

Muriel Williams Battle High School

Established August 2013

**7575 East St. Charles Road
Columbia, Missouri 65202**

Para comunicar con alguien en español, contáctele a Leslie Aguilar por extensión 38053 o mándele correo a LeAguilar@cpsk12.org.



2023-2024 Student Handbook

MISSION STATEMENT:

"Battle High School will empower and equip the leaders of tomorrow in the disciplines of academic excellence and social responsibility" (adopted 2013)

TABLE OF CONTENTS

Student Advocacy	4
Principal's Welcome.....	5
Dr. Muriel Battle	6
Battle High School... A Legacy Continues...	
Mission and Vision	7
Battle Anthem	8
Spartan Alliance & Important Information	
Spartan Alliance Welcome and Information.....	9
District Calendar	10
Campus Map	11 - 12
Contact Information	13
Bell Schedule	14
Daily Procedures and Processes	
Daily Announcements	15
Contacting Students	15
Student Attendance	15
Absence Classification.....	15 - 16
Checking Out During the Day	16
Truancy	16
After-School Building Occupancy.....	16
Building Operations & Procedures	
Care of Facilities & Use of Commons	16
Pass System	17
Campus Security and Visitors.....	17
Student Lockers	17
Student Identification.....	17
Lost and Found	17
Assemblies.....	17
Bus Transportation.....	17 - 18
Driving and Parking.....	18
Off Campus Lunch.....	18
Health Services	
Illness	18
Immunizations.....	18 - 19
Medications.....	19
Returning to school/Injury/Surgery	19
Food Allergies.....	19
Media Center & Technology Services	
MC Procedures and Policies	19
Academic Accountability & Expectations	
Course Audit	20
Course Withdrawal	20
Early Graduation.....	20
Homework Requests	20
Interim Progress Reports (IPR) and Grade Cards.....	20
Home Access	20
Pass/Fail Contract	20
Schedule Changes	21
Post-Secondary Planning	21
A+ Schools Program.....	21
ACT & SAT Dates.....	21 - 22
High School Transcript Release Form.....	22
Studentships and College Planning.....	22

Student Support

AVID	22
Credit Recovery Courses	22
Freshman and Sophomore Advisory & Study Hall.....	22
Gifted/EEE Program	22
Multicultural Achievement Committee (MAC) Students	22

Positive Student Behavior Support & Intervention

Philosophy	23
When School Rules Apply.....	23
Expectations.....	23
Standards of Dress	23 - 24
Bullying and Hazing	24 - 26
Disciplinary Consequences.....	26 - 27

Student Events, Activities & Athletics

Eligibility	27 - 28
-------------------	---------

Sports/ Activities

MSHSAA Sports & Activities	28
Clubs & Organizations.....	29
Student Dances and Registration	29
Fraternities and Sororities	29



STUDENT ADVOCACY

The legacy of Dr. Muriel Williams Battle will be an integral part of the way students learn and grow at Battle High School. Ensuring that each student receives support and encouragement as they challenge themselves academically is the foundation of our approach to learning for every student.

The Columbia Public School District's student handbook contains a summary of rules, regulations, and guidelines for the district secondary schools. The Battle High School student handbook contains information specific to Battle High School.

BATTLE ADMINISTRATIVE TEAM

Dr. Alyssa Galbreath – Principal
Mr. Kendall Lewis – Assistant Principal, Last Names A – G
Mr. Patrick McGuire – Assistant Principal, Last Names H - O
Mrs. Mindi Coslet – Assistant Principal, Student Last Names P - Z
Mrs. Tylisha Dade - Assistant Principal, Student Services
Ms. Samantha Symonds – Assistant Principal for Activities/Athletics
Mrs. Breylee Evers – Dean of Students, Last Names A – K
Ms. Erica Arens – Dean of Students, Last Names L – Z

BATTLE GUIDANCE & COUNSELING TEAM

The Guidance & Counseling Department is open to assist students with academic planning, college and career readiness and personal/social concerns. Counselors are assigned alphabetically by students' last names and are paired with an assistant principal to support students throughout the high school experience.

Mr. Jacob Biener – Director of Counseling, AVID 9 - 11
Mrs. Megan Wilson – Registrar
Ms. Carolyn Backus – Counselor, Student Last Names A - C
Mr. Brian McAndrew- Counselor, Student Last Names D - H
Mrs. Jenna Germer – Counselor Student Last Names I - Mi
Mrs. Kim Grega – Counselor, Student Last Names Mo - Sc
Ms. Rebecca Wallace – Counselor, Student Last Names Se - Z, Spartan Academy and Missouri Options
Mrs. Melissa Patterson – Counselor, College and Career, AVID 12
Ms. Dana Harris – Outreach Counselor
Ms. Elizabeth Flippin – AVID Coordinator

STUDENT SERVICES

Mrs. Kathy Lewis – Home School Communicator
Mr. Jonathan Logan – School Safety and Security
Mr. Curtis Brown – School Safety and Security
Mrs. Kara Riley – School Nurse
Mrs. Samantha Tidwell – School Nurse

INFORMATION AND TECHNOLOGY SERVICES

Mrs. Jayme Pingrey – Media Center Specialist
Ms. Carolyn Chipley-Foster - Media Center Specialist
Ms. Sara Forward - Media Center Clerk
Mr. Christopher Melville – Building IT Specialist



Spartans –

I would like to take this opportunity to welcome our entire Battle High School Community. The BHS community of scholars, families, and staff are what makes me proud to serve as Principal. We are looking forward to a wonderful school year where we continue to honor the legacy of Dr. Muriel Williams Battle! This year we continue to build on our Battle traditions and sustain our outstanding culture of academic excellence and social responsibility.

The Battle High Mission is to equip and empower the leaders of tomorrow with the disciplines of academic excellence and social responsibility. Through our focused efforts, we will provide students the needed rigor and academic success through increased participation in advanced placement courses, overall college and career readiness options, and a celebration of a strong school spirit. There is no doubt that we will achieve greatness through our partnership with parents and our collective commitment to excellence.

Dr. Muriel Williams Battle is the rock our building models itself after. Her dedication to providing an inclusive environment for ALL is a foundation we will lean heavily upon this year, and in years to come. In Dr. Battle's words "We're Glad You're Here!"
It's a Great Day to be a Spartan!

Dr. Alyssa (Aly) Galbreath
Principal,
Muriel W. Battle High School

Honoring the Legacy of Muriel Williams Battle



DR. MURIEL BATTLE

Battle High School was named in honor of the late Dr. Muriel Battle, an inspiring woman and educator who served Columbia Public Schools for 40 years. Muriel Battle, along with her husband, Dr. Eliot Battle, was a pioneer in this community. They broke the racial barriers to help desegregate Columbia Public Schools and make our school system what it is today.

Dr. Battle began her career as a social studies teacher at Douglass High School. Thirty years of her career were spent at what was previously West Junior High School where she worked as a teacher, department chairperson, assistant principal and principal. She retired as the first female associate superintendent of Columbia Public Schools.

Despite her many academic and professional achievements, one of Dr. Battle's most notable accomplishments was making people of all ages feel valued and welcome. During her tenure at West Junior High School, the school motto was, "We're glad you're here." We look forward to carrying forth her legacy to Battle's students, families and community members.



BATTLE HIGH SCHOOL...A LEGACY CONTINUES!

Muriel Williams Battle High School (BHS) opened its doors during the 2013-14 school year after four years of planning and construction. Battle High School sits on 85 acres of land and the building is 300,000 square feet of space. BHS was built with input from a design team composed of over 25 teachers and students. The building is completely wireless including the football stadium.

During the inaugural year at Battle High School, the building housed approximately 1100 9th-11th graders. This school year we will see the addition of Battle's first graduating class with a student population of approximately 1600. Maximum capacity at Battle is 1850 students.

OUR MISSION

Battle High School will empower and equip the leaders of tomorrow in the disciplines of academic excellence and social responsibility.

OUR VISION & COMMITMENT TO EXCELLENCE

The Battle C.H.A.R.G.E. represents the commitment of the faculty and students at Battle High School to honoring the legacy of Dr. Muriel Williams Battle. Each letter of "the C.H.A.R.G.E." represents the beginning of a word associated with core values modeled by Dr. Battle. At Battle High, students and teachers are committed to academic excellence and social responsibility. The C.H.A.R.G.E. represents how we will successfully meet the commitment.





