BATTLE GROUND HIGH SCHOOL



2025-2026

STUDENT HANDBOOK

Dear Families of Battle Ground Public Schools,

It is the mission of our district to empower all students to reach their highest potential through innovative, creative, and supportive learning environments. Our policies, procedures, and expectations align with this effort and are an important part in providing safe and supportive learning experiences for students and staff. This handbook includes important information on district policies, the school calendar, educational philosophies, and appropriate conduct. Each student and family member has a role in creating safe, productive learning environments for all. Please take the time necessary to read through this handbook and become familiar with our district's expectations of student behaviors.

It is important that parents and children review the Student & Family Handbook and acknowledge your completion in Skyward. Please contact your local school or the district office if you need clarification on any of the items listed within this handbook.

We welcome volunteers in our schools. Parent/Legal Guardian volunteers are an essential part of Battle Ground Public Schools and can assist in a variety of ways. You can find volunteer information in section one of this handbook.

Again, welcome to the 2025-2026 school year. We look forward to working with you!

Sincerely,

Mary Snitily, Vice President Director, District 1	Debbie Johnson Director, District 2	Ted Champine Director, District 3
Terry Tate Director, District 4	Jackie Maddux, President Director, District 5	

The Battle Ground Public Schools is an equal opportunity employer and prohibits discrimination in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression or identity, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Information about the district's nondiscrimination and sex-based discrimination policies and grievance procedures are located on the district's website at https://www.battlegroundps.org/notice-of-nondiscrimination/. Title IX inquiries may be referred to the U.S. Department of Education, Office for Civil Rights (OCR) https://www2.ed.gov/about/offices/list/ocr/index.html
Civil Rights Compliance Coordinator/Section 504/ADA Coordinator: Michelle Reinhardt, Executive Director of Human Resources, Battle Ground Public Schools, PO Box 200, Battle Ground, WA 98604, reinhardt.michelle@battlegroundps.org. 360.885.548

The Tiger Way

***R*ESPECTFUL -** Be mindful of learning environments, use appropriate language, follow directions and school rules, treat others as you would like to be treated, keep areas clean.

***R*ESPONSIBLE -** Go directly to your destination, eat in designated areas, be on time to class and ready to learn, have a pass in the hallway, be mindful of the space and privacy of others.

***E*NGAGED -** Maintain the flow of traffic, be an active learner and participate, manage your time wisely, take care of business outside of class time, use computers for academic purposes only.

BGHS Expectations for a Positive School Experience

1. ***Be Resourceful.*** *Students will be prepared for all classes. This means having all the necessary materials required for the class. During instruction time the student should work only on the current in-class subject matter.*
2. ***Good Attendance is important.*** *Students should be in class daily and participate in their learning activities.*
3. ***Be Punctual.*** *Students will be on time for all classes (in the classroom before the tardy bell rings).*
4. ***Be Responsible.*** *Carrying/wearing your Student ID daily is required on campus. If asked, you need to show your ID. Students need to follow all reasonable requests of school district employees and follow school rules.*
5. ***Be Respectful.*** *Be kind. Be caring. Be helpful.* ***Cell Phones*** *should be on silent and put away during class time and only used with teacher permission.*
6. ***Have Integrity.*** *Do what is right even when no one is looking. Be Honest. Tell the truth.* ***Be Classy.*** *Harassment, Intimidation and bullying are not acceptable at BGHS.*
7. ***School is about Learning.*** *Stay focused. Stay on Campus. Do your work. Be a positive participant in class. Learn a lot! If you need to leave class, follow class rules for leaving,* ***have a hall pass and teacher permission.***
8. ***See or Hear Something, Say Something!*** *Keep BGHS safe, if you see or hear something that could be dangerous,* ***tell an adult.*** *No one should joke about drugs, shooting, hurting/killing, or blowing something up at school or elsewhere,* ***so tell.*** *You could be saving a life or multiple lives.*

2025 - 2026
Sem 1 Lunch Schedule

8/22/2025

Lunches are normally during 4th period. To determine your lunch, find your teacher on the list…… you have the same lunch

Early Lunch

Arneson
Bergerson
Bowman
Briggs
Buckner
CASEE PM
Clark
Dehler
Donovan
Duckworth
Foster, A.
Foster, E.
Foster, J.
Fritz
Gega
Getty
Green
Habersetzer
Hamilton
Hard, J.
Hard, K.
Harr
Heberling
Henry
Hidden
Johnston
Karraker
Kaviani
Krant
Mitchell
New
Redington
Renzi
Roegner
Salisbury
Schaaf
Smithline
Strever
Suksdorf
Syverson
Thornton
Trahan
Trezise
Verity
Webber
Woodrow
Woodward
Woomer

Late Lunch

Armstrong
Bryan
Davern
Dornblaser
Drury
Dunn
Eilerts
Ensley
Etulain
Fridriksson
Galles
Gamblin
Garred
Gonzales
Groat
Gwartney
Haun
Horn
Johnson, E
Johnson, S/Bolin
Karpenko
Lee
Levesque
Lindner
Maaske
Maddux
Palica
Pollock
Riley
Rinta
Roth
Ryan
Schultz
Scott
Todd/Lawson
Weatherl
Welter
Willson
Yoho

Team Teacher

BGHS BELL SCHEDULES
2025-2026

8/19/2025

Daily Schedule (M+F)

7:45 ..... First Bell
7:55 – 8:55 ..... First
9:00 - 9:55 ..... Second
10:00 – 10:55 ..... Third
11:00 – 11:55 ..... Early Fourth
10:55 – 11:25 ..... Early Lunch
11:55 – 12:25 ..... Late Lunch
11:30 – 12:25 ..... Late Fourth
12:30 – 1:25 ..... Fifth
1:30 – 2:25 ..... Sixth
2:30 ..... Final Bell

Tiger Time T+Th Schedule

7:45 ..... First Bell
7:55 – 8:45 ..... First
8:50 – 9:40 ..... Second
9:45 – 10:15 ..... *Tiger Time
10:20 – 11:10 ..... Third
11:15 – 12:05 ..... Early Fourth
11:10 – 11:40 ..... Early Lunch
12:05 – 12:35 ..... Late Lunch
11:45 – 12:35 ..... Late Fourth
12:40 – 1:30 ..... Fifth
1:35 – 2:25 ..... Sixth
2:30 ..... Final Bell

