for the current and prior semester. Exceptions to this requirement will be granted for documented medical issues only.
- Have no assigned in-school or out of school suspensions from the prior school year and the current semester.

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.

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.

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.

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.

- a.) 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 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:

- 1.) Illness
- 2.) Recovery from an accident
- 3.) Required Court Appearance
- 4.) Professional Appointments

- 5.) Death in the immediate family
- 6.) Observation or celebration of a bona fide religious holiday
- 7.) 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 disciplinary action 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 at 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 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. All car riders should be dropped off in the parking lot on Van Buren Street.

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. All car riders should be picked up in the parking lot on Van Buren Street.

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.

For information on homebound or hospital instruction, contact the Student Services Department at 269-965-9482.

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.

HOMEWORK

DISTRICT VISION FOR ASSIGNING HOMEWORK

Battle Creek Public Schools believes that homework will help students to achieve academically, as well as to develop good study habits, promote positive attitudes toward school, and communicate to students that learning takes place outside the school walls.

BENEFITS OF HAVING STUDENTS DO HOMEWORK

- Academic skills are reinforced and long-term study habits are established
- Greater self-direction, increased self-discipline, better time management skills, more independent problem solving
- Greater parental appreciation of and involvement in schooling

CHARACTERISTICS OF EFFECTIVE HOMEWORK:**Homework Do's**

- A clear purpose will be established by the teacher for assigning it.
- All homework will fall into one of three categories: practice, preparation, or extension.
- Teachers will make sure student confusion about the homework is cleared up before they leave.
- Teachers will assign homework that the students have the knowledge and skills to be able to successfully complete.
- Teachers will give feedback within 48 hours either whole class or individually to reinforcement proficiency or to clear up common misconceptions.

Homework Don'ts:

- Homework will not be assigned to teach new material
- Homework will not be assigned as punishment

DUAL ENROLLMENT/POST SECONDARY EDUCATIONAL OPTIONS ACT

If a student in eighth grade or higher becomes eligible, that student may choose to enroll in a post secondary enrollment as part of their high school education. This means that under certain conditions, the student may enroll and take college or university courses and the school district will pay the student's tuition. Please see your child's school counselor for additional information. High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. Students who fail classes that they are dual-enrolled in, will be responsible for the costs related to those classes. Students will be responsible for the costs associated with all dual-enrolled classes that they enroll in above the maximum number allowed. The following requirements apply to such courses of instruction:

1. Application and admission to the postsecondary institution are the responsibility of the student.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal.
3. Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript.
4. The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal in a timely fashion.
5. Tuition for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act. A student who successfully completes a dual enrollment course may receive credit at both the college and high school level.

CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS

CORRESPONDENCE COURSES

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools.
2. The student assumes responsibility for all fees; and
3. The building principal approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

DISTANCE LEARNING COURSES, INCLUDING VIRTUAL OR ONLINE COURSES

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by a provider approved by the superintendent or designee;
2. The course is not offered at the student's high school or the student is unable to take a course offered by the high school due to scheduling constraints;
3. The student may be required to assume responsibility for all fees (including tuition and textbooks); and
4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning, virtual or online courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section may not apply to courses offered for credit recovery.

EXCHANGE PROGRAMS

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Michigan and the School Board. The board may grant a certificate of attendance to exchange students. District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

SUMMER SCHOOL AND INDEPENDENT STUDY

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

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.

EQUIVALENCY EXAMS

With administrative approval, students may demonstrate mastery in a course and receive credit for the course by taking an equivalency exam (sometimes called an „opt-out“ exam) and earning an acceptable score. The equivalency exams are developed and administered by Battle Creek Central High School staff and are subject to the following guidelines:

1. Any equivalency exam must be taken within the first two weeks of a semester or within the first month of a student's enrollment.
2. Any equivalency exam for a course in which the student has not received a passing grade may not be taken the immediate semester following receipt of the failing grade.
3. To receive course credit, the student must pass the equivalency exam with a score of 77% or higher.
4. An equivalency exam for a course may not be taken more than once. If the student is not successful on the equivalency exam, alternative methods for earning credit must be explored.
5. If an equivalency examination is not a sufficient measure of mastery of course content, the student will be granted high school credit by exhibiting that mastery through other assessments used in the course, which may consist of a portfolio, performance, paper, project, or presentation.
6. In the case of (5) above, school staff will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
7. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose. Students taking equivalency exams who are interested in pursuing post-secondary opportunities should consult college admissions and NCAA policies regarding equivalency exams and pass/fail grades.
8. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation.
9. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
10. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.
11. Credit earned under this policy section is for the course covered by the exam only, not for courses in the same subject area that are lower in course sequence.