The Battle Anthem

Lyrics by Jazz Rucker

Battle High

Learning with innovation

Battle High

We live in excellence

When we leave out on that Spartan Way

No, we won't forget Battle High Days

We are always armed with what we need

Dedication, hard work's how we'll succeed

We shall leave no fellow Spartan astray

That's the Spartan Way!

Battle High

Learning with innovation

Battle High

We live in excellence

When we leave out on that Spartan Way

No, we won't forget Battle High Days

No, we won't forget (CLAP CLAP/

***SPARTAN PRIDE) Battle High Days**

***shout**



SPARTAN ALLIANCE!

PARENT ~ TEACHER ~ STUDENT ORGANIZATION

On behalf of the Spartan Alliance, welcome to Battle High School!

Dr. Battle's vision was for everyone to feel "valued and welcome". That's where the Spartan Alliance comes in – we are a parent, teacher and student organization founded for the purpose of uniting our school community. This organization is for the purpose of allying current families, alumnae, teachers, school administrators, community businesses and leaders, and students in supporting the education of children at Battle High School. Our goal is to work together, side by side, to support our school. If we commit to this, we can become a model school for others to follow.

Getting involved with the Alliance is easy and fun.

Participate in Alliance meetings. We meet monthly throughout the academic year. Check the all-school calendar for meeting dates and times. Many of our meetings also include educational sessions related to school matters.

Volunteer. There are many opportunities for you to volunteer throughout the year. Volunteering is a great way to get involved, support our school and meet others within our Battle family. Anyone and everyone can volunteer...parents, teachers and students. Work in the concession stand or Spirit Store, join an event planning committee; become a leader!

Attend games or events to support our students. Purchase an athletic pass to watch our own Spartan teams perform on the field or on the court. The athletic pass will allow free admission to all regular season MSHSAA events at Battle (does not include state competition events such as district or sectional games or jamborees).

Become a part of Battle High School and the Spartan Alliance. We are glad you are here!

Go Spartans!

Angela Pigg, President
Spartan Alliance PTSO



AB 2023-2024 School Year Calendar

July '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Columbia
PUBLIC SCHOOLS

B Days Denoted in Green

Aug 22	First Day of Classes PreK-12
May 23	Last Day of Classes
May 30	First Day of Summer School '24
Jun 26	Last Day of Summer School '24

School Holidays and Recesses

Sep 04	Labor Day
Nov 22	Start of Thanksgiving Recess
Nov 24	End of Thanksgiving Recess
Dec 21	Start of Winter Recess
Jan 01	End of Winter Recess
Jan 15	Martin Luther King, Jr. Day
Feb 19	Presidents' Day
Mar 25	Start of Spring Recess
Mar 29	End of Spring Recess
May 27	Memorial Day
Jun 19	Juneteenth
July 4	Independence Day

Graduation Dates

May 17	Douglass High School AM
May 17	Rock Bridge High School PM
May 18	Hickman High School AM
May 18	Battle High School PM

Key

	Opening Day of School
	Closing Day of School
	Teacher Work Day-No School
	Early Dismissal: 4/24 & 5/23
	School Not in Session
	Teacher Paid Holiday-No School
	Jump Start Day (Gr. 6 & 9) 8/21

Red Dates Denotes the end of
Parent/Teacher Conferences
window for Elementary and
Middle Schools **11/10 & 3/1**
window for Elementary and
Middle Schools **11/10 & 3/1**

January '24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

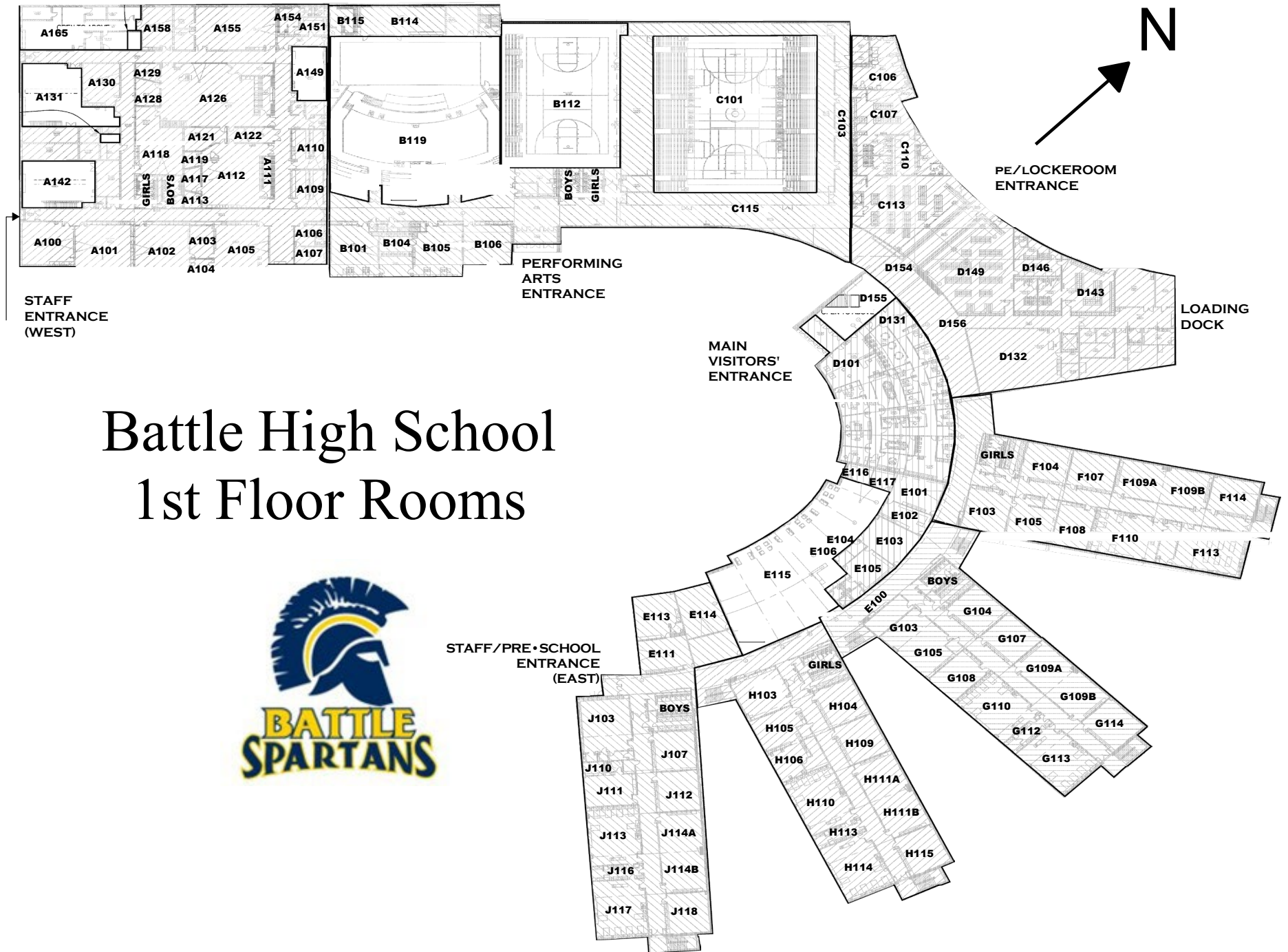
March '24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