Late Start Wednesday

8:45 ..... First Bell
8:55 – 9:35 ..... First
9:40 – 10:20 ..... Second
10:25 – 10:55 ..... Tiger Time
11:00 – 11:40 ..... Third
11:45 – 12:25 ..... Early Fourth
11:40 – 12:10 ..... Early Lunch
12:25 – 12:55 ..... Late Lunch
12:15 – 12:55 ..... Late Fourth
1:00 – 1:40 ..... Fifth
1:45 – 2:25 ..... Sixth
2:30 ..... Final Bell

Early Release (3)

7:45 ..... First Bell
7:55 – 9:05 ..... First/Fourth
9:10 – 10:15 ..... Second/Fifth
10:20 – 11:25 ..... Third/Sixth
11:30 ..... Final Bell

Early Release (6)

7:45 ..... First Bell
7:55 – 8:25 ..... First
8:30 – 9:00 ..... Second
9:05 – 9:35 ..... Third
9:40 – 10:10 ..... Fourth
10:15 – 10:45 ..... Fifth
10:50 – 11:25 ..... Sixth
11:30 ..... Final Bell

2 Hour Late Start

9:45 ..... First Bell
9:55 – 10:35 ..... First
10:40 – 11:15 ..... Second
11:20 – 11:55 ..... Third
12:00 – 12:35 ..... Early Fourth
11:55 – 12:25 ..... Early Lunch
12:35 – 1:05 ..... Late Lunch
12:30 – 1:05 ..... Late Fourth
1:10 – 1:45 ..... Fifth
1:50 – 2:25 ..... Sixth
2:30 ..... Final Bell

Afternoon Assembly

7:45 ..... First Bell
7:55 – 8:45 ..... First
8:50 – 9:40 ..... Second
9:45 – 10:35 ..... Third
10:40 – 11:30 ..... Early Fourth
10:35 – 11:05 ..... Early Lunch
11:30 – 12:00 ..... Late Lunch
11:10 – 12:00 ..... Late Fourth
12:05 – 12:55 ..... Fifth
1:00 – 1:50 ..... Sixth
1:55 – 2:25 ..... Assembly
2:30 ..... Final Bell

Battle Ground High School

HOME OF THE TIGERS

Principal: Heather Ichimura
Assistant Principals: Julie Main, Bethany Wilson
AP & Athletic Director: Trevor Person
Dean of Students: Jamal McKenzie
Main Office Secretaries: Erica Kiil, Laurinda Sievers, Tara Baines
Counselors: Myke Pace, Brian Kimber, Lexie Groves, Lara Sallada, Valerie Luiz, Zachary Williams
Counseling Secretaries: Wendy Beard, Lexi Kiil
NCAA Clearance: Myke Pace
Registrar: Kathy Ingham
ASB Athletics Secretaries: Hannah Dollar, Renee Clarke
Attendance: Lisa Barnes, Trish Halberg
Intervention Specialist: Amy Warnke, Jessica McGowan
Career Guidance Counselor: Kevin Doyle Career Tech: Jaucelyn Nylund
SELC: Julie Basham, Teresa Arlich
Security: Tracy Sparks, Teresa Ferrell, Jason Johnson II, Matt Hemion
On the Job Training: Kris Neal
APEX: Jenn Gwartney
Library Staff: Jeanne Cossman, Elizabeth Denton
Health Room: Julie Sherren, Anne Palfy
Student Store: Matt Gamblin, Christine Bisson
IQ Credit Union: Rob Pollock
School Psych:, Alex Smith, Emily Bruckner
Tiger Floral & Balloons: Kaylene Palica

ASB Executive Officers for 2025-2026 School Year

ASB President: Marissa Loveall
Vice President: Torin Johnson
Secretary: Riley Hurliman
Treasurer: Jace Mandaguit
Sergeant at Arms: Adrionna McClellan
Publicity Manager: Addison Adams
Board Liaison: Mylee Palmer
ASB Advisor: Christy Dunn

Senior Class President: Layla Robinson
Junior Class President: Morrison Nixon
Sophomore Class President: Collin McGowan
Freshman Class President: Harley Henderson

Counseling & College/Career Centers

Overview

Our school counselors help all students with academic planning towards high school graduation and post high school goals. They also work collaboratively with our college and career counselor and staff to help students explore post high school options. School counselors support students through a range of social/emotional supports including short term individual counseling as well as small group and classroom lessons. Counselors meet with students on a drop in, as available, basis or by appointment.

Intervention Specialist

BGHS has intervention specialists that are available each school day. They can meet with students to discuss issues around substance use/abuse, as well as a variety of personal and social issues. Students are encouraged to talk to their counselor to arrange a meeting with the intervention specialist.

Running Start

Students in 11th or 12th grade interested in taking college courses through one of our local community colleges may be eligible to do so through participation in the Running Start program. Eligibility can be achieved in multiple ways that include cumulative GPA and/or state testing scores. Most class tuition is paid for, with students being responsible for books and some class fees. Registration and scheduling is completed with the assistance of your high school counselor. Reach out to your counselor to get more information on deadlines, requirements, or any other questions you have.

College and Career Center

For college and career information visit the Career Center, the career guidance specialist can help explore career choices, education, and/or training. The specialist can assist with job placement, referral, and references. Planning ahead will give students a future of choice, not chance. The Career Center at Battle Ground has a variety of information to help students discover an exciting and rewarding career path. Students interested in attending a college, university, or trade program can also find resources for application requirements, get help with financial aid, and scholarships information.

There are scheduled classroom activities for each grade level and students are encouraged to come in to the Career Center before school, during lunch, or after school to take computerized interest assessments, to research specific job categories and educational requirements for that career, and to complete their High School and Beyond Plan as this is a graduation requirement. To eliminate undue stress, seniors should complete the High School and Beyond plan before Spring Break. Please contact the Career Center at 885-6559 for more information.

Transcripts

Students may request copies of their transcript through the registrar in the counseling office. Transcripts will not be released if a student is currently on the fine list.

Skyward Access

BGHS uses Skyward for their teacher's gradebook, for tracking attendance and for student records. Parents and Students can have Family access, so they can look at attendance and grades 24-7 by logging into Skyward Family Access.

Academic Policies

High school offers a student the chance to prepare for many opportunities beyond high school like college, work, or a technical field, and to explore a number of different courses of study in order to discover interests and abilities. Thus, the high school experience for the student should be more than just the easiest path towards graduation; it should be a course of study that provides the greatest opportunity for development of self-understanding and competence for becoming a life-long learner. Make an appointment to see your counselor when you have questions about courses, classes, programs, colleges, and graduation. They are willing to help you find the path to your dreams.

