“Our cultural heritage, our liberties, our free enterprise system, and our form of government are all interwoven with the destiny of our American public school system. Our basic documents, the Declaration of Independence and the Constitution, testify to our rights and personal liberties and to the respect we hold for the dignity of the individual. Our public schools make a reality of these political philosophies and social ideals in the lives of the American people. We must be concerned with the education of all children, because the strength of the nation lies not only in its leadership but in the contributions of all citizens at all times.”

DR. HARRY A. BURKE
Superintendent, 1946-62
Omaha Public Schools
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A Message from the Principal!

Welcome to Burke High School for the 2017-18 school year! Burke students take great pride in their achievements and school. Their achievements are realized through dedicated individual effort along with the care and guidance of others. Burke students enjoy the support of committed faculty and staff, as well as remarkable parent and community backing.

For over 50 years, Burke High School students have accomplished excellence in the academic, athletic and activity arenas. The tradition of excellence can only continue if we embrace the spirit of excellence in our attitude, decisions, and actions. In doing so, each and every one of you have the potential to make a positive difference in your own life and the lives of others.

It is important to note, Burke High School is not just a school building or stadium. People make Burke, Burke. Students, teachers, counselors, administrators, staff, parents, and community partners all come together to support one another and create a nurturing environment where all can learn and achieve. Burke encourages and welcomes your contributions, however big or small. Together we will keep our traditions of excellence alive and well for years to come.

We are Burke!

Gaye Lannan
Principal

Assistant Principals.................................................................Mr. Chad Price
                                                      Mr. Jason Williams
                                                      Dr. Andrew Walters

Director of Guidance ..........................................................Ms. Hope Smejkal

Deans of Students ..............................................................Mr. Ryan Murtaugh
                                                        Mr. Nathan Ter Beest
                                                        Ms. Monica Dixon

Curriculum Specialists......................................................Ms. Jane Luethge
                                                        Ms. Katie Mauseth
Academic Letter

Students who take the minimum class requirements each semester and earn a GPA of 3.5 or higher for three or five semesters will earn an academic letter and pin. Students who have earned a GPA of 3.5 or higher for seven semesters consecutively, will earn a gold cord that will be worn during Burke’s Commencement ceremony.

Academic Class Load

The average class load recommendation is seven credits per semester. The maximum is nine. Credits are required per semester for seniors. Graduation requirements prescribe a minimum of 49 credits will be required for graduation. It is important students register for the appropriate number of courses each semester.

Activities

School sponsored activities include those which are part of the Burke curriculum under the direct supervision of a certified staff member, or sanctioned by the Nebraska School Activities Association, the OPS Central Office, or the Principal’s Office. Students will be counted absent from individual classes but will not be counted as absent from school. Spectators at school-sponsored activities during the school day are counted absent from class and from school.

Activity Sticker

There is a fee of $35.00 for high school participation in extracurricular activities either as a member or a spectator. All students who pay the $35.00 participation fee will receive a sticker on their ID Badge, which entitles students to attend designated Omaha Public Schools’ activities/events at no additional cost. Students who are eligible for free and reduced lunch may have the participation fee waived and receive an Activity Sticker at no cost.

The extracurricular activities for which a membership participation fee is charged at Burke High School are as follows:

All extracurricular activities where a membership participation fee is required, including but not limited to, all sports, clubs and student organizations.

The owner of a Burke activity sticker is admitted free to all home athletic events and designated OPS activities/events. This is an outstanding value for $35.00. The sticker is not transferable. A student will lose the privileges of an activity sticker by transferring or loaning it to another person. If a card is lost, please report the loss to the Assistant Principals’ Office.

9th Grade Planner

All students will be issued an Agenda/Planner by Burke High School. The Agenda/Planner will also help students to keep track of daily homework assignments and upcoming tests/quizzes. Please encourage your student to use their Assignment Notebook as they transition to electronic organization for grades 10-12.

Attendance

Daily Attendance

If it is necessary for a student to be absent, a parent should call the school Attendance Office (402-557-3230 or 402-557-3231) by 9:00 a.m. to report the absence. A note must be brought to the Attendance Office before 7:40 a.m. upon his/her return to school.

Make-Up Work After an Absence

Students may make up work following an absence. Teachers may establish guidelines and time limitations.
Anticipated Absence

A student who anticipates an absence should bring a note from a parent or have a parent call the attendance office. The student’s attendance will be adjusted in Infinite Campus in order to notify teachers.