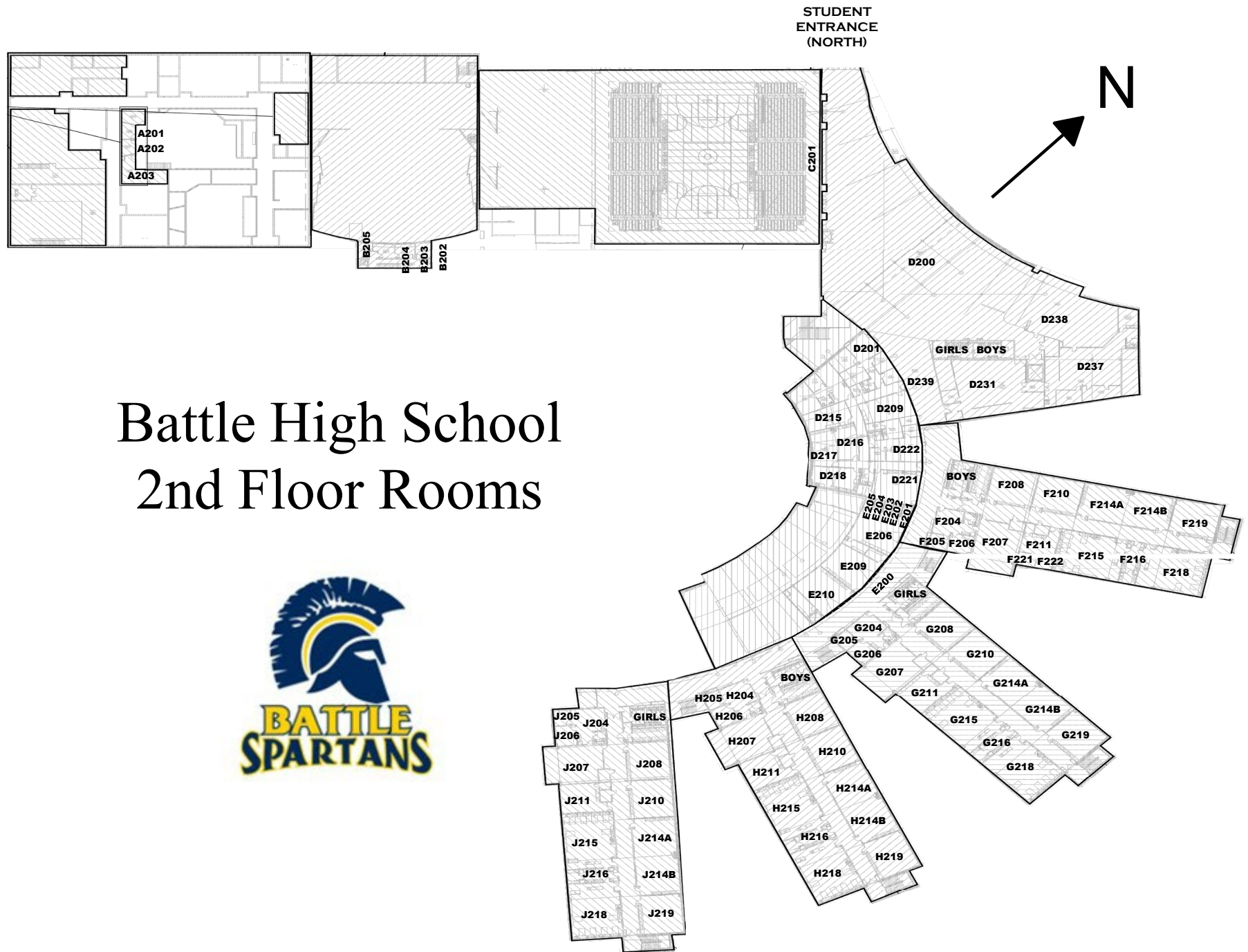
April '24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Board Approved Update 5/8/23





CPS District Phone Numbers	
Board of Education Building (Aslin)	214-3400
Columbia Area Career Center	214-3800
Douglass High School	214-3680
Student Transportation Services of America (Bus Transportation)	214-3860
Additional CPS Phone Numbers	
Hickman High School	214-3000
Rock Bridge High School	214-3100
Lange Middle School	214-3250
Oakland Middle School	214-3220
Gentry Middle School	214-3240
Jefferson Middle School	214-3210
Smithton Middle School	214-3260
West Middle School	214-3230

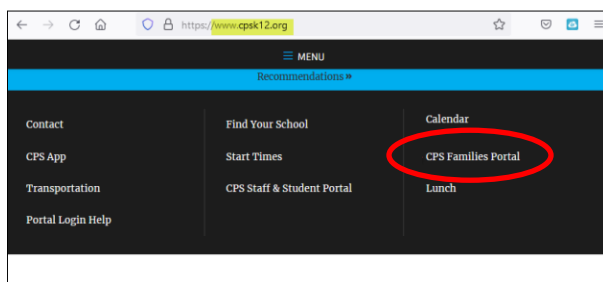
Battle High School Phone Numbers	
Admin Office (Lower)/Principal	214-3300
Admin Office (Upper)	214-3303
Counseling Office	214-3322
Home School Communicator	214-3327
Media Center	214-3321
Nurse	214-3320
Nutritional Services (Kitchen)	214-3326
Student Activities	214-3304
Battle High School Fax Numbers	
Main Office/Counseling	214-3301
Upper Admin Office	214-3308

* All BHS staff have voicemail. If you know the voice mail number of the person you are calling, you may enter it at any time during the message. Staff are encouraged to check their voice mail every day.

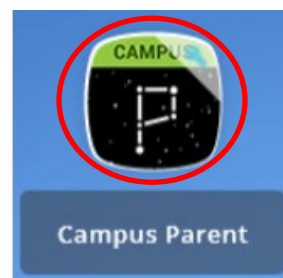
Digital Media URLs					
School Website		www.cpsk12.org/bhs			
Campus Parent (Home Access)		https://www.cpsk12.org			
CPS Website		www.cpsk12.org			
Grading Scale					
A 94-100	B+ 87-89	B- 80-82	C 73-76	D+ 67-69	D- 60-62
A- 90-93	B 83-86	C+ 77-79	C- 70-72	D 63-66	F 59-00

3 STEPS TO ACCESS THE CPS FAMILIES PORTAL FROM WWW.CPSK12.ORG.

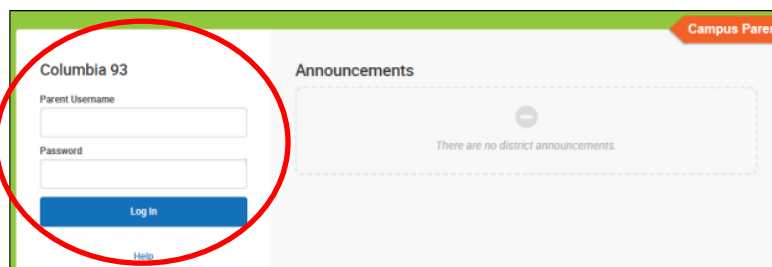
1.



2.



3.





Battle High School

Home of the Spartans
2023-2024 Bell Schedule



DAILY BELL SCHEDULE		
A Lunch	B Lunch	C Lunch
1 st BLOCK 8:55 - 10:32	1 st BLOCK 8:55 - 10:32	1 st BLOCK 8:55 - 10:32
Lunch 10:32 - 11:05	2 nd Block 10:38 - 11:25	2 nd Block 10:38 - 12:12
2 nd Block 11:11 - 12:45	Lunch 11:25 - 11:55	Lunch 12:12 - 12:45
	2 nd Block 12:00 - 12:45	
3 rd BLOCK 12:51 - 2:25	3 rd BLOCK 12:51 - 2:25	3 rd BLOCK 12:51 - 2:25
4 th BLOCK 2:31 - 4:05	4 th BLOCK 2:31 - 4:05	4 th BLOCK 2:31 - 4:05

DAILY PROCEDURES AND PROCESSES

DAILY ANNOUNCEMENTS

Announcements concerning school activities and school business are made first block everyday over the intercom. In accordance with state statute, the Pledge of Allegiance will be recited every Monday morning following the announcements.

Announcements may occur at other times during the school day in extraordinary situations. In addition to being announced over the loudspeaker, they will also be accessible for students and parents on the Battle website: www.cpsk12.org/bhs.

CONTACTING STUDENTS DURING THE DAY

Students may not be able to use their personal phones during class times. Parents who need to reach their children are welcome to call the school at 573-214-3300.

Phones are available in the Main Office and Commons for student use.

STUDENT ATTENDANCE

The Battle High School Attendance Office has an automated voice mail system that operates seven days a week, 24 hours a day. Parents/guardians should report absences by calling or emailing the following:

- Student last names (A-G) call Brandy Brown (573-214-3300 extension 38451) or email BBrown@cpsk12.org.
- Student last names (H-O) call Tina Topper (573-214-3300 extension 38433) or email CTopper@cpsk12.org.
- Student last names (P-Z) call Traci Stiles (573-214-3300 extension 38414) or email TStiles@cpsk12.org.
- For Students in Special Services call Amanda Williams (573-214-3300 extension 38413) or email AmandWilliams@cpsk12.org.

