

Handbook Changes for the 2021-2022 School Year

School Day Page 11

Students may be present on school grounds before 8:15 a.m. or after 3:30 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor/coach. Other students here prior to 7:30 a.m. or after 3:30 p.m. need to be in the student center. If school is dismissed early, students are expected to leave the school grounds within 20 minutes of dismissal. If the school is doing an online learning day, students are expected to start working with their instructors at 8:30 am.

Arrival at School Page 11

Before school starts, students may enter the building by the auditorium doors on the Northside of the building or the front doors on the Southside of the building. Students are not to enter the building by the main office until after 8:30 a.m. Students are required to sit in the cafeteria until a bell rings at 8:20 a.m. and will have 10 minutes to go to their lockers and then their first-period class. Students are not to be in the hallways or any other part of the building. Students that gain teacher permission are allowed to go to classrooms prior to 8:20 a.m. School begins at 8:30 a.m. Students who are not seated in their 1st-period class seats by 8:30 a.m. are considered tardy and will be marked as tardy for attendance purposes. Students late to 1st period will be counted as tardy by their classroom teacher.

School Office Hours: 7:30 a.m. – 4:00 p.m.

School Hours for Teachers: 7:45 a.m. – 3:45 p.m.

Written Notification of five or more absences Page 12

When a student is absent from school for five days, written notification to the parents/guardians will be made. When a student has received his or her 5th excused absence, a letter and/or phone call will be made by the school and a doctor's or excusal from the BKHS nurse will be required to excuse any further absences that semester. If a student reaches his/her 5th unexcused absence or truant absences in a semester, the student will be referred by the SAT or Administration for interventions.

- Interventions can include counseling, at-risk tracking, referral to the county attorney for truancy, and/or drop from the class.

Tardies Page 12

At the Belmond-Klemme Jr/Sr High School we value our instructional time with students. Being late to class hinders a student's ability to learn, causes students to miss important instruction related to the day's lesson, and chronic tardiness can lead to a serious lack of employability skills such as accountability and work ethic.

Once a student has been tardy 3 times to a class (specific period of the day) within the course of 1 quarter, teachers will recommend to the principal that the student serve one-hour detention after school dismisses for the day or during teacher collaboration time. Detentions can build upon each other. For example, if a student is tardy 3 times to the 2nd period and is also tardy 3 times to 5th period, that student will have to serve 2 hours of detention time during the next school day. Should a student not show for their detention, the detention time will double. Students may serve an in-school suspension if the student fails to show for detentions.

Open Campus Privileges Page 13

The Junior/Senior High (7-12) is a closed campus with the exception of juniors or seniors who may earn open campus privileges during study hall periods, lunch and during PSEO courses that do not require a proxy. Juniors or seniors earn open campus privileges if they meet all of the criteria

- A student has a C+ in all classes. Grades will be checked weekly on Mondays or the first day of student attendance for that week.
- Students can not receive a student referral, removal from the classroom, detentions, or suspensions.
- Students have a parental permission form signed by the parent/guardian and turned in to the office.
- Excessive tardies, as determined by the building principal, or designee, may also disqualify a student from an open campus.
- Seniors receive open campus privileges after the first quarter mid-term and the juniors will receive open campus privileges after the 1st semester is completed. (Returns to pre-covid language)

Admission To Dances Page 19

- All B-K Jr/Sr High School/Alternative School students in grades 7-12 may attend school sponsored dances provided they comply with any conditions established for said dance by school administration. 7th/8th Grade Students may not attend 9-12th grade designated dances, and 9-12th grade students may not attend 7th/8th Grade Dances.
- B-K High School/Alternative School students may be allowed to bring a guest who is not a member of the B-K High School student body to school dances by registering his/her name and the guest's name in the office at least one week before the dance. The guest must be under 21 years of age. Junior high students may not bring guests from outside the school to attend junior high school dances. The sponsor has the right to contact an outside school to ensure the guest is in good standing before allowing admittance.
- B-K High School/Alternative School juniors and seniors and their registered guests, who are under 21 years of age, may attend the prom dance.
- Anyone who leaves the dance will not be readmitted.
- Admission may be denied to anyone based upon the sponsor's or principal's judgment based on due cause.
- Students must meet daily school attendance requirements to attend a dance. They must be in school the ENTIRE day of the dance if on a week day or the prior day if the dance is scheduled on a Saturday. The principal or designee can waive this requirement due to excused absences.