Dental and Medical Appointments

It is important that dental and doctor appointments be kept to a minimum during school hours. A phone call to the Attendance office may also be used as notification of an absence due to a medical appointment.

Leaving During School Day

Every day and every class is important; leaving school during the school day should occur only for an absolute necessity. Once a student is on school grounds, he/she may not leave without parent or administrator approval. A phone call from a parent is also necessary to verify the request. After the absence has been verified, a pass will be given to leave class at the appropriate time. The student must then sign out at the Attendance Office. Students may leave the building during the lunch hour only if their parent picks them up at the attendance window. Students are expected to remain in school and attend all Assemblies such as; diversity, due process, grade level, and pep rallies. If a student is unable to attend and must leave the building, a parent must call or sign the student out of school. If someone other than a parent or legal guardian is picking up a student, let the Attendance Office know. Students will not be released to anyone without parent permission.

Attendance/Course Credit

High school students have the primary responsibility to be at school on time, every day, and to report on time to their assignment each block. It is the student’s responsibility to obtain and inquire about missing assignments upon returning to school.

Dismissal

Students who are not with or supervised by a teacher or a coach are to leave the building immediately after dismissal. If a parent/guardian is going to be late, students should report to the Transportation Waiting Area (TWA) or leave campus. All parents/guardians are encouraged to pick up their student as soon as possible. All students are expected to report to the TWA or leave campus by 3:15 p.m. The TWA is available Monday through Friday, 3:15 p.m. - 5:00 p.m., and is located in the South Auditorium. Students who engage in inappropriate conduct will be subject to the OPS Code of Conduct.

Bell Schedule and Lunch Schedule

Block schedules increase the opportunity for teachers to use the Gradual Release of Instruction Model with literacy strategies across content areas more effectively in each classroom. It is also well supported that block schedules increase a positive school climate and promote the safety and security of students. School begins at 7:40 a.m. and ends at 3:05 p.m. Students will attend four classes every day.

2017-18 Bell Schedule

B 1/2 7:40 - 9:20 = 100 instructional minutes (pledge, few announcements)
B 3/4 9:26 - 11:04 = 98 instructional minutes
B 5/6 11:10 - 1:25 = 135 total minutes - 30 min lunch - 5 min pass = 100 instructional minutes

L1 11:06 - 11:36
L2 11:41 - 12:11
L3 12:16 - 12:46
L4 12:51 - 1: 21

B 7 /8 1:27 - 3:05 = 98 instructional minutes
Burke Colors
Antique GOLD (sometimes called “old gold”) and BLACK.

Clubs and Activities
Clubs are open to all students without regard to race, religion, or national origin. Some clubs have regulations that must be followed in order to remain a member.

The requirements for beginning a new club are:
1. Sufficient interest
2. A faculty sponsor or monitor
3. Application and submission of a club charter to the Activities Director
4. Approval of the Principal
5. Curriculum related or student interest approved by Activities Director

Under no circumstances will a club be permitted to “initiate” new members. Formal induction ceremonies are permitted under the supervision of the sponsors. Any violation of this may result in the revocation of the club’s charter.

Club meetings are announced in the Daily Bulletin to students.

Requirements For Participation In Co-curricular Activities
A student must have passed a minimum of four (4) credits the preceding semester in order to participate in any activity or athletic contest that is in competition with another school. This requirement applies to those students who run for an elected office or honorary position (king, queen, homecoming, etc.). If a student is elected to Student Government during the spring semester, that student must pass a minimum of four credits the second semester in order to hold office in the fall.

National Honor Society Requirements
Membership in the National Honor Society at Burke High School is both an honor and a challenge. Four evaluative categories are used to determine a student’s membership. The four areas are: (1) scholarship, (2) leadership, (3) character, and (4) service. In order to be eligible for membership in the National Honor Society, a student must meet the requirements of the four evaluative categories. Academically, juniors and seniors must have a minimum GPA of 3.50. Students wishing to qualify for membership in the National Honor Society should seek out community service opportunities and participate in as many as possible. A detailed accounting of membership requirements are available from the sponsors.

The chapter adviser and the Faculty Council, appointed by the Principal, work together to see that the local chapter adheres to the guidelines set forth in the constitution. The adviser and the Faculty Council also work together in selecting and dismissing members of the National Honor Society.