Regular school attendance and is essential for academic success. Students who miss class are encouraged to email their teachers and check Schoology to stay caught up with classwork and assignments. Parents or guardians should reach out to the school in the event of an extended absence. School staff such as counselors, principals, home school communicators, school nurses, teachers, and IEP case managers will work with students and their families to address chronic absenteeism.

ABSENCE CLASSIFICATION

The district policy allows schools to accept, as excused

absences, up to 7 absences with parent approval per year. The reasons for absences may include any combination of illness, pre-arranged family vacations, religious observations, college visits, etc. Any absence verified with a physician's excuse from school, appointment card or court papers will not count in the 7-day total. Absences in excess of seven days will be considered unexcused or truant, unless otherwise approved in advance by a principal. Students with excessive absences may receive disciplinary consequences and jeopardize their ability to earn credit. Each time a student is absent from school, it is the responsibility of the school administration to determine the absence classification. Student absences may only be excused for reasons consistent with the district policy. Other absences may be classified as unexcused or truant as stated in the district policy.

- Parent/Guardian contact to the school must be made within 48 hours following an absence, otherwise the student shall be considered truant and disciplinary consequences will apply.
- Students who leave school during the school day without signing out with prior guardian consent provided to school staff will be considered truant, and disciplinary consequences will apply.
- Parents/Guardians cannot excuse students from one class to make up or complete work for another class.
- Oversleeping and using transportation other than provided by the school district is not an excuse for being tardy or absent. These absences will be marked truant. Disciplinary consequences will apply.
- Medical and Dental appointments – Students should bring to school verification that they did have an appointment (date and time). It will remain unexcused until a note is brought to the attendance office.
- When a student has scheduled absences, e.g. field trips, sports, vacation, etc. it is the student's responsibility to work with teachers and pre-arrange when assignments are due.
- **Excused Absence** - an excused absence is one considered unavoidable for illness, death in the immediate family, unavoidable appointments, required religious observations, required court appearances, or other extenuating circumstances explained to the satisfaction of the assistant principal. All excused absences require the appropriate documentation in order to be considered excused.

- **Parent/Guardian Excused Absence** – parents/guardians may excuse up to seven (7) absences per year. A student must have appropriate documentation for absences excused beyond these seven days.
- **Unexcused Absence** - an unexcused absence is one that does not have the proper documentation to be excused. All unexcused absences will be considered truanies unless the absence is reported to the office by a parent/guardian within 48 hours.
- **Truancy** – an elective absence that has not been approved by the parent and/or school official. A disciplinary consequence for truancy will also be assigned. Credit for make-up work may be modified. When a student has scheduled absences, e.g. field trips, sports, vacation, etc. it is the student's responsibility to work with teachers and pre-arrange when assignments are due.

When a student has scheduled absences, e.g. field trips, sports, vacation, etc. it is the student's responsibility to work with teachers and **pre-arrange** when assignments are due.

TARDY PRACTICE AND LATE TO SCHOOL

Reporting Late to School: Check In – Main Office

- If less than 10 minutes late – Tardy
- If greater than 10 minutes late – Truant

Tardy Sweep Procedures –

Tardy 1	Tardy 2	Tardy 3	Tardy 4	Tardy 5
Warning	Warning and Parent Contact	Lunch Detention	2 Lunch Detentions	After School Detention
Tardy 6	Tardy 7	Tardy 8	Tardy 9	Tardy 10
2 After School Detentions	2 After School Detentions	1 Block ISS	1 Block ISS	½ Day ISS
Tardy 11	Tardy 12	Tardy 13	Tardy 14	Tardy 15
1 Day ISS	1 Day ISS	1 Day ISS	1 Day ISS	1 Day ISS

- *Any student receiving more than 15 Tardies will require Parent/Administrator Conference to develop individualized student plan.
- *BHS reserves the right to place student(s) on no pass policy at any time.

CHECKING OUT DURING THE SCHOOL DAY

If a student must leave the building during the school day for any reason, the student must sign out through the Main Office. Students exiting the Student Entrance must receive a pass at sign out to leave the building. If ill, the student must receive authorization from the nurse and check out through the nurse's office. Students experiencing a mental health crisis should visit the nurse's office or counseling office instead of leaving the building or going to another area of the school. Failure to follow this procedure will result in a truancy and disciplinary action. JR/SR who have permission to leave school during lunch must have parent consent on file. Failure to do so will result in a truancy and a disciplinary consequence.

TRUANCY PRACTICE

A student absent without guardian consent is truant. Truancy will be cause for disciplinary action. You will be considered truant if you:

- Arrive more than ten (10) minutes late to class.
- Leave school without signing out of the building.
- Are absent from class without permission.
- Become ill and go home or stay in the school building instead of reporting to the nurse's office.

BEFORE AND AFTER-SCHOOL BUILDING OCCUPANCY

Students may begin entering the school building at **8:30am** daily.

All students must be out of the building by **4:30pm** daily unless in a supervised activity. If a student is staying after school for an activity, the student must remain with the supervising teacher for the duration of the time scheduled for the activity and then must exit the building. Students wandering the building without supervision will be escorted out. If the student doesn't leave or returns, it will be considered trespassing. Thank you for helping to keep our building and its students safe and secure.

BUILDING OPERATIONS AND PROCEDURES

CARE OF FACILITIES AND USE OF COMMONS

Students are responsible for helping keep the building and its facilities in excellent condition. Students will be

held responsible for cost of repairs resulting from destruction of property.

PASS SYSTEM

Students at BHS will use paper passes issued by staff when traveling during class time. First, students will ask for and receive permission to leave the classroom from their teacher. The teacher will then write the pass for the student. Students must have their pass when out of class. Only students with their pass from the sending teacher should be in the hallways. When a student reaches his/her destination, some locations will require sign-in on a computer (media center, etc.). Passes will not be issued out of the classroom the first ten (10) minutes of class and the last ten (10) minutes of the period unless there is an emergency or office request.

CAMPUS SECURITY AND VISITORS TO BATTLE

The school's main office will be open from 7:30 a.m. until 4:30 p.m.

Battle operates on a buzz-in security system. This means the building will be completely locked down after 9:15 a.m. Any student or visitor to the building during this time period will need to be buzzed in. Students will report to the appropriate assistant principal's office. All others will report to the main office to schedule an appointment.

For safety and security reasons, Battle students are prohibited from having visitors on campus to "shadow" them.

STUDENT LOCKERS

Students interested in a locker should contact Dean of Students Breylee Evers at Bevers@cpsk12.org.

Locker Expectations

- Students should refrain from putting decorations, stickers, or posters on the outside or inside of your lockers. This is to protect the lockers from materials that will cause the paint to be damaged.
- **ONLY SCHOOL LOCKS** may be used on school lockers. Any non-school lock will be removed or cut-off. Do not put your lock on another locker. A lost lock charge of \$5.00 will be assessed for all lost locks.
- Students may not switch lockers with another student unless they have permission from Dean Rogers.
- If you find a lost lock, please turn it into the office. If you lose your lock please report it to the office immediately.

REMEMBER: Lockers are school property and can be accessed by school officials when necessary

STUDENT IDENTIFICATION (ID)

The school provides identification badges for each student. ID's will be required for ALL school privileges, especially to leave campus during lunch.

LOST AND FOUND

Lost and found items will be located in the main office on the lower level of the building.

ASSEMBLIES

At Battle High School, assemblies are an important aspect of the overall school experience. Assemblies are designed for student participation, to present information, recognize the achievements of students, and promote a sense of school spirit and community. During the assemblies, students are to adhere to the student behavior expectations outlined in this handbook.

BUS TRANSPORTATION

The Columbia School District provides transportation to and from school for all students in grades nine through twelve (9-12) who reside two (2) miles or more from their school of attendance.

As a general rule, bus stops will be established at locations which will require no student within the city limits or within an organized subdivision to walk more than two blocks and no other students to walk more than 1/4 mile. Dead-end streets or roads, or other unusual situations, may result in an exception to this rule. Exceptions will be determined by district personnel.