Requirements for Enrollment

1. Students must reside within the Battle Ground High School geographic area.
2. If their residence is outside of BGHS geographic area then a boundary exception must be obtained each year.
3. Students must have on file, in the Registrar's Office, correct and current address, telephone number, immunization record, and emergency telephone number(s).

Transfer of Credits

Students are responsible for ensuring that any credit to be transferred to Battle Ground High School be pre-approved through the building registrar..

Schedule Change Policy

Class schedules may only be changed for the following reasons:

1. Missing a graduation requirement (See section below)
2. Incorrect placement. (For example, in Spanish 2 but have not taken Spanish 1)
3. Missing a class period (For example, you do not have a 2nd period class listed)

No schedule changes will be granted to change teachers, lunches, or electives. Schedules may have shifted from students' initial forecasting, due to staffing and enrollment changes in the past few months. While we understand that not everyone will be completely satisfied with their schedule, we simply do not have the room to make changes unless they are absolutely necessary.

Graduation Requirements

See the Curriculum Planning Guide for specific details. Students need at least 24 credits to graduate as well as completing a high school and beyond plan, passing WA State History, and meeting the requirements for a Graduation Pathway. Students who have concerns need to contact their counselor for their up-to-date graduation inventory. **All seniors must have met graduation requirements by the deadline for Battle Ground High School in order to receive their diploma and walk in graduation.**

English 4.0	Health and Fitness 2.0
Math 3.0	Vocational/Technical Ed 1.0
Science 3.0	Fine/Performing Arts 2.0
Social Studies 3.0	Electives 4.0
World Language ……... 2.0	

Reference- Battle Ground Board Policy # 2410, WAC 180-50, WAC 180-51

College/University Admission
Not all BGHS approved courses meet the entrance requirements for specific colleges/universities. It is the student's responsibility to verify that their classes meet the institution's criteria for admission.

NCAA possible Student Athletes
Students planning to attend an NCAA Division I or Division II college/university should verify with their counselor that their courses are NCAA approved and that they are eligible prior to the beginning of their senior year..

Graduation Ceremony
The graduation ceremony is held as a public recognition for those students who have met high school graduation requirements. Students must earn at least 24 credits **and** satisfy the requirements of the High School and Beyond Plan (HSBP). Additionally, students must meet the requirements of the Graduation Pathway, including, but not limited to the Smarter Balanced assessments. Diplomas are issued to students only when all obligations for credit, HSBP, state testing, discipline and fees have been completed. Foreign exchange students may participate in graduation and are given a Certificate of Attendance. It is to be understood that the final responsibility for the credit and course requirements for graduation rests with the student and parent. The administration and counselors are ready to assist any student or parent at any time when they have a question regarding their status as far as meeting the requirements for graduation.

Credit for work experience and student aides will be a pass/fail grade and will not count in the G.P.A.
GPA and class rank may become important to you. The G.P.A. and class rank are typed on your permanent record and become a part of your permanent transcript that is sent to colleges and employers upon request. Some colleges have a minimum G.P.A. as an entrance requirement. If you have any questions about how G.P.A. is computed, check with your counselor.

*G.P.A. means grade point average

Drop/Withdrawal Policy
Classes changed within the first 15 days of the semester will not appear on the transcript. Students who drop a class after 15 days will need administrative approval for the withdrawal and the administrator will confirm the semester grade that will be put on the transcript – typically, the student will receive an "F" unless there are extenuating circumstances or hardships that warrant special consideration. Teachers may recommend that a student be moved to another class in the same subject area (based on skill level) at any time during the semester. Students will take their current grade with them to the new class. Only the last class attended will be shown on the transcript.

All students withdrawn or dropped from school for reasons of long-term suspension or non-attendance will receive the following grades on their permanent record:

Withdrawal Date:	Grade	G.P.A.
First through 15th day of semester	W	-has no effect-
16th through the 90th day of semester	F	-has an affect, - 0 is calculated in GPA

Grade Reports

There are two semesters per school year. Final grade reports will be issued at the completion of each semester. Credit is established, and G.P.A. will be computed from these semester grades. A progress report will be issued and handed out to the student at the end of each 6 week and 12 week grading terms. Semester Grades are the only grade reports mailed home.

• Teachers can provide "Progress Reports" for individual students at any time during the semester. Teachers are expected to keep their gradebook up to date.
• Students and Parents can monitor classroom progress and grades by accessing the Skyward System 24/7. You must obtain a password in order to do so. The Counseling Office or the Registrar's Office can assist you.
• The high school has no way to monitor college grades for Running Start Students. It is totally up to the student to keep in touch with their college professor and their grades at college. The high school only puts the grades on the transcript once they are received from the college. BGHS has no control of college grading.

Grading

The Battle Ground High School evaluation procedure is designed to reflect support of academic achievement and the development of citizenship. Letter grades, which indicate student achievement in a given subject, are intended to provide information on academic growth and to create a record of academic achievement.

A letter grade is based on the teacher's professional evaluation of student learning/achievement in the following areas: assignments, examination, mastery of skills, demonstrations/presentations/performances, and depth of knowledge. Each teacher will provide each student with a written explanation of the expectations and the grading system for the course of study.

% Grade GPA*	% Grade GPA*	% Grade GPA*
100-93.....A.....4.0	82-80.....B-.....2.7	69-67.....D+.....1.3
92-90.....A-.....3.7	79-77.....C+.....2.3	66-60.....D.....1.0
89-87.....B+.....3.3	76-73.....C.....2.0	59-0.....F.....0.0
86-83.....B.....3.0	72-70.....C-.....1.7	NC ..... No Credit Earned
		P……..Credit Earned

Library/Media Center

The library is known as the Library/Media Center (LMC). The LMC exists to serve the curricular needs of students. The LMC is usually available for student use until 3:15 p.m. Books may be checked out for three weeks and are generally renewable. Your help is requested in getting overdue materials back to the LMC for other students to use. Internet use either on a school computer or on your own device requires a signed Acceptable Use Policy (AUP) /Parent Permission form.

LMC Rules of Conduct

The LMC is provided as a place for students to study, do research, use computers, or do recreational reading. In order to maintain a pleasant learning atmosphere, please follow the rules.