HIGH SCHOOL GRADUATION REQUIREMENTS

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

1. Complete all District 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 will be permitted to make up any missed work, including homework and tests when having an excused absence. 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. The school will make every effort to ensure assignments are made available in a timely manner, upon request.

EARLY GRADUATION

Students who will have successfully completed graduation requirements after seven (7) semesters may petition for early graduation. Applications must be submitted to the principal prior to the completion of the student's sixth semester of high school. 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).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the principal and a counselor before the third week of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

BATTLE CREEK CENTRAL HIGH SCHOOL CAREER ACADEMIES DIPLOMA ENDORSEMENT

BCPS will be providing students with the opportunity to earn a Career Academies endorsement in recognition of the skills and knowledge developed by students who fully engage with BCCHS Career Academies. Students who do not complete these components will still be eligible to graduate, but will not receive the additional recognition.

CLASS OF 2024 AND BEYOND

To receive a Career Academies endorsement BCCHS students need to fulfill all four of the following components:

COMPONENT 1: DIGITAL PORTFOLIO

Students must successfully complete their Digital Portfolio aligned with 21st Century Employability Skills.

A key component of the Portrait of a BCCHS Graduate is for each student to “Create a professional digital portfolio aligned with 21st century employability skills.” Students craft this portfolio over the course of their Career Academies experience with the lens of demonstrating their career, college and community readiness. This portfolio will be something they can take with them upon graduation, as well as utilize within Career Academies for mock interviews, industry mentor feedback, job applications and interviews, and their Senior Capstone course.

Upon graduation, each student’s digital portfolio should contain the following components:

- **“About Me” Page:** Students create an auto-biography of themselves to share who they are with prospective employers
- **“My Future” Tab:** What are their goals and aspirations?
- **Resume**
- **References and Letters of Recommendation**
- **Demonstration of Competency in Portrait of a BCCHS Graduate Components:**
 - Students select and include artifacts and evidence which demonstrate how they are meeting the Portrait of a Graduate components. This could include but is not limited to:
 - Artifacts from Project-Based Learning lessons
 - Pictures / photographs with explanation
 - End products / projects from coursework, including but not limited to student-created videos, websites, digital creations, and essays or other written projects
 - Artifacts / evidence from Career Academy programming
 - Artifacts / evidence from extra-curricular and/or community work
- **Reflection Upon their Learning:** Students answer “What have I learned from participating in BCCHS Career Academies?”

COMPONENT 2: CAREER ACADEMIES PROGRAMMING

Students must participate in at least 80% (12/ 15) of the following BCCHS Career Academies student experiences.

- **Career Panels** — Every freshman has the opportunity to learn from professionals from a variety of careers connected to the BCCHS pathways.
 - Students need to attend 75% of panels for credit for this event.
- **Career Exploration Fair** — Every freshman explores the opportunities within different careers pathways by interacting with organizations and businesses from Battle Creek and beyond.

- **Mock Interviews** — Students work directly with potential employers in a series of practice interviews to develop the skills necessary to demonstrate their abilities.
 - Mock interviews happen each year and every mock interview opportunity counts as a separate event.
- **College Visits** — All Freshman have the opportunity to visit both Kellogg Community College and a 4-year college with an enrichment activity tied to their pathway. All Juniors have the opportunity to go on a second visit to a 4-year college.
 - The Freshman visit to Kellogg Community College, the Freshman visit to 4-year college, and the Junior year visit to a 4-year college tied to their pathway each count as separate events.
- **Declaration Day** — Celebrate our Freshmen as they declare their chosen career pathway and join their BCCHS Career Academy.
- **Industry Tour** — Students get a firsthand look at a typical working environment in the career pathway chosen by the student.
- **Job Shadow** — Students learn practical skills necessary to succeed in a career on-site at a pathway partner location.
- **Sophomore Future Track** — Students will have the opportunity to attend a local business in their previously specified career choice.
- **Career Academy Showcase Event** — Students explore a career of personal or professional interest and address the latest trends or issues through focused study and applied research. Present that research at a showcase event.
- **Career, College and Community Signing Day** — BCCHS Seniors reveal their post-secondary choices and celebrate their career, college, and community goals and achievements.