Parents/guardians of student's ineligible for transportation per the above-referenced district policy may, on an individual basis, contract with Student Transportation Services of America for transportation service. This service will be provided if requested by parents, but only in those cases where the number of students and the routes of travel justify such an arrangement. Pay ridership will not be considered if it requires additional bus routes or a significant deviation to an existing route. The per-student cost of pay ridership for the year can be located by contacting Student Transportation Services of America. Questions regarding student transportation can be directed to Student Transportation Services of America, the district's contracted bus service provider by phoning **573-474-9473**. Students and families experiencing

homelessness are encouraged to contact the counseling office **573-214-3322**. if they are having trouble getting to school. A homeless transportation request can be submitted to the district office for approval.

DRIVING AND PARKING

Driving to school is a privilege. Parking will be restricted to eligible students who have purchased a parking hang tag. Student Parking Permits are \$50 for the year or \$25 if only applying for second semester. Only sophomores, juniors, and seniors are eligible for a permit.

Prior to receiving a permit, the following are required:

- 1) Proof of insurance
- 2) Valid driver's license
- 3) Completed parking application

Students and parents may access the parking forms and payment options by going to the Battle High School website www.cpsk12.org/bhs.

The parking spots in the student parking lot (near the athletic facilities off Battle Ave.) will be on a first come, first serve basis. Students may park in any of the spots in the student lot, except those designated by a sign.

Students are expected to drive responsibly and follow parking rules including displaying the proper parking permit at all times and parking in designated student parking areas. Failure to display a proper parking permit, driving safely, and exercising prudent judgment in operation of vehicles will result in loss of driving privileges and disciplinary action up to and including suspension from school.

CITY PARKING TICKETS AND TOW

Parking in Battle parking lots without a parking permit is against City of Columbia Sec 14-551 & Sec 16-156 and violators will be arrested, ticketed and/or towed according to city laws at owner's expense. City tickets will also be given for parking in handicapped spots, non-parking areas, and parking in fire lanes (red or yellow curbs).

OFF CAMPUS LUNCH

Only juniors and seniors will be allowed to leave campus for lunch. This is a district practice, meaning RBHS and HHS have the same expectations.

HEALTH ROOM/NURSING SERVICES

Health Services for Battle High School are provided by nurse Kara Riley (kriley@cpsk12.org), nurse Samantha

Tidwell, RN (STidwell@cpsk12.org), and their Health Secretary and First Aid Provider, Ashley Cosby (acosby@cpsk12.org). You may reach the Nurse's Office at 214-3329.

ILLNESS

For minor illnesses at school, school personnel trained in first aid will care for the student. Students are required to have a pass from their teacher before being seen by health office personnel. To decrease the spread of communicable diseases like colds and flus, students showing symptoms of illness will be sent home from school. Factors being considered before sending the student home are the effect of symptoms on their ability to be productive at school and/or a temperature of 100 degrees or higher. Students should **not** come to school if during the previous 24 hours they exhibit any of the following symptoms: temperature of 100 degrees or greater, vomiting or diarrhea, any unusual or unexplained rash, persistent cough, or ongoing symptoms of discomfort or immobility from an injury. Students with a communicable disease should have a release from their physician to return to school.

In cases of serious illness or injury, the school nurse will be notified immediately. Emergency medical service may also be called (911). The nurse, designated school personnel, and/or other emergency medical personnel will care for the student. The parents will be contacted as soon as possible. **Parents are responsible for notifying the school of current phone numbers where they can be reached in case of an emergency.**

If a student becomes ill during the school day and needs to go home, they **must** checkout through the Nurse's office. Contact will be made with a parent/guardian or another emergency contact designated by the parent before the student is excused for the day. If your student contacts you from their cell phone and wants to go home please remind them to come to the nurse's office.

IMMUNIZATIONS

Please make sure your student's immunizations are updated before schedule pick up in August. Parents of students requiring immunizations should have been notified at the close of the previous school year. Please complete this task before your child picks up his/her schedule in August. **Students must be up to date on all immunizations to start the school year.** State law requires both the date of the immunization and your doctor's signature or clinic stamp be put on the card and returned to the school nurse. If you received a

letter and you believe your student has had the immunization you may mail a copy to the school, fax a copy to the school, bring a copy to the school, or send the student to school with a copy of the immunization record with the physician's signature or clinic stamp to schedule pick-up.

Many students receive immunizations throughout the years (TDAP, Hep A, Gardasil, Meningitis etc.). Please make sure you bring us a copy when they are received so we can keep an updated record for you. Should your student choose to apply for college, most colleges will ask for a complete record when your student applies and if you keep us updated, we will be able to print a copy for you when the time comes.

MEDICATIONS

Only prescription medicine will be given by school personnel. NO over-the-counter medication (including aspirin and Tylenol) will be given unless it is prescribed by a physician and an order is provided to the health office. Medication to be administered through the health office must be delivered to school by a parent/guardian or designated adult. (Students may NOT bring in their own medication). Medicine prescribed by a physician or authorized prescriber must have a pharmaceutical label to be accepted at school. Your pharmacist can give you an extra bottle to use for medicine to be sent to school. Battle High School students **ARE NOT** allowed to carry medications considered to be in the "schedule II" category of controlled substances (examples: Adderall, Dextrostat, Ritalin, etc.) These medications **must** be stored and administered through the nurse's office. Students **ARE** allowed to carry all other prescriptions and over the counter medications. All self-administered medications must be in a properly labeled pharmaceutical bottle containing only the amount needed for the school day. They may not share medication with other students.

RETURN TO SCHOOL AFTER INJURY/SURGERY

Be sure to contact the nurse's office in advance if your child is returning to school with crutches or otherwise limited mobility. We want to provide the appropriate accommodations which may involve advanced planning.

FOOD ALLERGIES

If your child has a food allergy, it is important to note on the health update whether this has required emergency treatment in the past. If your child requires a food substitution in the cafeteria, a physician order must be presented. There is a form on the CPS website under

"food service" or the doctor may write the order on a prescription pad.

MEDIA CENTER & TECHNOLOGY SERVICES

The Battle Media Center works in partnership with teachers to provide a successful learning experience for all students. Our staff consists of Library Media Specialists and support staff to assist students and teachers in their information access, recreational reading and technology-related needs. The Media Center is open Monday-Friday, 8:00 am - 4:30 pm. Over 12,000 print and non-print resources are available for checkout to meet the needs of our diverse school population. Selected online research databases are available from school and home.

Technology is an important component of the Library Media Center program. Each student will be issued an device for academic use. Further, staff members are available to assist with technology related troubleshooting and training. Wireless internet access is available on our campus.

The Media Center staff may collect and inventory devices at any time throughout the year. If a school-issued device is broken, lost or stolen, the student must report it to the Media Center staff immediately.

Students must abide by the Technology Acceptable Use Policy. Students who wish to use the school computing devices must have a signed 2018-2019 Technology AUP (Acceptable Use Policy) Form on file with Battle High School. Student accounts will be set up once a 2018-2019 Technology AUP Form is on file.

For security, safety, and maintenance reasons, students may only bring drinks that are able to be closed (i.e. water or soda bottles, but not takeout cups) into the Media Center. The Media Center is not responsible for the loss or theft of students' personal property. Laptops, graphing calculators, books, and other materials are issued to students through the Media Center. Students are responsible for all items once they are checked out to them. Students will be held accountable for lost materials or any damage beyond normal wear. A student who loses any electronic equipment, calculators or other media center resources will need to notify the Media Center staff immediately.

ACADEMIC ACCOUNTABILITY & EXPECTATIONS

COURSE AUDIT

In some cases, students may wish to re-take a course to have a firmer foundation of understanding even though they have earned credit in the original class. In this instance, a course audit agreement will be made between the student and teacher. All students who are auditing will not receive a grade or credit for the course, but they are expected to participate fully in discussions, assignments, and assessments.

COURSE WITHDRAWAL

In cases where students are struggling in a course, the first step will be to provide additional supports to help the student be successful making withdrawal unnecessary. However, when a student and parent/guardian feel it is necessary to make a change, the following applies:

- Students may withdraw from a course through the week following the first Interim Progress Report each semester without the course appearing on the transcript.
- Students withdrawing from a course after the deadline each semester will be assigned to a study hall. In most cases, a notation of “WF” for withdraw/fail will be recorded on the transcript and factored into the student’s grade point average.
- Parent/guardian permission must be obtained before a student may request to withdraw from any course.
- Students involved in MSHSAA-regulated activities must obtain a signature from the Assistant Principal of Activities/Athletics before dropping a class to ensure eligibility is maintained.