1. The Library is open before and after school between 7:30 and 7:45 a.m. and between 2:30 and 3:15 p.m. and during the student's lunch.
2. A student must have a library pass to enter the LMC during class time.
3. Classes brought to the library during class time must follow the library rules.
4. Student conversation should always be kept at a reasonable level; in the quiet study area, there is no talking.
5. Running, jumping, and other disruptive games/behaviors are not appropriate for the library atmosphere.
6. Computer, card, dice, and board games are allowed only before and after school.
7. Water is allowed in the library. There is a cart at the entrance of the library for all other food and beverages.
8. Please sit in chairs and work at tables. Keep the library furniture neat, clean, and usable for the next person.
9. The computer labs are monitored by the library personnel; if you need assistance ask. Student compliance with district computer policies is strictly enforced.
10. Students should have an AUP agreement for using their own device/cell phone at school. They may use that device/cell phone before/after school, during their lunch and passing times. AUP Agreements are available in the library. Device/cell phone use during class time is regulated by the teacher, see teacher syllabus and device stoplight.
11. Students are expected to follow computer use guidelines in the Library and in classrooms. Infractions to the use guidelines can result in loss of computer use and disciplinary actions as outlined in the computer use contract.

Check Out Procedures in LMC

1. Students are expected to carry ID cards at all times. If no ID cards are present, students may check materials out only if they have a current photo on file in the library computers.
2. Students may not check out materials for others.
3. All library materials may be checked out for a three week period with the exception of reference materials and encyclopedias.
4. Students must return overdue books or pay for fines before being allowed to check out any additional books or materials. Students will be required to pay for materials that were lost or damaged while checked out in their name.

Discipline

We believe positive student-teacher relationships are the cornerstone to keeping students in class where they have access to instruction. We believe in addressing behavior as privately as possible, and that the key to changing misbehaviors is reteaching expectations. If behavioral redirections are unsuccessful, or a disruption to learning is large enough to warrant a student being removed from class, all parties (student, teacher, parent, admin) will be involved in addressing the misbehavior and restoring the relationship.

Students must keep their hands to themselves. This includes pushing, touching, hat flipping, and all forms of physical aggression. Students who use violence as a way to solve problems will be suspended. Anyone who takes pictures, records a fight, or shares a video of a fight will be disciplined with the person involved in the incident.

Part of being **respectful** is following **ALL** adult directions, whether or not you know the staff member who is speaking with you.

You are expected to stop, listen, and comply with **ALL STAFF at ALL TIMES.**

Cell Phone Policy

At BGHS, we believe that 1) cell phone use in the classroom is a distraction to learning, 2) students have the right to carry their devices, AND 3) students are capable and can be responsible for keeping them "off and away" during instructional hours. We have formed these three beliefs into the BGHS Cell Phone Policy, which will take effect at the start of this school year. We will train students on the first day of school, and encourage families to review and discuss at home.

- **Phones will be "off and away" during class periods: campus-wide and bell to bell**. This includes common spaces, hallways, and bathrooms.
- Students may use their phones during passing periods, lunches, and before and after school. Students may be granted permission to use phones for academic purposes at teacher discretion.*
- If a **parent/family member needs to reach their student** during class time, they can call the main office (360-885-6550) and have a message delivered. Otherwise, the student can respond during passing time. In cases of emergency, students may use their phones with the permission of a staff member.
- Every time a staff member sees a student using their phone, the student will be sent to the office to **turn it in for the day**. The phone will be placed in a secured cabinet, and students will be able to retrieve their phone when they leave school for the day.
- **No disciplinary action** will be issued as long as the student complies with the directive to turn their phone in to the office. Students who **fail to comply** will be issued a referral, families will be notified, and the phone will be turned in for the duration of the following day. **Students must comply to remain in "good standing,"** which is required for campus privileges (attending games, plays, dances, going off campus for lunch (juniors and seniors only), etc.

**Students who must access their devices to monitor health conditions will be granted permission from the administrator to use a phone for this purpose.*

Dress Code Policy

Refer to the District Handbook for current Dress Code policy

*Clothing or accessories that display illegal, lewd, profane, sexual drug/alcohol/tobacco, actions or symbols, gang or hate groups are **prohibited (including wearing or displaying the confederate flag on person or on vehicles)**

Board Policy 3224

Student choice in matters of dress should be made in consultation with their parents/legal guardians. However, student dress shall be regulated when, in the judgment of school administrator/designee, there is a reasonable expectation that:

- A health or safety hazard shall be presented by the student's dress or appearance, including possible
- membership in a gang or hate group;
- Damage to school property shall result from the student's dress; or
- A material or substantial disruption of the educational process will result from the student's dress or appearance.

Attendance

Regular attendance is essential to the learning process. When a student is absent, he/she misses out on valuable learning experiences. At Battle Ground High School students, parents, teachers, and administrators must work together to ensure the continuity of learning time. Therefore, attendance procedures have been developed to maximize learning time. Once a student has arrived on campus, he/she is not allowed to leave campus without authorization from the Attendance Office. If a student arrives late they need to check in at the attendance office. Students who arrive 15 minutes late to a class will be marked absent. All absences must be cleared within 3 days to be excused; the BECCA Bill procedure is started if a student exceeds 4 unexcused absences.

Tardy

A tardy is defined as arrival to class after the tardy bell has finished ringing.
A student with a pass from a staff member, BGHS office, security, or an administrator will not be marked tardy. The student will need to sign in on the classroom clipboard for the teacher to correct the attendance.
A student who arrives late without a pass will be marked tardy.

Tardy Policy

We commit to starting meaningful instruction at the bell. Students who arrive tardy (enter the classroom after the bell has finished ringing) to class disrupt this process. Teachers will communicate that a student's attendance record is being entered as a tardy in a discreet manner, and there may be disciplinary action if the behavior continues.

At BGHS, time spent learning in classrooms is a priority and students are expected to be in class on time. If you arrive at school **more than 15 minutes late to 1st period** or if you miss 1st period completely, you **MUST** visit the attendance office for a late slip.

- STEP 1 … Students who arrive late to class will be marked tardy by the teacher. Students should sign in, which signals the teacher to change the absence to a tardy. Teacher has conversations with students regarding tardiness. Try and determine the reasons and work on a solution with the student.

- STEP 2 …5th **overall** tardy (not per period) – This will generate an auto warning, and contact parents and students (via email).

- STEP 3 …10th tardy - This will automatically generate a referral, a lunch detention, and contact parents and students (via email). This step will also happen for the 15th tardy.

- STEP 4 …20th tardy will result in a ½ day of In-School-Suspension for defiance. An administrator will contact parents and a major referral will be written.