Cheating Page 20

All forms of cheating are unacceptable. Cheating is considered any of the following behaviors:

- Looking at another student's test, independent work (homework, classwork).
- Giving, receiving, or using assistance on a test or independent work (homework, classwork).
- Sharing a calculator or other electronic media to exchange information during a test or independent work (homework, classwork).
- Sharing a computer file with another student to exchange information during a test or independent work (homework, classwork).
- Sharing a test question or answers outside the test setting.
- Copying assignments or independent work (homework, classwork).
- Taking another person's independent work (homework, classwork) or project and turning it in as one's own work.
- Plagiarism. Includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- Using, submitting or attempting to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher.
- Behavior which gives one student an unfair advantage over other students.

- Situations in which a student does less work than assigned because he/she has “borrowed” material from someone else.
- Situations in which a student’s grade is enhanced without the student putting forth the required effort.
- Talking without permission during any classroom situation in which the teacher has given other directions.
- Giving answers or materials to other students without teacher permission.
- Students determined to have met any of the above behaviors will forfeit the opportunity to complete that assignment/test and may in addition to receiving a zero may forfeit other privileges as well including, but not limited to, open campus, etc.

Extra-Curricular & Co-Curricular Activities Page 26

High School:

Band
 Baseball*
 Blueprint (school newspaper)
 Basketball*
 Cross Country*
 Golf*
 Track*
 Cheerleading*
 Choir
 Diversity Team
 FFA
 ESports
 Football*
 Jazz Band, Mike Stittsworth
 New Group
 National Honor Society

Junior High:

Band
 Baseball*
 Basketball*
 Cross Country*
 Track*
 Choir
 Football*
 Softball*
 TAG
 Student Council
 Volleyball*
 Wrestling*
 Trap Shooting Team
 Robotics
 FFA
 ESports

Food & Drink Page 27

The Student Center is where you may eat and drink in the morning prior to the school day. However, at no time during the school day, can soda or energy drinks be consumed anywhere in the building without the principal or his/her designee’s, approval. Students are expected to keep this area clean. Food and drink, with the exception of water, are not to be taken into classrooms unless pre-approved by the teacher.

Habitual Referrals Page 27

An excessive number of office referrals will be treated as a major disciplinary problem if in the administration’s judgment the excessive referrals have created a disruption to the learning of other students and caused a dysfunctional use of time to the educational process.

- First Offense—Nomination for At-Risk and Meeting with the At-Risk Team to determine eligibility, Parent conference, ISS, suspension 1-10 days.
- Subsequent Offenses—Automatic determination of eligibility for At-Risk, ISS, removal from the class (placement in an alternative setting), Alternative School assignment, 1-180 day suspension, expulsion.

Lockers Page 30

Student lockers and desks are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. Backpacks

should be stored in student lockers, and not brought into the classroom unless pre-determined as necessary by a nurse or administrator on a case-by-case basis. It is the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair the damage done to a student's locker and desk are charged to the student. Lockers are not to be shared or used to store other student's items. It is the student's responsibility to see that the locker is locked at all times and students are not to give their combination to any other student. Students are responsible for what is in their assigned lockers.

Summer School Page 47

Summer School may be required for all junior high students who fail the semester of any core class. Core classes include math, science, English, and social studies. If a student decides not to take summer school, the student will repeat the classes they failed. High School students have the option of enrolling in Summer School to complete a failed class. The length of the summer school session will be twenty days. All Math classes will be retaken with a certified math instructor due to the fundamental need for skill acquisition to occur in order to be successful at the next level.