EARLY GRADUATION

Students who will complete all their graduation requirements prior to second semester of their senior year may apply for early graduation. Students must obtain signatures from their parent/guardian and the school principal. Early graduates may elect to participate in the graduation ceremony and other senior activities but may not qualify for some studentships. Applications are available in the Guidance Office.

HOMEWORK REQUESTS

When students are going to be absent from school for two or more days, a request for homework can be made by contacting the assigned assistant principal’s

office. Families are asked to allow 24 hours to collect the work before coming to school to pick it up.

INTERIM PROGRESS REPORTS (IPR) AND GRADE CARDS

Progress reports are distributed to students during the school day to share with their families three times each semester. Semester grades are mailed to the student’s home and will indicate the credit earned during that semester, cumulative credits, semester grade point average and cumulative grade point average.

Grade Due Dates		
2023-2024 School Year		
<i>Semester 1 Grades</i>	<i>Submitted by 9:00am</i>	<i>Grades Available</i>
IPR 1	Tuesday, Sept. 26	Thursday, Sept. 28
IPR 2	Tuesday, Oct. 31	Thursday, Nov. 2
Grade Card	Wednesday, Jan. 3	Friday, January 5
<i>Semester 2 Grades</i>	<i>Submitted by 9:00 am</i>	<i>Grades Available</i>
IPR 1	Tuesday, Feb. 20	Thursday, Feb. 22
IPR 2	Tuesday, Apr. 16	Thursday, Apr. 18
Grade Card	Thursday, May 23	TBD

HOME ACCESS THROUGH CAMPUS PARENT

Parents/Guardians who wish to have access to their students’ grades and attendance by registering for a login and password to the district’s Campus Parent website should contact the Battle Guidance Office. Parents should then use their login and password on the following website:

<https://launchpad.classlink.com/cpsfamilies>.

PASS/FAIL CONTRACT

Certain circumstances may necessitate the use of a Pass/Fail Contract in a course or courses. Students who are out of school for extended periods for illness or other issues may be recommended for this arrangement. An agreement is reached between the teacher, student, parent/guardian, counselor and assistant principal. Students on Pass/Fail Contracts will earn either Pass or Fail for the semester course, earning a half credit for each Pass. This grade appears on the transcript but does not affect the grade point average.

SCHEDULE CHANGES

Student schedules are developed based on course requests submitted in the spring. Every effort is made to provide students with schedules that include their first choices. Battle High School cannot honor requests for specific teachers or courses offered during a particular block.

Students should be aware of the following guidelines regarding adding or dropping classes at the start of the school year or second semester:

- All schedule *corrections* will be completed before other requests are reviewed.
- No changes will be made until the student has completed an A and B day.
- The counselors will begin reviewing requests for schedule changes the third day of school.

Note: Exceptions to any of these guidelines are rare and require the approval of the guidance director and assistant principal.

POST-SECONDARY PLANNING

School counselors work closely with students and their families in helping to develop a plan of study that meets the students' post-secondary goals. Through one-on-one consultation and classroom presentations, students will explore their options for after high school, including four and two-year colleges, technical training, military enlistment and employment. Once a goal has been set, counselors will help students to do all the preparation necessary to be successful in reaching their post-secondary goals.

A+ SCHOOLS PROGRAM

Battle High School is a part of the Missouri A+ Schools Program. Students who would like to enroll in the A+ Program should talk with their guidance counselors or the A+ Coordinator. Applications are available in the Guidance Office or can be downloaded from the BHS webpage. Participation in the A+ Schools Program may qualify students to receive reimbursement of the cost of fees and tuition at any Missouri public two-year community college, or vocational/technical school. Some Missouri four-year colleges also offer some studentship money for completion of A+ Program requirements.

To qualify for an A+ financial incentive, a student must:

- Complete a written A+ Schools Application.
- Attend an A+ designated school for three consecutive years prior to graduation.
- Graduate with at least a 2.5 GPA for the four years of high school (cumulative average).

- Have at least 95% attendance rate for the four years of high school (cumulative average).
- Perform 50 hours of unpaid tutoring or mentoring. Twenty-five percent of this time may include job shadowing as arranged by the A+ Coordinator. The student must attend a mandatory tutor training session prior to placement.
- Maintain good citizenship and avoid the unlawful use of drugs and alcohol.
- Achieve a score of proficient or advanced on the Algebra 1 end-of-course exam.

The A+ Schools Program studentship is available for up to 48 months of attendance during the four-year period after graduation from high school. To access the funds, qualified participants must: attend a Missouri community college or post-secondary vocational/technical school on a full-time basis and maintain a GPA of 2.5 or higher; submit a Free Application for Financial Student Aid (FAFSA) form prior to enrollment; and have registered for Selective Service (male U.S. citizens, age 18 and older).



ACT AND SAT DATES

ACT and SAT registration materials can be found on the Internet at www.act.org and www.collegeboard.com. Registration information can be obtained in the Guidance Office. Most students choose to begin taking these college entrance exams during their junior year of high school. Students are not penalized for taking the ACT or SAT more than once and most students choose to take them at least twice.

2022-2023 ACT Test Dates	
Test Date	Registration Deadline
Saturday, September 9	Friday, August 4
Saturday, October 28 at Battle	Friday, September 22
Saturday, December 9 at Battle	Friday, November 3
Saturday, February 10	Friday, January 5
Saturday, April 13 at Battle	Friday, March 8
Saturday, June 8 at Battle	Friday, May 3
Saturday, July 13	Friday, June 7

2022-2023 SAT Test Dates	
Test Date	Registration Deadline
Saturday, August 26 at Battle	Friday, July 28
Saturday, October 7 at Battle	Thursday, September 7
Saturday, November 4 at Battle	Thursday, October 5
Saturday, December 2 at Battle	Thursday, November 2
Saturday, March 9 at Battle	Friday, February 23
Saturday, May 4 at Battle	Friday, April 19
Saturday, June 1 at Battle	Thursday, May 16

HIGH SCHOOL TRANSCRIPT RELEASE FORM

Students applying for studentships, completing college applications or seeking employment or participation in special programs may require an official high school transcript. To obtain a certified transcript, students must complete a transcript release form, found on the BHS website or in the guidance office. Students who are younger than age 18 must have a parent signature on file for distribution of the transcript to outside entities. Each transcript costs \$2 for postage and handling.

STUDENTSHIPS AND COLLEGE PLANNING

Many types of grants and studentships are available to students as they are preparing for college. In addition, most colleges and universities offer their own studentships based upon high school achievement. Some studentships may be available based on competitive examinations. The National Merit is an example of this type of studentship. Other studentships may be granted to students who possess special skills,

such as athletic or musical ability. Juniors will meet with counselors second semester to learn more about financial aid and college planning.

STUDENT SUPPORT

AVID

Students are selected for this program based upon a rigorous interview process, their commitment to taking Advanced Placement and honors courses and willingness to dedicate themselves to two hours of study time each day. AVID offers study skills instruction, peer and adult tutoring, college exploration and other college-readiness activities.

CREDIT RECOVERY COURSES

Eleventh grade students who need to recover credit may be recommended for online credit recovery or for Summer School to assist in meeting graduation requirements. Guidance counselors, students, assistant principals and parents/guardians will meet to discuss the options.

FRESHMAN ADVISORY AND STUDENT SUPPORT

An alternating block for ninth grade students, Advisory is a mandatory class that will serve two purposes: to help students transition to Battle High School smoothly and to provide dedicated study time. Think of this as a year-long orientation to high school. 10th, 11th, and 12th grade students needing additional study time may elect to take study hall.

GIFTED/EEE PROGRAM

A teacher certified in gifted education provides additional support for students who have been identified as gifted in accordance with state guidelines. This teacher provides enrichment opportunities, independent study options, and academic supports that are tailored for students in the EEE program.

MULTICULTURAL ACHIEVEMENT COMMITTEE (MAC) STUDENTS

The Multicultural Achievement Committee (MAC) Students promotes academic involvement and achievement among minority students. Students have access to the MAC Students Resource for small group work and a quiet study space.