- STEP 5 …25th tardy and every 5th tardy following will result in a full day of In-School-Suspension for defiance. An administrator will contact parents and a major referral will be written.

Tardies reset at the semester

Excused Absences

Missing one or more periods during a school day constitutes an absence. Valid excuses for absences are:

A. Participation in school-approved activity and/or Pre-Arranged Absences.

B. The Attendance Office has Pre-Arranged Absence Forms which must be completed and signed by the teachers and a parent or guardian prior to the absence. An Admin signature is required for 5 or more days of absence. Pre-arranged absences do not excuse a student from doing their school work; failure to do the required work could result in a student's grade being adversely affected.

C. b) Absence caused by illness, health condition, appointments, bereavement, or a family emergency.

D. Parents should contact the Attendance office via email at bghattendance@battlegroundps.org or contact our Attendance line at 360-885-6555 (message system will answer if phones are busy or after hours), or Parents can send a signed note to the Attendance Office upon the student's return. After 72 hours (3 days) absences risk not being excused and can initiate the BECCA Bill for unexcused absences.

E. c) Absence resulting from disciplinary action:

F. Students who are placed on suspension or emergency expulsion are given an excused absence. They are to do the make-up work either while out or upon return.

Pre-arranged Absences

Definition: Occasions arise where absences are necessary, but which do not fall under personal illness, medical appointments, or family emergency. When this is the case, a pre-arranged absence is needed.

Procedure: It is the student's responsibility to:

1. Bring a note from the parent/guardian stating the reason for the absence, date of absence, and time to be dismissed. For school-sponsored events, the teacher will provide the necessary forms to be completed.

2. Take the note to the attendance office for approval and a pre-arranged form.
3. Have each teacher and a parent or guardian sign the pre-arranged form. Admin signature is only required if the student will be absent for 5 or more school days.
4. Return the form to the attendance office 24 hours prior to the absence, if possible.

Unexcused Absences

Any absence that does not fall into one of the categories defined in the Excused Absences section shall be considered unexcused. Students who have 5 or more unexcused absences will be considered in violation of ***Washington State Law RCW 28A.225 (BECCA LAW)***, and the student and their parent/guardian will be subject to the specific mandates of the law. Parents or students may request a teacher, counselor or administrator conference at any time during the semester grading period to discuss attendance circumstances and remedies.

Truancy

Students who arrive on campus are expected to stay on campus for all scheduled classes. Truancy occurs if a student is absent without the knowledge and consent of his/her parent or guardian for more than one half of the school day. Truancy can result in school consequences, and/or BECCA Bill consequences.

Single Period Absences (Skipping Class)

1. If a student needs to leave campus during the school day, a parent/guardian listed in Skyward must contact the Attendance Office prior to their departure**.** The student must also checkout in the attendance office. Single period absences cannot be excused after the student leaves and the student will be marked unexcused. This is considered "skipping class" and will result in disciplinary action.
2. Arriving 15+ minutes late to class will result in an unexcused absence.
3. Students found skipping classes after 15 minutes will be escorted to the SEL room for the remainder of the period

Attendance and Grading Policy

A student's grade may be affected by absences when the teacher has identified participation in class as part of the instructional objectives and goals of the class and as a part of the grading criteria. This will be communicated by the teacher to the student and the parent at the beginning of the course in the teacher's syllabus. When participation is affecting a student's grade during the semester the teacher will contact the parent. At Battle Ground High School, it has been determined that good attendance and punctuality are fundamental to an individual's success both at school and in the future as a prospective employee. Teachers have alternatives for earning the participation part of the grade as needed, for excused absences.

Conditions for Making Up Work Missed During an Excused Absence

- Students will be allowed to make up missed work or be given an alternative assignment for credit.
- The participation portion of the grade will be adjusted or the students will be allowed to make-up the participation portion outside of class.
- A student who has been suspended from school has the right to make up assignments or exams missed during the time they were suspended.
- Time allowed for make-up work is one day for every missed day, starting the day after they return.
- A student should discuss make-up work immediately with their teachers upon return to school, so they know when their work is to be completed.

- If a student will miss 3+ days, a parent may request homework through the attendance office (360)-885-6555.

Conditions Surrounding an Absence

- Students are responsible for the learning they miss during any absence.
- Teachers may require students to make up work missed during any absence.
- Teachers have the discretion of assigning make up work for an unexcused absence; however, they are not required to provide make up work.
- Teachers decide whether full credit or partial credit will be awarded for make-up work from an unexcused absence.
- A student who is truant can face discipline as well as no credit for work missed in a class.

Closed Campus

Battle Ground High School is a closed campus. Freshmen are expected to remain on campus until the end of their school day.

10th, 11th and 12th graders **may walk off campus** during their regularly scheduled lunch if they have a parent permission slip signed, have an off campus sticker and are in Good Standing. Permission slips will be turned in on picture day to receive their sticker. After picture day, students will turn in their permission slip to the attendance office to receive their sticker.

Students **ARE NOT** allowed to drive off campus at lunch.

Individual Student Early Release

1. The student has to check out at the attendance office and have a valid off-campus pass.
2. The student has a regularly scheduled class off-campus and is leaving to go to that class or is an OJT student. Students who have a late arrival time and come early should plan to study in the library until class time.

Students requesting schedules with either late start or early releases must return their parent permission slip to the counseling office.

Off Campus Passes with Parent Permission

Students who must leave during the day for an appointment must have an off-campus pass to leave. Students must check out at the attendance office prior to leaving school.

- Bring a note to the attendance office prior to needing to leave campus to sign out.
- Use the student phone at the attendance office to make parent contact for permission to leave.
- Last minute emergency appointments may be called in by a parent to the attendance office (Allow 15 minutes for notification).
- Students returning to school need to sign in at the attendance office when they arrive back on campus. **If the student does not check out with the attendance office, the absence can be determined to be an unexcused absence, corrective action can be assigned.**

No Loitering

Only students who are participants in a school organized and supervised activities are permitted to be in the BGHS Building and/or have access to BGHS materials, equipment, and/or facilities after 3:00 p.m. All other students need to exit the building by 3 p.m. on normal schedule, on early release days they must be gone by 12 p.m. Students loitering may be asked to leave.

Good Standing

Students must be in “good standing” to access campus privileges (attend games, dances, after school activities,

leave campus for lunch (sophomores, juniors and seniors only), etc. We will hold ID cards of students who are not in good standing until they follow through with any consequences issued.

