

GENERAL INFORMATION

1. Assemblies and Use of Auditorium

Students must be accounted for throughout the entire school day. Assemblies are an extension of either the learning experience of the activity program and, thus, student attendance is required. All activity in the auditorium must be scheduled through the assistant principal responsible for the calendar and have adequate supervision. **No assembly practices during the school day except if cleared by the principal in advance.** The assistant principal will schedule regular assemblies plus the election assembly.

2. Buses

Students who live two or more miles away from the school are eligible to ride the bus. Buses may be provided for students to go to athletic events or activities pertaining to the school program. A fee will be charged for all activity buses. Student participants may not go in private cars unless a permission slip, signed by the parent, is on file with the principal or his authorized agent. In order to ride the school buses for any reason, the notification page at the beginning of this handbook must be signed by both the student and the parent and turned in to BRHS.

3. Cafeteria

Courtesy is essential in the ticket line, lunch line, and the cafeteria itself. Students should be considerate of others at all times and refrain from saving places and crowding in front of others. You are expected to return your own trays and the throwing of food will not be tolerated. You may take trays to Senior Row and return them when done.

4. Computer Labs

The English Computer Lab (Rooms 219 and 221) and the Computer Lab in the Library can be used by any BRHS student who needs to type an assignment or report before or after school if computers and supervision are available. Arrangements must be made in advance. The lab cannot be used for e-mail or for playing on the Internet.

5. Dances

A. **BRHS dances are not public.** They are intended to accommodate students, and on occasion, alumni. Others attending, as guests, must observe student rules.

B. Students will be required to bring their student body cards to all dances. Student will not be admitted to dances with student body cards. Charges for other dances will be determined by student government with the principal's approval.

C. Students must wear socks at stomps and will be responsible for their own shoes.

D. Lighting will be sufficient to provide adequate supervision.

E. Supervision will consist of faculty members, police, and student government members.

F. School dress and behavior codes apply to dances. Appropriate clothing is:

1. Stomps: school clothes (includes socks).
2. Best Dress: boys – suits, coats, sweaters and ties; girls – dresses.
3. Semi-Formal: boys – suits; girls – formal dresses.

G. Students who demonstrate inappropriate behavior or who engage in **unsafe practices such as slam dancing** may forfeit their dance privileges for the school year. Inappropriate behavior includes sexually suggestive dancing and will not be allowed.

- H. To protect students from injury, no "glo" sticks, glow whips, or other dance paraphernalia will be allowed.
- I. Student government, with the approval of the principal, will determine at which dances pictures will be taken and flowers permitted. **All local photographers will receive a bid on all dances where photos will be taken.** The student officers and their advisor will choose a mutually agreed upon photographer.

6. Extracurricular Activities

All activity programs sponsored by Bear River High School are available to registered students who meet the guidelines established by the activity program. Bear River High School does not discriminate for any reason in its extracurricular activities and programs.

7. Financial Policy

All money collected by organizations at the high school is to be receipted by the financial secretary. This includes all fund raising projects. This money should be turned in no later than 3:00 p.m. and should be accompanied by a deposit verification form. **Purchase orders must be obtained before purchasing anything to be paid by the school.** A requisition listing the P.O. number, description, vendor and approximate cost must be filled out and left with the secretary at least 24 hours in advance. The vendor will send invoices directly to the office for payment. However, if a student or teacher receives the invoice, he/she is to turn it in to the financial secretary immediately upon receipt. Purchasing anything over \$500 must have three bids.

8. Flower and Other Deliveries

BRHS will not accept flower, balloon, or gift deliveries for students. Exemptions from the delivery rule are items necessary to the education process and items that are a result of approved, in-school fundraisers. Notes will be delivered to the students stating that there is an item for them to pick up in the office.

9. Lewdness

Lewdness, such as flashing, streaking, bare bum will result in automatic court referral.

10. Library

The library/media center is open to students and faculty before school, during lunch periods, and after school for at least ½ hour. Students who come during class time should carry an excuse from their teacher. When an entire class comes, that class should be supervised by their teacher at all times. Orientation in library usage will be given to all incoming new students in their English classes as early in the year as arrangements can be made between librarian and teacher. The library is closed during assemblies and pep rallies. All library materials taken from the room must be properly checked out. Shoplifting of library materials will be dealt with as shoplifting.

11. Light Lasers

Light lasers are not allowed at school or any school activity. They will be confiscated.