POSITIVE STUDENT BEHAVIOR SUPPORT AND INTERVENTION

The following guidelines describe the standards of student behavior and intervention for Battle High School to ensure a safe, orderly and purposeful school.

PHILOSOPHY

Battle High School will empower and equip the leaders of tomorrow in the disciplines of academic excellence and social responsibility. Battle High School recognizes students respond best to progressive intervention that teaches them how to engage in prosocial behavior and personal accountability and aims to use Restorative Practices, Positive Behavioral Interventions and Supports, and Collaborative Problem Solving to prevent rather than react to misconduct. When students violate the code of conduct, however, an appropriate intervention and/or consequence is designed to match the nature, severity, and scope of the behavior.

WHEN SCHOOL RULES APPLY

Specific consequences will be assigned by the school administration. School rules apply at all times while students are:

- on or off campus and/or in proximity to campus
- on school-sponsored field trips
- on school buses, at school bus stops, and while traveling to or from school
- at school-sponsored events and activities
- in a situation where student conduct may affect the safety or well-being of other students or staff

Additionally, the principal, any public school official, or designated chaperone is authorized to take administrative action to address student misconduct away from school or during a school activity.

EXPECTATIONS

Battle follows district Behavior Expectation Plan. Refer to district policies online (www.cpsk12.org/bhs.) or in the district handbook for secondary schools (<https://www.cpsk12.org/Page/6407>) for specific information regarding student responsibilities and consequences for inappropriate student behavior.

EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is certainly the most critical area of an educational institution. Students will acquire and demonstrate the skills required to be productive in the learning environment and beyond. More specifically, students will demonstrate the ability to:

- arrive to class on time
- are prepared for class, with all materials necessary for class that day
- are attentive to the task at hand until dismissed by the teacher
- show respect and consideration for others
- demonstrate care and consideration for school property and property of others

Each teacher is able to establish the rules and procedures for his or her classroom. Students are expected to observe those rules and to respond promptly to the direction of their teachers.

STANDARDS OF DRESS

Our student dress code is designed to accomplish several goals:

- Prevent students from wearing clothing, accessories, or otherwise displaying anything that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing, accessories, or otherwise displaying any and all forms of profanity, hate speech, and pornography.
- Prevent students from wearing clothing, accessories, or otherwise displaying anything that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Prevent students from wearing clothing, accessories, or otherwise displaying anything that serves no educational purpose and/or present a potential safety issue such as a fanny packs, man bags, man purses, man packs, satchel style bags, etc.

- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

BULLYING

Bullying has been defined to include behavior that takes place in a pattern that is repeated over time that harms or threatens to harm any student's physical, social, or emotional well-being. Bullying behavior may be connected to a negative and biased view of a targeted student due to an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity and expression, mental or physical disability, or by any other distinguishing characteristic. Bullying behavior may involve an imbalance of power or strength and may adversely affect the student's ability to participate in school activities or even to attend school at all.

No student should have to experience bullying or any kind of targeted harassment from their peers in the school environment. Where students exhibit bullying behavior, Battle High School will adopt positive and restorative responses that comply with district policy to get to the root of the problem and teach students why bullying each other is wrong. Students exhibiting bullying behavior will be held accountable for their actions in order to grow as individuals and repair any harm they have caused.

General Information

In order to promote a safe learning environment for all students, the Columbia School District prohibits all forms of bullying, hazing and student intimidation on school property, at any school function, or on any school bus. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district also prohibits reprisal or retaliation against any person who reports any act of bullying among or against students.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of bullying or hazing or plan, direct, encourage, assist, engage or participate in any activity that involves bullying or hazing.

Definitions

Bullying – In accordance with state law, bullying is

defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at activities or technology resources. The district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety

of an individual. Hazing is not acceptable and is a violation of this policy, even when all students are willing participants.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least one other professional employee (teacher level or above) in the building who is authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The list of district building principals and designees authorized to receive reports of bullying shall be kept on file at central office, along with a copy of this policy.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The districtwide antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

District employees are required to report any instance of bullying or hazing of which the employee has firsthand knowledge to the building principal or authorized designee. District employees who witness an incident of bullying or hazing are required to report the incident to the building principal or authorized designee within two school days of the employee witnessing the event, unless the principal or authorized designee are the subject of the report. In that case, the report should be made directly to the district's compliance officer as designated in Board policy AC.

Students who have been subjected to bullying or hazing, or who have witnessed or have knowledge of bullying or hazing, are encouraged to report such incidents to a school employee within two school days. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If a verbal report of bullying is made, the reporter will be asked to submit a written bullying complaint form to the building principal or designee. If the reporter refuses or

is unable to submit a written complaint form, the building principal or designee will summarize the verbal complaint in writing using a written complaint form. Bullying complaint forms will be made available in all building principals' offices, in all guidance/counseling offices, at central office and on the district website.

If a bullying or hazing incident involves students from more than one district building, the report should be made to the principal or authorized designee of either building. The building designees shall determine which building will investigate and shall communicate across the buildings involved during the investigation, as appropriate.

Upon receipt of a report of bullying or hazing, the building principal or authorized designee shall notify the victim student's parents/guardians of the reported incident(s) within two school days of the principal's or designee's receipt of the report, unless the principal or designee is specifically directed by law enforcement and/or the Children's Division (CD) of the Department of Social Services not to do so.

Investigation

Within two school days of receiving a report of bullying or hazing, the principal or designee will initiate an investigation of the incident. If at any time during the investigation the principal or designee determines that the bullying or hazing involves illegal discrimination, harassment or retaliation as described in policy AC, the principal/designee will report the incident to the compliance officer for investigation pursuant to policy AC. Such referral to the district compliance officer does not relieve the building principal/designee of the requirement to complete a bullying investigation under this policy.

The investigation shall be completed within ten school days of the date the report of bullying or hazing was received, unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or hazing occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the incident and report as provided by district procedures. All reports will be kept confidential in accordance with state and federal law.

Retaliation

The district prohibits retaliation against any person who files a complaint of bullying, hazing, cyberbullying or retaliation, and further prohibits retaliation against any person who testifies, assists or otherwise participates in any investigation, proceeding or hearing relating to such bullying, hazing, cyberbullying or retaliation. The district will discipline or take other appropriate action against any student, teacher, administrator or other school personnel who retaliates against any such person.

Consequences

Students who participate in bullying or hazing or who retaliate against anyone who reports bullying or hazing will be disciplined in accordance with the district's discipline code. Such discipline may include, but is not limited to: detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include, but is not limited to: suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks.

DISCIPLINARY CONSEQUENCES

Educators across the country are faced with a large and growing body of evidence that minority students and students with disabilities tend to be disciplined more often and more harshly than white students. The staff of Battle High School recognizes these disparities and are working proactively to address bias and discrimination against minority students and students with disabilities.

General Information

Violations of school policies may result in a variety of disciplinary consequences. When a student is assigned

a lunch detention, after school detention or community service, students will be expected to serve it on the day assigned. If there is a conflict, the student should discuss this with their administrator at the time of the detention being assigned. If a student chooses not to serve, a period of time will be assigned to ISS. If a student is dismissed from any detention for not meeting the expectations, the administrator will follow up with the student and a period of ISS will be assigned.

Lunch Detention: A student is required to attend Lunch Detention instead of their normal lunch routine for violation of minor infractions. Lunch detention is assigned daily from Monday-Friday during a student's assigned lunch shift. This is a 30-minute time period in a location determined by school administrators. A student may be assigned multiple Lunch Detentions, depending on the infraction.

After-School Detention: Students receiving After school detention will be assigned on Tuesday and Wednesday during the week from 4:15pm-5:00pm. Students need to be checked in and seated by 4:15pm or it will be considered a missed consequence.

Community Service: Students receiving Community Service will be assigned on Monday and Wednesday during the week from 4:15pm-5:00pm and students will need to be checked in and ready to work by 4:15pm. Other times days and times for community service may be scheduled as appropriate.

Saturday Detention: Students who receive a Saturday detention must report to Battle High School on the date assigned. Students must arrive by 7:50 a.m. and bring sufficient schoolwork to do for the four-hour detention which ends at noon (12:00 pm).