COMPONENT 3: PATHWAY INTERNSHIP

BCCHS Career Academy students must complete an internship in accordance with the BCCHS Internship Guidelines.

As a central component of Battle Creek Central Career Academies programming, all students will have the opportunity to complete a work-based learning experience prior to graduation. The intent of this experience is not to solely prepare students for a specific job upon graduation in the way that traditional vocational programming does. Career Academies internships, rather, are designed to expose students to an industry of their choosing and to provide broadly defined workplace skills relevant to that career field and the professional world at large.

Pathway internships may be fulfilled through the following options:

- BCCHS Career Academies Partner Organization Internship
- Goodwill Connects Summer Employment
- Pathway-Related Volunteer Hours
- Student-Sourced Employment
- Career Technical Education (CTE) / Work-based Experience Credit

COMPONENT 4: PATHWAY-RELATED COURSES

Students must have an average GPA of 2.0 in pathway-related courses.

- Freshman Seminar
- Career Connections
- Soph. Elective per pathway map
- Junior Elective per pathway map
- Senior Elective per pathway map
- Senior Capstone

The following are acceptable reasons for not meeting the requirements:

1. Events that are cancelled for any reason and are unable to be rescheduled will be removed from consideration.
2. Transfer students will be excused from events prior to their enrollment at BCCHS.
3. Considerations may be made for health-related absences.

MODIFICATIONS FOR THE CLASSES OF 2022 AND 2023

We believe it is important that all students fully understand the requirements for the Career Academies endorsement before the components are required. To ensure this equity, the requirements for the classes of 2022 and 2023 will be modified to reflect the following:

Students in the Class of 2022 must fulfill the following requirements to earn a Career Academies endorsement:

1. Successfully complete their **Digital Portfolio** aligned with 21st Century Employability Skills.
2. Participate in the following two events:
 - **Career Academy Showcase Event** — Explore a career of personal or professional interest and address the latest trends or issues through focused study and applied research. Present that research at a showcase event.
 - **Career, College and Community Signing Day** — BCCHS Seniors reveal their post-secondary choices and celebrate their career, college, and community goals and achievements.
3. Complete a **Pathways Internship** in accordance with the BCCHS Internship Guidelines prior to April 15, 2022.
 - The minimum required hours will be reduced by 50% for the Class of 2022 due to reduced time and community health concerns.
4. Have an average GPA of 2.0 in the following **pathway-related courses**:
 - Junior Elective per pathway map
 - Senior Elective per pathway map
 - Senior Capstone

Students in the Class of 2023 must fulfill the following requirements to earn a Career Academies endorsement:

1. Successfully complete their **Digital Portfolio** aligned with 21st Century Employability Skills.
2. Participate in the following two events:
 - **Career Academy Showcase Event** — Explore a career of personal or professional interest and address the latest trends or issues through focused study and applied research. Present that research at a showcase event.
 - **Career, College and Community Signing Day** — BCCHS Seniors reveal their post-secondary choices and celebrate their career, college, and community goals and achievements.
3. Complete a **Pathways Internship** in accordance with the BCCHS Internship Guidelines prior to April 15, 2023.
4. Have an average GPA of 2.0 in the following **pathway-related courses**:
 - Career Connections
 - Soph. Elective per pathway map
 - Junior Elective per pathway map
 - Senior Elective per pathway map
 - Senior Capstone

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.

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

BUS CONDUCT RULES

The Dean Transportation partners with Battle Creek Public Schools to provide transportation for students to and from school, in order to provide experiences to make the curriculum more meaningful, and to support extra-curricular activities.