Transportation

School Buses

Any student riding a school bus is expected to follow the driver's instructions and conduct themselves in a way that will assure not only their safety but the safety of others riding the bus. In order to ride a school bus, you must be assigned to that bus. A student can get a bus pass with a note from one of their parents to ride home with another student; this must be obtained before the end of the school day in the Main Office. Exceptions to this regulation must be approved by a school administrator/security. First Student is located at 1304 Eaton Blvd. Battle Ground WA 98604. Parents can reach them at 360-841-7099.

Student Health and Safety

Emergency Procedures

Any drills/alarms for emergencies are to be taken seriously. Students are expected to maintain classroom appropriate conduct throughout the entire drill/alarm. A plan has been developed which will ensure the maximum efficiency and safety for evacuating the building during drills and any real emergency. Instructions are posted in each room to follow during any emergency. Staff will direct students in the proper emergency procedure. Students and Staff will practice at least 9 scenarios during each school year. *Reference-Battle Ground School Board Policy 3432 Emergency School Evacuation*

Immunizations

Students attending public schools must, by state law, have been immunized against certain communicable diseases. If you do not meet these requirements, we are forced to exclude you from school until you have had the needed immunizations. Those immunization requirements are available at the Counseling Center. You must have on file with the school a medical or immunization record that shows the dates you have had the shots. If you have not had the required immunizations, you must have any exemption signed by a physician.

Health Services

Students who become ill or are injured during the day should immediately inform their teacher. The teacher will then refer the student to the Health Room and students should then report directly. Minor injuries requiring basic first aid can be managed at school. In the event of a more serious injury or illness, parents/guardians are notified for directions and, if not available, emergency medical assistance may be sought if conditions warrant. If at any time, Health Room staff is unavailable, the Counseling Office staff will offer assistance. Additionally, it should be noted that students are not permitted to be in possession of prescription or nonprescription medications at school or school events, without permission of school authority.

Students with signs or symptoms of illness and infection should be kept at home until the illness has improved and the student is non-contagious. The following criteria should be used as a guideline for keeping students at home:

- If a student has vomiting and/or diarrhea within the last 24 hours.
- If a student has a fever or fever-like symptoms in the last 24 hours.
- If a student has a rash, especially one in conjunction with a fever, a non-identifiable cause, or

creating discomfort for the student at school.

- If a student has pain that is persistent, unresolved and causing significant discomfort (i.e., toothache, ear pain, pain related to injury).
- If a student has a moderate to severe "cold" and cough, with or without fever.
- Any student with any infectious diseases (i.e. chickenpox, strep throat, pink eye) should be at home until considered non-contagious according to communicable disease guidelines, and/or local health authorities, and state/district guidelines.

Procedure to Follow in Case of Accident or Injury

The following is the procedure to be followed after any injury. Unless this procedure is followed, protection under insurance plans cannot be granted.

1. Report the accident immediately to the teacher in charge. (If not in a supervised area, report it immediately to the nearest teacher or principal.)
2. Report to the Health Room.

Student Liability/Insurance

The district's insurance coverage does not provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school activities. Student medical and dental insurance is available to the parents of the students at BGHS. We recommend that parents use this option. The ASB Office has details.

Lost and Found

The lost and found is located in the Attendance Office, with smaller items in the Main Office. Unclaimed lost and found items will be donated to charity at the end of each grading period or sooner as space is limited.

Emergency Calls and Student Messages

Our Main Office is a busy place and it is hard for our staff to take messages for all of our students. Because of the numerous phone calls, we will only take student messages from parents or guardians. We urge parents to restrict messages to emergency, unusual, or unforeseen circumstances. No student-to-student deliveries will be allowed other than authorized. Students will be notified and can pick up their message or items when allowed by their teacher.

Lockers

BGHS does not provide lockers to students. However, to meet the special needs of some of our students with long or short term medical situations, and sports, a few lockers will be available in the G-Wing. See the Main Office for details.

PE/Athletic Locker Room Security

Teachers and coaches do their best to keep the locker room secure; however, due to the large amount of student traffic going in and out of the locker rooms, it is difficult to maintain security. Students should NEVER leave their belongings in the locker room unless they lock them up in one of the PE lockers. To better establish locker room security, any unauthorized students caught in the locker room during the school day will be subject to corrective action.

Battle Ground High School
2025-2026 Vehicle Parking and Traffic Regulations

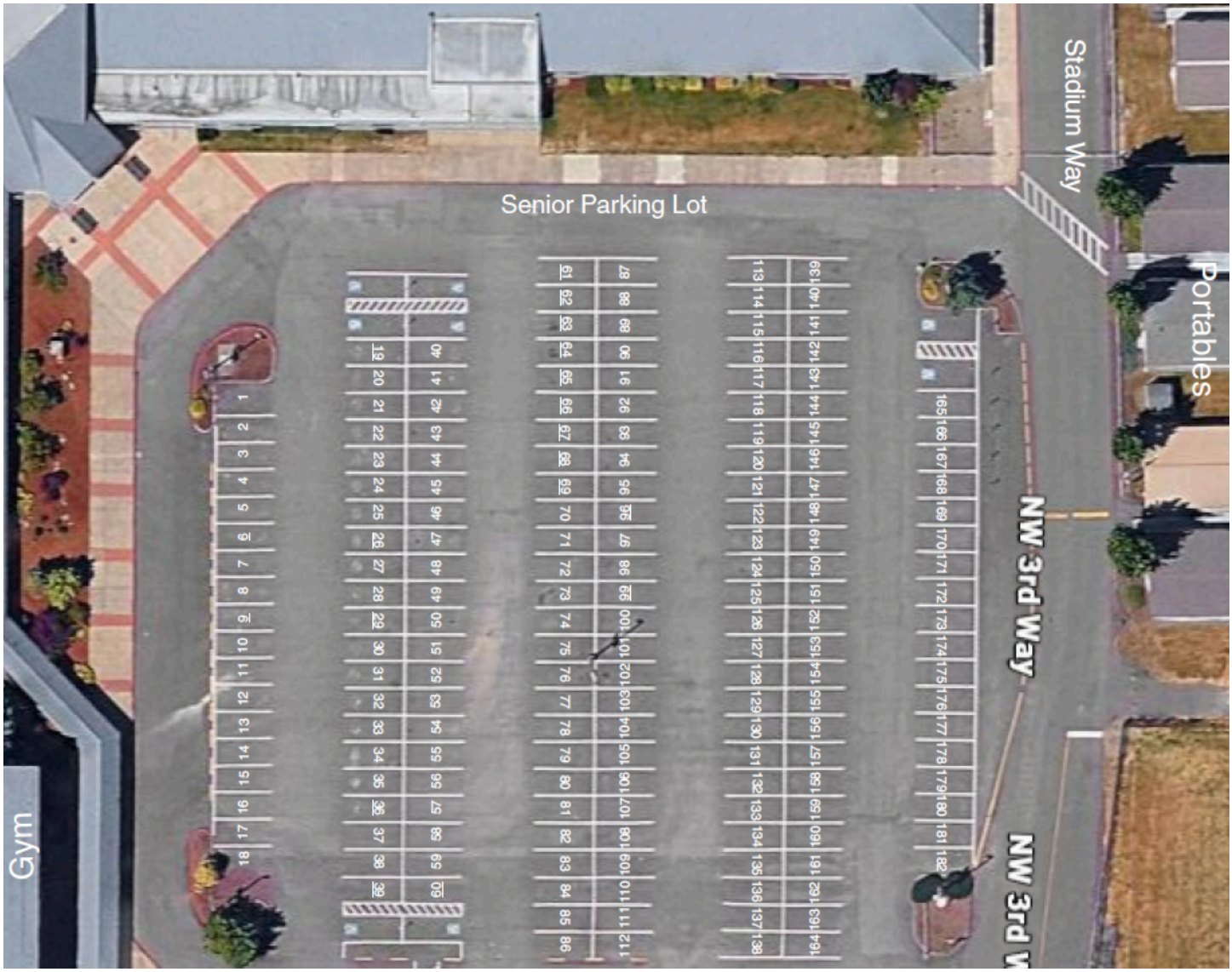
Driving a motor vehicle of any kind on school property **is a privilege** – **NOT** a right. Students who drive and park on school property are expected to adhere to all the rules and regulations that govern the operation of motor vehicles. Students are to operate their vehicles in a safe and proper manner at all times.