Partial In-school suspension: (for one or multiple blocks at a time): A student is removed from their daily schedule, but his/her work will be provided to him/her during school hours. An administrator may assign one (1), two (2) or three (3) Block Detentions for a student to serve. This is sometimes used as an intermediate alternative before giving a student a full day of In School Suspension. Students will be supervised on campus in their in-school-suspension room.

Loss of Privilege: There are many positive incentives for students who attend Battle High School. These incentives are earned through appropriate behavior, grades, and attendance. These incentives may increase as students demonstrate positive behaviors. These

incentives may include, but are not limited to, student parking, optional eating areas at lunch, enrichment rewards, and attendance at, and/or participation in, extracurricular activities. Students demonstrating negative behaviors, low grades, and/or poor attendance will lose access to positive incentives.

In School Suspension: Students assigned to In School Suspension are removed from their daily schedule for a time period determined by a school administrator. An administrator may assign one (1) to ten (10) days of in school suspension. Students will be supervised on campus in the in-school-suspension room. Work will be provided to each student from his/her teachers during school hours.

Out of School Suspension: The primary purpose of suspension should be to temporarily remove the offender from the school community, assist in the rehabilitation of the offender, and to deter future disciplinary problems. Recognizing that we are working with individuals, all cases must be considered separately with all factors weighed carefully. An administrator may assign one (1) to ten (10) days of out of school suspension. Students who are suspended from school are prohibited from attending school functions or being on school property during the time they are suspended. Instead, of attending BHS during these days, students are assigned to the ACE program.

VIDEO SURVEILLANCE

To maintain the health, safety and well-being of all, Battle High School is routinely monitored with video surveillance. If necessary, tapes of such observations shall be available for use by the school district and its administrative staff to enforce the law and provisions of school district policy. Any questions about video surveillance cameras should be addressed to the School Resource Officer, the student's assistant principal, or building principal.

SCHOOL RESOURCE OFFICER

Battle High School has safety and security services provided by full time School Resource Officers (SRO). Officer Corey Dawkins and Officer Christopher Williams are sworn members of the Columbia Police Department. These officers work to enhance and complement safety and security procedures in use. The SROs are assigned to work with faculty, staff, and community members to assure a safe school environment. The officers are available during the school day to answer questions and work with students.

STUDENT EVENTS, ACTIVITIES & ATHLETICS

Battle High School is a member of the Missouri State High School Activities Association and abides by rules and regulations formulated by member schools for participation in interscholastic activities. A physical exam by a physician of your choice and proof of health insurance is required before a student can participate in interscholastic sports (practice or contests).

ELIGIBILITY

In order to participate in a school activity, a student must attend school on the day of the activity (or on Friday for a weekend activity) and the day after unless special arrangements have been made with the assistant principal. Students participating in interscholastic events that are sponsored by the Missouri State High School Activities Association (MSHSAA) are bound by the citizenship guidelines to which each student agrees at the beginning of the season. MSHSAA also has academic eligibility requirements for students outlined in the table below. Students who participate in school activities may lose participation privileges from these activities for inappropriate behavior at school or for violations of the citizenship agreement.

FALL SEMESTER participation requirements:

Senior:

Have earned at least 3.5 credits in the spring semester junior year and be enrolled in 3.5 credit-earning classes

Junior:

Have earned at least 3.0 credits in the spring semester sophomore year with a Sophomore Advisory and be enrolled in at least 3.5 credit-earning classes

Sophomore:

Have earned at least 3.0 credits in the spring semester freshman year with a Freshman Advisory and be enrolled in at least 3.5 credit-earning classes

Freshman:

Promotion from the 8th grade

WINTER SEMESTER participation requirements:

Senior:

Have earned at least 3.5 credits in the fall semester senior year and be enrolled in at least 3.5 credit-earning classes

Junior:

Have earned at least 3.5 credits in the fall semester junior year and be enrolled in at least 3.5 credit-earning classes

Sophomore:

Have earned at least 3.5 credits in the fall semester sophomore year and be enrolled in at least 3.5 credit-earning classes

Freshman:

Have earned at least 3.0 credits in the fall semester freshman year with a Freshman Advisory and be enrolled in at least 3.0 credit-earning classes and freshman advisory

- Credits earned or completed after the close of the semester will not fulfill the requirements. Summer school courses for fall semester academic eligibility may count provided courses are necessary for graduation or promotion (no electives), and are placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility.
- Please check with your counselor and the assistant principal for activities/athletics regarding credit recovery, correspondence courses, etc.
- You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80-percent of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater.
- Currently, you must be enrolled in, and regularly attending, courses that offer 3.5 units of credit or 80-percent of the maximum allowable credits which may be earned, whichever is greater (Freshmen and Sophomores need to be enrolled in 3.0 units of credit or 80 percent of maximum allowable credits which may be earned).
- If you are a beginning ninth grade student, you must have been promoted at the close of the previous school year.
- You must be making satisfactory progress toward graduation as determined by your local school's policies.
- **Do not drop courses without first consulting with your assistant principal, assistant principal for activities/athletics or counselor to determine whether it will affect your eligibility.**

SPORTS/ACTIVITIES

These are the MSHSAA Sanctioned sports and activities currently offered at Battle High School. Students attending any Battle High School sport or activity outside of normal school hours must be picked within

30 minutes of the conclusion of the sport or activity. Violations of this policy will result in students losing the privilege to attend sports or activities for the remainder of the schoolyear (subject to review).

MSHSAA SPORTS

Fall	Winter	Spring
Football	Wrestling	Baseball
Soccer (B)	Swimming (G)	Golf (B)
Golf (G)	Basketball (B&G)	Soccer (G)
Volleyball		Tennis (B)
Softball		Track (B&G)
Swimming (B)		Lacrosse (G)
Cross Country (B&G)		
Tennis (G)		

MSHSAA ACTIVITIES

Cheer, Dance, Band, Choir, Orchestra, Speech & Debate, and Drama

ATHLETIC SEASONS

- Fall Season: August 7th is the first possible practice date for Cross-Country, Football, Girls Golf, Boys Soccer, Softball, Boys Swim and Dive, Girls Tennis, and Volleyball
- Winter Season: October 30th is the first possible practice date for Girls Wrestling, Boys and Girls Basketball
November 6th is the first possible practice for Girls Swim and Boys Wrestling
- Spring Season: February 26th is the first possible practice date for Baseball, Boys Golf, Girls Soccer, Boys Tennis and Boys/ Girls Track



CLUBS/ORGANIZATIONS

Listed below is the comprehensive list of Battle High School clubs and organizations. A detailed description of each club and organization may be found in the Athletic/Activities manual on the Battle High School website. A fulfilling high school experience is based on academic achievement, healthy relationships and involvement in your school. We encourage all students to check out the various offerings listed below and become an active member of Battle High School.

SAPS (AP Club)	FFA	National
Anime Club	Gay-Straight	Spanish Honor
Archery Club	Alliance	Society
Art Club	Global Issues	Science Club
Avid	HOSA	Science
Battle Gaming	Junior	Olympiad
Battle MAC	Classical	STUCO
Students	League	The Battle
Dead Poets	Key Club	Literature and
Society	Model	Art Magazine
DECA	United	The Battlefront
Dumbledore's	Nations	The Fellowship
Army	MU Alpha	TOP
Encore (Drama	Theta	True False Film
Club)	National	Club
Environmental	French	Yearbook
Impacts	Honor	
FBLA	Society	
FCCLA	National	
FCA	Honor	
	Society	

STUDENT DANCES/GUEST REGISTRATION

School sponsored dances must be scheduled and approved through the Student Activities/Athletic Office and they must be scheduled at least 10 weeks in advance. Approval or disapproval of a dance request will be based on how the proposed dance fits into the overall school calendar. Battle students may bring one guest as a date not enrolled at Battle High School. A guest must complete a Battle permission form five (5) school days prior to the dance, and the guest must be in high school or under the age of 20. Attending dances are a privilege. This privilege may be restricted based on compliance with the school's code of conduct. Students and their guests must be in good standing at school to attend dances. **Valid Photo ID's will be required for admission to all school activities.**

FRATERNITIES/SORORITIES

Battle High School prohibits the organization of fraternities, sororities, and secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. Battle High School considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of Battle High School by those groups will not be condoned, and no organizational activities will be permitted.