A driver cannot drive safely when students on the bus are unruly. The following rules are the basic rules for conduct while on a school bus:

1. Observe the same general conduct as in the classroom.
2. Students may talk in normal tones.
3. No eating or drinking on the bus.
4. Help keep the bus clean.
5. Cooperate with the driver.
6. Unauthorized passengers are not permitted on a school bus at any time.
7. Students must be seated while riding the bus.
8. Respect for the driver and aides on the bus.

DISCIPLINE PROCEDURES FOR BUS CONDUCT VIOLATIONS

At times, the nature of a student's behavior may be serious enough to warrant having their riding privileges denied for a period of time without any prior warning. Generally, a prior warning will be given. When disciplinary action is necessary, a bus conduct report which explains the reason for the reprimand will be issued to the student. There are four (4) copies of the bus conduct report, one each for the parent or guardian, school, transportation office (to be kept on file), and follow-up by the Transportation Director. The parent's copy will be given to the student who will be instructed to give the bus conduct report to his/her parent or guardian to be signed and returned to the driver. The student will not be allowed to ride the bus again until the signed bus conduct report is returned to the driver. An additional copy will be mailed to the address on file. A parent or guardian signature on the report is needed to ensure that the parent or guardian is aware of the problem. Other methods of parent contact may be used when necessary. It is important for the parent or guardian to understand that exclusion from the bus is not exclusion from school. This means continued attendance at school is expected, parents must transport the student to and from school when they are suspended from bus privileges. The high school may also issue a discipline consequence for students who receive bus violations.

Any questions or complaints regarding the bus conduct report by the parent or guardian must be made to the Director of Transportation, 315 West Goodale Avenue, 965-9435.

PARKING

The student parking is located on Champion Street, next to Post Stadium. Students are to register their cars with the Welcome Center and receive a permit for their vehicle. If a student has more than one vehicle, they will need a individual permit for each vehicle. The lot across from the stadium is designated for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration or the police liaison officer.

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 are to lock their vehicles at all times.

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.

INTERVENTIONIST

The high school employs Interventionists 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 five (5) fire drills, two (2) tornado drills, one (1) evacuation drill and two (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.

GRACE HEALTH STUDENT HEALTH CENTER

Success in school often depends upon the overall health of the student. To help Battle Creek High School students succeed, school and community partners created the Student Health Center. The Student Health Center is a Child and Adolescent Health Center Program jointly developed by Battle Creek Public Schools and Grace Health.

PURPOSE

Together, students, parents/guardians and BCCHS staff can help make healthcare 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.

CONFIDENTIALITY

As with all medical records, the Student Health Center 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 Central Health Center 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 Administrative Dean's Office 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.

SERVICES, HOURS, LOCATION

The Grace Health Student Health Center provides care for all students, including minor treatment, health promotion services, immunizations, physical evaluations, health education, and referral to other services as needed. The Grace Health Student Health Center is available to all Battle Creek Central High School students. The Center phone number is 965-9539 and the fax number is 965-9572.

HEALTH CARE PROCEDURE

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

STAFF

The BCCHS Grace Health Student Health Center is staffed by a nurse practitioner, a medical assistant and a clerk. Referral to other community services is available to support the needs of students.

SERVICES AVAILABLE

The Student Health Center allows students to access healthcare when they need it, recognizing that unmet health needs also interfere with learning. The Student Health Center is required to charge for services. Services will be billed to your health insurance when appropriate. **NO ONE WILL BE DENIED SERVICES IF UNABLE TO PAY.** This policy is a requirement from the Michigan Department of Community Health for the Student Health Center to continue to receive funding. Payment will be based on a student's income and a sliding fee scale. We believe this will result in no charge for the service if the student does not have health insurance to cover their care. If you have any questions regarding this policy, please contact the Student Health Center. Applications for the MICHild Healthy Kids insurance program are available at the Student Health Center.

- Immunizations (with consent form)
- Physicals for school, work, sports, camp (available by appointment)
- Monitoring of chronic illness (i.e., random blood glucose testing/nebulizer treatments)
- Health Education
- Treatment for minor health problems/injuries
- Prescriptions for minor health problems/illnesses
- Lab tests for minor health problems/illnesses
- Over-the-counter medications such as Acetaminophen (Tylenol), Ibuprofen (Advil), cough drops, chewable antacids, and ointments such as triple antibiotic, Benadryl and Cortaid
- Basic emergency care
- Diagnosis of sexually transmitted diseases
- HIV testing and counseling
- Pregnancy testing
- Counseling for mental health problems

SERVICES NOT AVAILABLE

No birth control pills or devices are dispensed or prescribed at the Grace Health Student Health Center. No abortion counseling, referrals, or services are provided.