Student Government
Burke’s Student Government consists of approximately 50 members. There are 14 elected seniors, 12 elected juniors, 10 elected sophomores and 8 elected freshmen. There is a possibility for 6 additional work-on members. Elected from these 50 representatives are a president, vice-president, secretary, membership chair, PTO representative, historian, 10th grade representative and 9th grade representative. Students grades 10-12 are elected to membership in April of each year, and freshmen are elected after school begins.

Members of Student Government form committees and plan several school activities including Homecoming.
Computer Center

The Burke High School computer labs are located on the first floor of the building in rooms 132 and 140. The labs are equipped with over 50 PC’s with access to the Internet and school network. The labs may be used for class instruction and independent student work. Programs, applications and equipment provide students the ability to work on most school-related projects. Students may use personal removable media, such as flash drives, to save and transport work; however, content of removable media is subject to school policies. Lab hours are from 7:00 am to 3:30 pm and scheduled classes have priority over individual students. Students using the lab must sign in and have a pass during the school day. No food or drink is allowed in the computer labs.

Conduct at Athletic and Special Events

Over the years Burke’s student body and athletes have enjoyed an excellent reputation for their sportsmanship and fair play. It only takes a few students to tarnish this fine reputation. The athletic program, the student body, and, above all, YOU are judged by your actions. The focus of spectators should be on the game. Booing or other acts of poor sportsmanship are definitely out of place at any Burke activity. Themes or special attire must be approved in advance by the Activity Director.

All Burke activities are an extension of the regular school day so regular school policies should dictate behavior. Any student who has been suspended from school is ineligible to attend any school related special events for the duration of that suspension.

Once a student leaves a school activity, he/she may not return to the contest or event.

Early Release

Students enrolled in Marketing or Office Internship programs may be released from school to report to the job following 3rd block. Parental approval is necessary. Class schedules will not be changed to accommodate early release. Registration information is the basis for deciding teacher needs, textbooks, room assignments, class size, etc. for the coming school year. Class scheduling and students’ educational opportunities take priority over leaving early.

Final Examinations

Final examinations are given at the end of both semesters in nearly all courses. Students are expected to take final assessments at their scheduled date and time. If an exam is not taken at the scheduled time, the final course grade may be affected. Taking finals prior to the scheduled date and time is prohibited. Semester exam schedule will be posted on the school website.

Fundraising

All fundraisers or any selling of products in the building or on school grounds must have approval of the Activities Director. Approval will be given only for Burke related activities. No fundraising materials should be distributed or sold during class time.

Hands-Off Policy

There is no such thing as . . . . “Playing, Messing Around, or Play Fighting”. Violations of the Hands-Off Policy include:

- Slapping
- Punching
- Wrestling
- Striking with or Throwing Objects
- Flicking or Popping with Fingers, Rubberbands, Balloons, or other such objects
- Use of Karate or other types of Martial Arts
- Any Verbal Act (e.g. Name Calling, Teasing, Taunting, etc.) which by its very nature tends to initiate/escalate a situation.

- Pushing
- Shoving
- Hair Pulling
- PDA/Kissing
- Pinching
- Kicking
- Tripping
Compliance with the Student Code of Conduct is expected of all students.

Lockers
Your locker combination should be kept strictly confidential. A locker should not be accessed by students not assigned to it under any circumstances. Sums of money or other valuables should not be kept in your locker. Keep your locker in good order. **Keep your materials and personal belongings in the locker assigned to you;** this includes the gym locker assigned to you.

You are responsible for the security of your personal belongings and the care and upkeep of your locker.

Lunch
All Omaha Public Schools maintain a "closed campus" policy for lunch. Students may not leave the campus. Listed below are regulations to follow during the lunch period:

1. Students may not cut or save places in the lunch line. Students should enter the cafeteria and be seated. Students must wait for their seating section to be released.
2. Food and beverages must be consumed in the cafeteria.
3. All other corridors, academic wings, stairways, and the second floor and lower level are off limits during lunch periods.
4. For the safety of all in the cafeteria, students must be seated.
5. All waste paper should be placed in the trash cans or recycling bins as applicable. Chairs should be pushed in and eating areas left in good order.
6. All students must remain in the cafeteria during their assigned lunch time.

In accordance with Federal law & U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave, S.W., Washington, DC. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider & employer.

PE Replacement
Students who are involved in a high school team sport (one season) or Spirit Squad (one year) and would like to take an additional class, that otherwise he/she would not be able to take because of the district PE requirements, may complete an application to waive one (1) semester of PE for another elective class. Academic Expansion, class release, or late start does not qualify for a PE waiver.