Students who do not adhere to the traffic/parking regulations will lose their privilege of driving and parking on campus, forfeit the parking fee, have a fine assessed and/or their vehicles will be towed. This applies to automobiles, trucks, motorcycles and all other vehicles.

CAMPUS TRAFFIC REGULATIONS:

1. **Students who wish to park on campus must purchase a parking permit for $5.00 from the ASB office and display the permit at all times when parked on campus.** Permits will not be sold to students who have outstanding fines.
2. Students are required to provide proof of insurance and a copy of their driver's license at the time of purchase. **The student to whom it was issued may only use the permit.** ***Violators could have their vehicles towed away and/or impounded at the driver's expense.***
3. Student parking is limited to student-designated areas ONLY. Students may **NOT**, for any reason, park in areas designated as **STAFF ONLY** between the hours of **6:30am-2:30pm**.
4. Students are not allowed to park in the staff parking lot near the flagpole, or "buses" in the traffic lanes, or in any area north of the school building. Do not park next to any red or yellow curb. These areas are fire lanes, and vehicles parked here will be towed.
5. Vehicles are to be parked properly within the lines and in their assigned numbered space. Parking 2-3 feet from the next vehicle is an acceptable distance in the gravel lot. ***There is no triple parking in the gravel lot.***
6. Students may not drive their cars during the school day unless they have obtained an "off-campus" pass through the Attendance Office.
7. The campus speed limit has been established at 10 miles per hour and will be strictly observed by all drivers.
8. Students are not permitted to sit in a vehicle that is parked on school property at any time during the school day.
9. The driver of a given automobile is expected to lock the vehicle to assist in enforcing this regulation and to reduce vandalism. Do not leave valuables in your vehicle. BGHS accepts no responsibility for lost or stolen items. Students park on campus at their own risk of damage to the vehicle.
10. In accordance with state laws, students must not have weapons in their vehicles while it is parked on campus. This includes rifles during hunting season.
11. Vehicles without a visible parking permit will receive consequences including, but not limited to verbal and written warnings, fines, school disciplinary action, or towing.
12. Remember to park in approved spaces ONLY. Students with lot parking passes should not be parked in handicapped spaces, bus lanes, and places that are not designated as an approved student parking space.

Parking Lot Map




NW 3rd Way
Stadium Way
NW 3rd Way
N Parkway Ave
253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276
Junior Parking Lot
229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252
205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228
183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 205 204
Music
Building


1 2 3 4 5 6 7 8 9
Old Library Lot
Greenhouses
Old Library Building
10 11 12 13 14 15 16 17
18 19 20 21 22 23 24 25
W Main St
W Main St
St

BATTLE GROUND HIGH SCHOOL ASB/ATHLETICS

PRINCIPLE FOCUSED ❖ PERFORMANCE DRIVEN

UTC

UNITY ◆ TOUGHNESS ◆ CLASS

CLASSROOM ◆ COMMUNITY ◆ COMPETITION

Courage • Leadership • Integrity • Curiosity • Concern

Athletics

Every student is urged to try out for and to compete in sports of their choice provided they meet the standards of citizenship and academics set forth by the school and the Washington Interscholastic Activities Association.

Sports Participation Fees

First Sport of the year - $150
Second Sport of the year - $135
Third Sport of the year - $100
ASB cards - $50

All students who participate in a sport must pay the participation fee prior to the first event in each season.

Requirements for Athletic Eligibility

Grades: All students participating in athletics must have a minimum of 1 failing grade in order to participate in athletics.

Prior to first practice:	**Prior to first competition:**
1. Parent permission 2. Physical exam 3. Concussion Forms 4. Insurance 5. Emergency authorization 6. Safety and warning	1. Meet academic eligibility 2. Purchase ASB card 3. Pay participation fee 4. Must clear all fines

Athletic Regulations for the Battle Ground Schools:

I. Conduct of those involved in the athletic program: The conduct of an athlete is closely observed by many elements of our society and it is important that this behavior always be exemplary. Athletes must think of themselves as leaders; therefore, an athlete has certain obligations and responsibilities to the team, the school, the home, and the community.

A. On the field, the athlete:

1. Is under control at all times, exhibiting poise and composure regardless of the situation.
2. Is respectful to officials.
3. Is modest in victory and gracious in defeat.

B. At school and in the community, the athlete:

1. Works hard to promote pride in their school and community.
2. Is discreet at all times.
3. Displays appropriate appearance and behavior before fellow students.
4. Public display of affection is discouraged.