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, Student Health Center medical staff 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 and a copy of the incident form will be sent to the Office of Student Services.

The Grace Health Student Health Center will provide notification to parents and students in compliance with the Health Insurance Portability and Accountability Act of 1996.

IMMUNIZATIONS

In December, 2014, the Joint Committee on Administrative Rules approved a new educational requirement for Michigan parents opting their children out of getting vaccinated before entering school. The new rule allows parents/guardians to have the opportunity to speak with a health educator from their local health department about their concerns and questions regarding immunizations prior to the nonmedical waiver being signed.

Any parent/guardian who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department. The new rule requires the use of the State of Michigan non medical waiver form dated January 1, 2015.

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" available at the Health Center.

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/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. Hall Passes will be issued for emergency situations only. Students will be required to have a verified hall pass, properly filled out and signed by the instructor. Students without a verified hall pass may be assigned a hallway violation, which may result in a detention.
7. 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.
8. **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

ELASTICITY CLAUSE

1. Violations listed in the District Code of Conduct are the most common school violations and the minimum penalties.
2. Some violations of a more serious nature will result in more severe disciplinary action.
3. Violations listed in the District Code of Conduct are not all-inclusive. Additional violations may result in disciplinary action.
4. Repeated violations will result in more severe disciplinary action.

TYPES OF DISCIPLINARY ACTIONS

1. Detention Time (kept before/after school, during lunch or outside of normal school hours)

– Detention time is assigned to students by teachers or administrators for minor violations of school policies such as tardiness, misbehavior in class, etc. Parents/guardians will be notified in advance when their child is detained.

2. Suspension – Suspension is the removal from school for a designated period of time because of a violation of school rules or regulations (principals may suspend students for ten days). The student is not allowed on school premises during the school day and may not participate in any school activity such as athletic events, music concerts, plays, etc., during the duration of the suspension. The suspension is an excused absence.

3. Long-Term Suspension – This is the removal from school by the Superintendent, or a person designated by the Superintendent, for periods of time beyond ten (10) days. Such action may be taken for cases of “gross misbehavior,” “persistent disobedience,” or conduct which endangers the safety and security of other students, staff, or the school district.

4. Expulsion – This is removal from school on a permanent basis. The action may be taken by the Superintendent, or a person designated by the Superintendent.

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 Superintendent and/or the Superintendent's designee will be notified of this action by the Principal. The Principal will make all recommendations to the Superintendent and/or the Superintendent's designee, concerning suspensions which are to exceed ten (10) school days and all recommendations for 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 telephone conversation. In the event the parent or guardian has no telephone or cannot be reached by telephone, the administration will:
 - a. Send the student home and request a call to the school; or,
 - b. Keep the student in the office until the school day is over and request a telephone call to the school by 9:00 a.m. the following day.
5. A written correspondence letter will be sent to the parent or guardian within twenty-four (24) hours of the suspension with a request for a call to 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, an appeal meeting/hearing may be requested with the Superintendent or designee within no more than two (2) working days. The parent/guardian must submit a request for appeal in writing to the Principal's office, to be forwarded to the Superintendent or designee'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. A re-entry meeting with the parent is expected following a suspension, prior to the student returning.
8. All suspensions will be reported to the Principal or the designee in the case of absence on the day of the suspension.

The administration considers matters of individual suspension to be in the nature of 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.

Please see the District Code of Conduct for further discipline information.

(Available at your school office and on the district website)staff, or other individuals.

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.

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.