Posters, Signs and Flyers
All posters, signs, flyers, and materials must be approved by the Activities Director before they can be displayed or distributed. No distribution will be allowed during class time.

Progress Reports and Report Cards
Progress Reports – High School and Middle School
Student Progress reports are distributed at the middle of each grading period. Progress Reports are designed to let parents/guardians know how their child is performing academically. These grades (marks) are not final and do not appear on student transcripts. As always, parents/guardians can make an appointment with teachers or counselors in the event that additional supports are needed to improve the student’s progress.
Report Cards – High School and Middle School

Student report cards are distributed at the end of each grading period. Report Cards are designed to inform parents/guardians of the student’s level of proficiency in each course. For quarter-long courses, grades (marks) issued at the conclusion of the quarter will appear on the student’s transcript. For semester-long courses, grades issued at the conclusion of the semester will appear on the student’s transcript.

Qualifying Tests For College Credit and Advanced Placement

Sophomore, junior, and senior students at Burke have the opportunity to enroll in numerous college-level Advanced Placement (AP) classes which prepare them to pass AP exams and earn college credit while still in high school. The school maintains a directory of current acceptance policies for regional universities.

Two important tests for admission to college are the Scholastic Assessment Tests (SAT) and the American College Testing exams (ACT). One or the other is required for admission and/or placement in most colleges and universities. Both tests are given several times a year and may be repeated for improved performance – the best scores may be used. It is advisable for students to take them in late spring of their junior year and in the fall of their senior year. Some select colleges require SAT II subject tests. If you have any questions, consult with a counselor.

Student Success Center

These programs are designed to modify inappropriate behavior without loss of school time. They serve as an alternative to short-term suspension for some infractions. Student Success Center takes place during the school hours of 7:40 a.m.-3:05 p.m. on designated school days and the student’s teachers will be contacted to send work for the student to complete. Failure to serve a SSC assignment will result in a two day suspension from school and a student intake conference with a parent and administrator.

School Counseling Department

Burke High School’s Counseling Department offers a proactive comprehensive program. It combines teaching a counseling curriculum to all students and responding to the unique and individual needs of students.

There are eight counselors at Burke High School. Students are assigned to one counselor, but have opportunities to work with all eight counselors. The role of the school counselor is to contribute to the academic success of students. They do this by helping to remove barriers that hinder student success. There are three ways to access a school counselor.

1. Assignment — School counselors are assigned to assist students specifically with registration, course selection and scheduling concerns. Again, students may always request to see any one of their school counselors; however it is likely they will see their assigned school counselor during the registration process.

2. Specialization — all school counselors can provide general information and resources for student planning and success. In the Omaha Public Schools, school counselors specialize in guidance areas to bring students the most comprehensive resources available. Specialization areas include:

- **Academic Records** to monitor academic placement and make sure you are meeting academic requirements
- **College/Career** to assist students in identifying career options and assist students with their plans after high school.
- **Social/Emotional** to assist transition from middle school to high school and help you learn more about yourself and your relationships with others.

All school counselors teach skills in classes, by areas of specialization to ALL students throughout the year, using our standardized counseling curriculum.
**3. Counselor-of-the-Day** – Each day a school counselor is on duty as the Counselor-of-the-day. This school counselor serves as an initial contact for students, staff, and families seeking guidance assistance including inquiries if the assigned school counselor is unavailable, delivering classroom lessons, facilitating small groups, or out of the office. The Counselor-of-the-day is publicized each day in the bulletin and is listed in the Daily Bulletin on the Burke website.

**School Counselor Assignment**

Students are assigned to school counselors who can assist them with general information and resources for success at Burke High School. Students may always request to see any one of the school counselors; however, it is likely they will see their assigned school counselor for general needs.