12. Lockers

BRHS provides its students a locker for the storage of their personal items. A locker use fee is charged each year. Payment of such a fee does not constitute locker rental agreement. The school retains full rights to the control and access of all lockers. The use fee serves only to cover locker maintenance

costs. The school strongly recommends that lockers be kept locked at all times and that combinations not be shared with other students. **Lockers that do not function properly should be reported to the secretary/receptionist in the main office immediately.** The school is not responsible for items lost or stolen from lockers. Periodic inspections of lockers will be held. In an effort to assure that BRHS maintains a safe learning environment, all lockers are subject to reasonable search and seizure. Bear River High School administration and local law enforcement agencies may use dogs and/or other resources to search (including random searches) lockers and the general campus to assure student safety. Additional fees will be assessed to the student(s) whose assigned locker has been damaged. Senior students will be able to choose their lockers. All underclass students will be preassigned lockers. At the end of each school year, underclass students will give the name of the student they would like to locker with. If students are not sharing a locker, we will place them next to the student they have chosen for their locker partner. There is no set locker area for underclassmen.

13. **Lost and Found**

This department is maintained in the attendance office. Students are urged to check for lost articles or to turn in items. Students who do not turn in lost items can be held liable for theft. Students returning a book, previously paid for will forfeit \$1 for the additional bookkeeping. All lost items will be given to a non-profit agency on July 1st.

14. **Public Address System**

As a general policy, announcements are to be made only at the beginning of third hour. Announcements should be written in a legible form and submit to the Principal's Secretary for approval no later than 10:15 A.M. on the day they are to be announced. Write the announcement exactly as you want it to be read. Announcement should not exceed 15 seconds in length.

15. **Radios, Cellular Phones, Pagers, Electronic Games**

Students will not be able to use radios, cell phones, pagers, or electronic games during class time because of the distraction factor. These items are vulnerable to theft and are the student's responsibility. Should this become an issue, faculty and administration will confiscate them. (See BESD Policy #5305 and Page 23 of this handbook.)

16. **Signs and Advertising**

The only signs and advertisements that will be posted in the halls of BRHS are those that pertain directly to BRHS activities and organizations.

17. **Skateboards, Roller Blades, Skates, Roller Shoes, Bicycles, and Scooters**

Per Garland City Ordinance skateboards, roller blades, skates, roller shoes, bicycles, and scooters, and are not allowed on Bear River High campus due to insurance liability, student safety, and property damage. They will be confiscated and parents will need to come and pick them up at the office. This is now a Garland City Ordinance and the offender can be fined for this.

18. **Student Records**

Students and/or parents (until student becomes 18 years old, then student only) have the right to examine school records related to them as per federal law. A release slip must be signed before a student's transcript can be sent to employers. The first copy of the transcript is free. Thereafter, each copy will cost \$2.00

19. **Student Body Cards**

A student body card is issued to each student when fees are paid, but it remains the property of the school and must be surrendered to staff or police upon request. If a student's card is lost or stolen, it should be reported to the office immediately so it can be cancelled. A duplicate can be purchased for \$5.00.

20. **Students' Pictures on BRHS Webpage**

It is possible that students' pictures will be posted on the webpage as they are involved in positive school activities unless parent/guardian directs otherwise.

21. **Suspension**

A suspension is a temporary exclusion from school for a specific time period. The school personnel will provide notice of reason for the suspension and an explanation of the evidence. It will be necessary for a conference to be held with the student, parent, and an administrator before the student is readmitted to classes.

22. **Telephones**

Office telephones are to be used for official school business or emergencies. Public telephones have been installed for personal business and private calls and are located in the main hall by administration offices, by the main gym, and in the Natatorium. **Students and teachers will not be called to the phone while classes are in session**; however, emergency messages will be delivered promptly to those concerned. **Pay phones are not to be used during class periods.**

23. **Visitors**

All visitors must check in with administration before visiting school. BRHS does not allow students from other schools to visit during the school day.

24. **Website - BRHS**

BRHS maintains a website with valuable information for students, parents, and interested community members at www.brhs.besd.net. Students and parents are encouraged to refer to the website often. To obtain personal identification numbers and passwords, contact the office. Features of the site includes progress reports, attendance records, lunch menus and account balances, calendar of events, faculty e-mail addresses, disclosure statements, assignments and due dates, policies and procedures, athletic and club events, yearbook and newspaper page, emergency information, student council information, bell schedules, Box Elder School District links, and special notices.