OPEN LUNCH RULES

Junior or senior students who have earned and received open lunch privileges may leave campus or proceed to the cafeteria during lunch. Building administration must approve an open lunch for all students. School rules continue to apply to students who leave campus during the lunch period. The following rules shall be observed and abided by during lunch:

1. Students shall choose whether they will leave campus or stay in the cafeteria during lunch each day.
2. Students leaving campus must do so immediately upon dismissal from class.
3. Students shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.
4. Students leaving for or returning from open lunch must display their open lunch lanyard at the door.
5. Students who choose to stay in the school for lunch shall immediately proceed to the cafeteria. Students shall obey all cafeteria rules during lunch.
6. If students are utilizing a vehicle to go to their chosen destination, students must obey all traffic laws and school rules while off campus. Drivers shall pay particular attention around the school where there is a high concentration of students leaving the building for lunch, and shall yield to pedestrians, and obey school zone speed limits. Violations of school rules that occur during lunch may result in discipline.
7. If students are walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
8. Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws, and shall clean up after themselves before returning to school.
9. Students shall return to the school building on-time.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher
2. Failure to complete appropriate coursework
3. Behavioral or safety concerns
4. Excessive tardiness or absences
5. Denial of permission from administration
6. Other reasons as determined by the school

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;
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 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 dogs.

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.

ATHLETIC RULES & CODE OF CONDUCT

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

MHSAA

Eligibility for most athletics is also governed by the rules of the Michigan High School Athletic Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced.

ELIGIBILITY

Please see Athletic Guidelines for eligibility requirements and information. The Athletic Guidelines are available at the Battle Creek Central Athletic Department.

REQUIREMENTS FOR PARTICIPATION

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity. Athletic equipment should not be issued and students must not be allowed to try out or practice until an acceptable signed statement of physical examination and consent has been provided.

1. A current physical examination report (given on or after April 15 of the previous school year) completed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination and which finds that the athlete has passed a physical examination and is physically able to participate in athletic tryouts, practices and contests; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

BEHAVIORAL CONDUCT

Behavioral misconduct by student-athletes will not be tolerated. Behavioral misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

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 product 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 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.

RULES IN EFFECT

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and 24 hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

ABSENCE FROM SCHOOL ON DAY OF ACTIVITY

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: (1) for a medical absence pre-arranged with the coach, or (2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

TRAVEL

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school-approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Please see Athletic Guidelines for more information on Athletic Rules and Conduct. The Athletic Guidelines are available at the Battle Creek Central Athletic Department.

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.

EQUAL ACCESS FOR NON-SCHOOL SPONSORED STUDENT CLUBS

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity. The principal shall grant the group's request and first determining that:

1. The activity has been initiated by students.
2. Attendance at the meeting is voluntary.
3. No agent or employee of the District will promote, lead, or participate in the meeting.
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school.
5. Nonschool persons do not direct, conduct, control, or regularly attend the activity. A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

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:

- Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- Has a record of such an impairment; or
- 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 or Section 504 student 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 a 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.

HUMAN REPRODUCTIVE HEALTH EDUCATION

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the student excused from the class. Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation. If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

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

Please see your school building office for information on the school’s updated school cell phone policy.

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 may 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 may 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 may be 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 may be asked to 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 may 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 may not be allowed to enter the school building, past the check in point as a health and safety precaution.

Students experiencing Illness

- 1.) May be 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.
- 6.) 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.



DEAR PARENT OR 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 Battle Creek Central High School student(s):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

By signing below, I acknowledge that I have reviewed and/or received the Battle Creek Central High School 2021-2022 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 2021-2022 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

BATTLE CREEK CENTRAL ALMA MATER

Loudly let our voices rise
With the praises of thy name;
Joyous let the air resound
Bringing glory and renown
To our alma mater dear.
We wish best health and good cheer
To the one that rates
The Best School in the State.
Battle Creek, we sing thy praise

BATTLE CREEK CENTRAL SCHOOL FIGHT SONGS

ON YE BEARCATS

On ye Bearcats, on ye Bearcats
Crash right through the line
Battle Creek, we're strong for you
Show pep and snap all time
Rah! Rah! Rah!
Play your finest, kick your hardest
Fight on for our name
Fight, fight ye Bearcats, fight
We'll win this game

BEARCATS GO

Bearcats go, Bearcats go
Fight to spread our fame
We're all together big team
Go, go, go
Let us live up to our name
Rah, rah, rah
Bearcats go, Bearcats go
Battle Creek will lead
We will fight, fight, fight '
Til the score is right
Bearcats go, Bearcats go, Bearcats go
(Spell BEARCATS and repeat entire song)

BELIEVE *in the*
CHANGE SM