<table>
<thead>
<tr>
<th>Name</th>
<th>Letter(s)</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Hope Smejkal</td>
<td>A,F,X</td>
<td>3220</td>
</tr>
<tr>
<td>Mr. Landon McCormick</td>
<td>C,G,Y</td>
<td>3226</td>
</tr>
<tr>
<td>Ms. Michaela Moriarty</td>
<td>K,R,J</td>
<td>3228</td>
</tr>
<tr>
<td>Mr. Don Ferree</td>
<td>N,T,U,V,W</td>
<td>3222</td>
</tr>
<tr>
<td>Ms. Susan Richards</td>
<td>D,I,S,Z</td>
<td>3223</td>
</tr>
<tr>
<td>Ms. Katie Stichler</td>
<td>B,E,P</td>
<td>3224</td>
</tr>
<tr>
<td>Ms. Kimberly Schmacher</td>
<td>M,O,Q</td>
<td>3221</td>
</tr>
<tr>
<td>Ms. Ashleigh Weaver</td>
<td>H,L</td>
<td>3225</td>
</tr>
<tr>
<td>Ms. Maricela Regan</td>
<td>Secretary</td>
<td>3227</td>
</tr>
<tr>
<td>Ms. Teresa Johnson</td>
<td>Counseling Paraprofessional</td>
<td>3236</td>
</tr>
</tbody>
</table>

Students generally come to the Counseling Center before school, at lunchtime, after school or during a Study Hall period. However, in rare cases of an urgent situation, teachers may choose to send a student to see a school counselor during class time. Students should come to the Counseling Center from class with a pass. School counselors are on duty 7:10 a.m. to 3:25 p.m. daily.

**School Counseling Resources**

The School Counseling houses a variety of resources available to assist students with planning their future. Information is available in print, computer programs and Burke’s website. The bulletin board also publicizes upcoming events, opportunities, and key announcements. Students should stop by and/or check Burke’s website regularly to stay informed.

**School Song/Mascot**

*Strong, United, Loyal are we,*  
*Burke High Bulldogs, fighting for thee*  
**Fighting until victory is won!**  
*B-U-L-L-D-O-G-S come on bulldogs,*  
**Fight for the black and gold!**  
*Come on Bulldogs, stand up and cheer,*  
*Backing our team right now and here.*  
**Always yelling, this battle cry,**  
*B-U-L-L-D-O-G-S come on bulldogs,*  
**Fight for the black and gold!**

“DAWGS”
School Store

The school store is located just inside the main entrance of the building. School supplies such as book covers, paper, notebooks, pens and pencils, activity cards, and tickets to various functions can be purchased here. Information on lost and found items (including textbooks) also can be obtained in the school store. The OPS Board of Education provides, free of charge, nearly all textbooks.

Special Accommodations

When a special accommodation is needed for a student or family member for a school event, it is the responsibility of the student/family to contact the school to request the accommodation. Such a request should be made several days prior to the event.

Student Dress

In addition to the Omaha Public Schools’ “Dress and Personal Appearance” guidelines in the Buff Pages of this handbook, the following guidelines must be observed:

1. Printing, wording, pictures or clothing that advertises or promotes alcohol or drugs (any derogatory or controversial, etc.) are prohibited.
2. Hats, sunglasses, gloves, head scarves, and other head dressings are prohibited. Headbands may be worn with a 2” or smaller width to hold hair back.
3. Midriffs must be covered. No lace camisoles. No tank tops.
4. Shorts, skirts, and split skirts must be reasonable length. Boxer shorts are unacceptable as outer wear.
5. See through clothing is unacceptable; this includes excessive holes in jeans. Students may wear leggings underneath them.
6. Face painting is unacceptable.
7. Chains of any kind or length are prohibited.
8. Pants must be pulled up over the hip bone and bottom area (no sagging pants).
9. Shoes must be worn at all times.
10. No “RIP,” “In Memory of” or similar such buttons, shirts, or other items.
11. House slippers, or blankets are not acceptable.

Clothing must not distract or disrupt the learning atmosphere within the school. If a student is in violation of student dress guidelines, they may be offered alternative clothing items to replace/cover inappropriate clothing. Items are provided on a rental basis to the school. Fee/fines may be assessed for any items not returned.

Student ID Cards

The following are the Burke High Expectations regarding ID cards

- Only the ID card with a sticker will be honored at athletic events for admission.

Burke High School will provide one free lanyard and a plastic cover to each student.
If a student forgets or loses his/her card, a new ID may be obtained in the Bookstore for $5.00.
**Student Parking**

Every student who drives to school and uses the school parking lot must secure a parking permit. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents. Students must show a Valid Driver’s Licence, current registration and proof of insurance in order to get a parking permit. Parking in the school lots will only be allowed for students who are classified as sophomores, juniors and seniors. The permit fee is $25. An application form must be completed and placed on file in the security office for each car used as transportation to school. Only those cars with hang tags will be permitted to park in the designated areas on the school property. Hang tags must be displayed. Any changes to license, registration, insurance, or license plates should be reported to the Burke Bookstore.