C. In the classroom, the athlete:

1. Meets the academic standards of the school.
2. Is respectful toward teachers and fellow students.
3. Maintains a good attendance record.
4. Will not be truant from classes or practice.

D. On athletic trips, the athlete:

1. Is an ambassador for their home, school, and community, and will act accordingly.
2. Dresses appropriately and in good taste.
3. Is expected to represent their school and team through positive and mature behavior at all times.
4. Remains with the squad at all times when attending away contests.

E. Physical condition, the athlete:

1. Realizes that good physical condition is absolutely necessary and is willing to abide by conditioning regulations established by the head coach of that particular sport.
2. Acquires a sufficient amount of sleep.
3. Reports illness and injury to the coach

II. Athletic Code: It is important that athletes know exactly what is expected of them. The athletic program is an optional experience in which students may or may not choose to participate. By electing to participate in this program, the student must respect and abide by these rules. Each student athlete will be issued a copy of the athletic code that must be reviewed and signed by the student and parent or guardian. It would be foolish to work hard in practice and fail to meet the objectives of the athletic program by failing to observe a simple set of training rules. The Athletic Handbook can be found here: BGHS Athletic Handbook

A. Alcohol-tobacco-narcotics or drugs: The use or possession of alcohol, tobacco, narcotics or drugs by any athlete will not be tolerated.
B. Other serious breaches of conduct such as larceny, etc., will be cause for disciplinary action.
C. All disciplinary actions for violations of training rules must be based on factual knowledge.

III. Initiation/Hazing is a form of harassment. Any student attempting to participate in any form of initiation/hazing will be subject to discipline which will include athletic consequences.

Corrective Action

The goal of corrective action is twofold: to provide a safe and healthy atmosphere for students and staff, and to develop student growth in a positive direction. We have therefore developed a process that is progressive in nature, follows legal requirements, and allows for student growth in making appropriate behavior choices. Students must comply with district policies and procedures in terms of their conduct. .

**** Student conduct and discipline procedures are outlined in the section entitled Battle Ground Public Schools Student and Family Handbook. Each student and parent is encouraged to review this material in addition to the portion pertaining to Battle Ground High School.***

Associated Student Body Activities

Student Government

Battle Ground's Student Council plays a vital role in planning and sponsoring special programs, dances, and community service projects. The Council consists of student body officers, class officers, homeroom representatives elected to serve on the Council, and club representatives.

Student Body Funds

All student organizations and clubs are required to manage their funds through the Student Body Treasury. To purchase any article, students must obtain a requisition from the advisor or ASB Bookkeeper and follow state and school district requirements before purchasing materials. The Student Government, ASB advisor, and/or Assistant Principal approve expenditures of all student body funds.

ASB Cards

All students should purchase an ASB card. ASB cards are required for participation in student government, athletics, club membership, and ASB sponsored activities. An ASB card does grant free admission to home sport events, reduced prices for dances and yearbook. ASB cards are not accepted for free admission to jamborees, tournaments, and post season play.

Fees/Fines

Fee schedules are mailed home/posted at the beginning of the school year and are handed out in class if applicable. All fees and fines must be paid in full at the ASB office. Students with outstanding fines will be ineligible to participate in sports, activities, purchase dance tickets, check out library books or get their diploma after graduating. **See an administrator for additional information/assistance**.

Assemblies

Assemblies are a valuable part of our educational program at Battle Ground High School. A variety of assemblies are provided to complement our academic and activity programs. Assemblies are managed by the leadership class and the Activities Director. Student groups may request assemblies through the Activities Office. Such a request should include the assembly's purpose, schedule of events, time, date, name of sponsoring organization(s), and equipment needed. The administrative team decides if a request is approved and how the assembly is presented. ***The key to a successful assembly is student behavior. You are expected to be attentive during a presentation. It is part of the educational process. Remember, your behavior not only reflects on you but also on our school.***

Extracurricular Activities

Students are encouraged to participate in extracurricular activities. In order to meet the goals and objectives at Battle Ground High School in regards to academic excellence, students wishing to participate in extracurricular activities should strive to meet high academic standing. Participation in activities and athletics are governed by School District Policy and the Washington Interscholastic Activities Association.

* Participants in activities and athletics must clear all fines prior to participating in a competition or activity.

Clubs, Organizations and Activities

*Most clubs meet during our Tiger Time schedule on Tues/Thurs. This list is subject to change if there is not a club advisor

AFROTC	Football Club	Math Team
ASB	German Club	National Honor Society
ASL	Glass, Metal, & Wood Art	Photo Club
Baseball Club	Green Team	Poetry Out Loud
Becca's Closet	GSA	Skills USA
Choir Club	Guitar Club	Speech and Debate
Drama Club	HOSA	Student Mentoring
FFA	LatinX Club	Skills USA (Carpentry & Construction)
Fishing Club	Magic the Gathering, Chess, & Board Games	Jesus Club

Signs and Posters

The ASB office must approve signs and posters before they are posted. Posters and flyers must have an ASB stamp. They may be placed only in designated areas and secured in ways that do not damage the building. Sponsoring groups are responsible for removal. An administrator or security can remove a poster or sign at any time, approved or not.

Use of School Facilities by Student Groups

Student groups desiring to use school facilities for school-related activities or non-school activities are required to complete a facility use request with the signature of their adult group advisor and turn it in to the ASB office.

Booster Club

Their goal is to promote interest in all school activities. Parents are encouraged to join. For more information, call the Activities Office at 885-6562

Dances

Various clubs and groups sponsor several dances throughout the school year. They are restricted to BGHS students. School picture identification is required for admittance. Once students enter a dance, they are not allowed to leave and then re-enter. There is no admittance during the last half hour of a dance.

By signing this handbook, you are agreeing to the terms of attending a dance and hold responsibility to any actions that breach this contract. In addition, if you wish to bring a friend who does not attend BGHS to one of these dances, your guest must complete a dance contract and return it to the ASB office by the specified date. (Guests must not be over 20 years old, or under grade 9.) Tickets will not be sold at the door for any of the formal dances.

The school Dress Code is in effect for all school dances with the exception that sleeveless and spaghetti strap dresses are allowed at formal dances. Dancing must meet acceptable school guidelines. Dancing that is overtly sexual or degrading is not allowed. Dancing that could pose a physical danger (i.e., crowd

surfing) is also not allowed. Students who engage in this type of dancing may be asked to leave. Use of alcohol or other drugs before coming to a school dance or during a school dance may result in suspension and arrest.