Drivers of illegally parked cars or cars parked on school grounds without a hang tag will be fined $10 per violation, and $15 after two violations. A fee of $25.00 will be charged to replace a lost parking tag. Cars may be towed if circumstances warrant. Report any accidents, vandalism or thefts on school grounds to an administrator immediately.

Students are not permitted to park on the East or West sides of the building. These drives are for maintenance and school deliveries only. Students may park anywhere in the main parking lots except the first three rows nearest the building in the east lot, the first three rows nearest the building in the west lot, and on the extreme east side of the building in the small lots. These rows are clearly marked as reserved for staff parking. The speed limit in the parking lot is 10 m.p.h. Students are not to loiter in parked cars before, during, or after school. Cars are not permitted to park on the grass, next to a curb painted yellow or red, in visitor parking spaces, or in the loading dock area. Do not leave valuables in your car and be certain your car is locked. The School District cannot be responsible for lost or stolen property on school grounds. Safe driving rules are for your protection. When you drive through surrounding residential areas, please be especially cautious.

**Tardy Policy**

Start of school tardies – It is important that students arrive to school on time every day. Students who are tardy to school due to appointments that are scheduled in advance, (i.e. doctors, dentists, court appearances, etc.) must have a parent call attendance and leave a voice message saying student will be late to receive a tardy pass from the Attendance Office. If students who receive bus transportation are late, students should get a bus excuse from the Attendance Office. (Any students that arrive past the time that he/she are scheduled to be in their first class, will be marked as ABS (Absent) in Infinite Campus, with a time marked as to when they arrived).

During the day tardies – Students are expected to be on time for each class and prepared for instruction with the necessary materials. Passing periods between each class are six minutes long, with a one minute warning bell. Students who are not in the classroom at the conclusion of the tardy bell are considered tardy.

***If a student is tardy to any of his/her classes which includes first hour, they will be marked tardy by the classroom teacher. Tardies will accumulate for all classes for the entire semester. Consequences for tardies are stated below. Tardies will start over at the beginning of each semester. The basic responsibility for being to class and on time rests with the student. Punctuality is a part of the learning process, and missing instructional time may impact the grade.***

- 5 Tardies Detention
- 10 Tardies Detention
- 15 Tardies Detention
- 20 Tardies Administrative Discretion
Further action will be taken by the student’s administrator and a meeting held with an Administrator. This may include a referral to the Student Support Liaison, schedule modification, referral to the county attorney, or other actions as deemed appropriate. Repeat tardies may be considered an act of insubordination when appropriate.

**Teen Center**
Students who are members of the St. Luke Teen Center must follow school rules. Any violation of the rules will receive consequences outlined in the Student Code of Conduct.

**Transportation**
Students riding school vans or buses and/or privately-owned buses are subject to school regulations. Infractions will be reported, and appropriate disciplinary action will be taken. School rules also apply to designated bus stops. Bus updates can be found by following

www.burke.ops.org
Twitter: @OPS_Burke

In order to alleviate the traffic congestion caused by loading the buses at dismissal time, all buses will load and unload from the west parking lot. All buses will exit by the far west drive. To ensure desirable traffic patterns, parents who pick up students are urged to use only the east parking lot.

Before or after school transportation problems should be brought to the attention of the Activities Director/Assistant Principal in charge of transportation, Dr. Andrew Walters, 402-557-3211. Students are not allowed to ride a different bus unless authorized by the Activities Director/Assistance Principal. A temporary bus pass will be issued in these cases.

**Unauthorized Equipment/Student Use of Electronic Communication Devices Prohibited**
Personal equipment (e.g. cameras, cell phones, iPods, earbuds, etc.), which has not been approved for student use, may not be used between 7:40-3:05. Unauthorized use of electronic devices will result in consequences as outlined in the Student Code of Conduct.

*Students are allowed to use personal electronic devices during passing periods and lunch. Earbuds must be worn, no speakers are allowed.*

**Visitors**
Parents are always welcome and encouraged to visit Burke High School. Students considering enrollment at Burke may make prior arrangements to visit through the counselling center. Student–age friends or relatives of Burke students are not permitted to visit during the school day. For security purposes all visitors must report immediately to the front office and wear a visitor’s I.D. Former Burke students must have prior approval from the Principal or a teacher to visit, and must obtain a Visitor’s Pass upon entering the building. A teacher/staff member must be available to escort the former student through the building.