



## ***2024-2025 Student Handbook***

***Bay High Focus Program  
2005 Y Street  
Lincoln, NE 68510  
(402) 436-1317***

***<https://bayhigh.lps.org/>  
<https://twitter.com/BayHighLNK>  
<https://www.facebook.com/BayHighLNK>  
<https://www.instagram.com/bayhighlnk/>***



## Program Handbook (2024-2025)

### **Bay High Administration**

Michelle Leidholt - Instructional Coordinator (mfonck@lps.org)

### **Bay High Staff**

Ethan Carlson - Business, Marketing, & Info Tech (ecarlso2@lps.org)

Brent Jarosz - Business, Marketing, & Info Tech (bjarosz@lps.org)

Tina Le - English/Journalism (tle@lps.org)

Breanna Moore - Executive Secretary (bmoore1@lps.org)

Melissa Sellon - Counselor (msellon@lps.org)

Amy Pickerill- Special Education (apicker@lps.org)



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# Intent of Student Handbook

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations and general information about the Bay High Focus Program. Each student is responsible for becoming familiar with the handbook and knowing the information contained within it. Parents are encouraged to use this handbook as a resource and to assist their child in following the procedures and rules contained in this handbook.

Although information found in this handbook contains detailed and specific information on a variety of topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should the situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations. This handbook is a supplement to the LPS Important Information Handbook (<https://www.lps.org/about/important/2024-2025/booklet/ib-eng.pdf>) to clarify how rules, regulations, and general information about Lincoln Public Schools applies to Bay High.

## Bay High Focus Program School Wide Expectations:

We do **BAY** Things

- **Build** - honor relationships, knowledge, character
- **Adapt** - change, solutions not problems, growth mindset
- **Your Best** - effort, make it fun, improve, raise the tide

## What is Bay High Focus Program?

The Bay High Focus Program offers experiential learning opportunities at school and in the Lincoln community. The curriculum emphasizes identity development, personal and social responsibility, empathy, critical thinking, and creativity. Bay High has a capacity of 100 students and 3 teachers in Business and English.

There are many hallmarks to Bay High:

- Content creation and emerging digital technology in four subject areas: including photography and videography, coding and development, design and digital asset creation and digital storytelling and podcasting.
- Hands-on, project-based initiatives that go beyond the classroom —reflecting the increasing demand for creativity in today’s business environment, as well as new innovative ways of learning that connect best with Gen Z.



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- In line with The Bay's engagement opportunities for young people, skateboarding, music and fashion will serve as associated creative disciplines.

At Bay High, we focus on the whole student in addition to academics. We have four focus statements to help us work toward success in all facets of life. We expect students to do their best to grow in these areas:

1. At Bay High, we **honor relationships** by putting **people first**, having a **positive presence**, and **advocating** for yourself and others.
2. At Bay High we find **solutions not problems** by being **future-oriented**, **making connections**, and **taking responsibility**.
3. At Bay High, we **raise the tide** by being **community-focused**, having a **team mindset**, and **building our skills**.
4. At Bay High, we also **make it fun** by **trailblazing**, **creating community**, and **finding joy**.

Students can apply to be a student at Bay High through our website, and oftentimes students are encouraged to apply by an administrator or counselor at their home high school. Students and parents or guardians must agree to Bay High expectations if selected to attend. While at Bay High, students may continue to participate in athletics or other student activities at their home high school.

For more information please contact Bay High directly at (402) 436-1317.

## Honors and Awards at Bay High

Students' GPA at Bay High is combined with their home high school where they will be recognized for academic and classroom achievement, including Graduation Honors at their home high school.

### Inspire Award

This award is presented annually in partnership with the Foundation for Lincoln Public Schools to one Bay High student who excels inside and outside the classroom with an emphasis on positively impacting peers.

### Annual Awards

Awards are presented annually to graduating seniors who excel in the core tenets of Bay High Focus Program, including the creative pillars and values of the program.

- ❖ Resiliency Award: Awarded to a creative who overcame significant challenges outside school and remained committed to excellence and positively impacting Bay High.
- ❖ Changemaker Award: Awarded to a creative who showed significant investment in advancing change for the betterment of others.
- ❖ Disruptor Award: Awarded to a creative who achieved excellence in going against the status quo and promoting innovation.
- ❖ Emerging Leader Award: Awarded to a creative who exhibited outstanding ownership across their social, academic, and personal pursuits while positively impacting those around them.
- ❖ Pillar Awards (4): Awarded to an outstanding creative in each pillar.
  - Photography & Videography: Awarded to a creative who shows exceptional skills in visual



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content capture and editing.

- Design & Digital Asset Creation: Awarded to a creative who shows exceptional skills in graphic design and static storytelling
  - Digital Storytelling & Podcasting: Awarded to a creative who shows exceptional skills in podcast writing and production and other digital forms of journalism.
  - Coding & Development: Awarded to a creative who shows exceptional skills in technology exploration and mastery with emphasis on computer science.
- ❖ Misfit Awards: Awarded to creatives who invest significantly in their passion pursuits while at Bay High.

### BMIT Content Creation at Bay High

BMIT Content Creation is the application of creative Business, Marketing and Entrepreneurial concepts to real-world experiences. Students consult with local businesses and community organizations to support business initiatives and offer solutions to business needs. Emphasis is placed on the learner to drive and own their learning fostering well-rounded soft skills for future success.

### Capstone at Bay High for Juniors and Seniors

Juniors will plan and execute a youth-focused, community event called Skate Art Music Fest. This experience and project will challenge students to combine their skills and knowledge at the end of their first year of the program. Students will practice video production, graphic design, branding, budgeting, marketing strategy, and event planning and logistics.

Seniors will complete culminating projects that showcase their high school academic achievements. Projects are interdisciplinary and investigate future professions, social problems, passions, or hobbies and provide an opportunity for students to understand themselves in the creative process. Emphasis is placed on critical thinking, problem-solving, and developing skills like goal setting, time management, and resiliency (all great skills for college and beyond!).

### Bay High Senior Mentor Experience

Seniors will have an opportunity to partner with a community member to get a look at what a workplace looks like and expectations of professionals. Students are not required to be a part of this and it is a choice opportunity.

### Bay High Attendance Process

Developing and maintaining regular attendance is one of the most important steps to becoming a successful student, and is an expectation for students attending Bay High. When a student is not in school, the possibility of learning the classroom objectives and earning credit is significantly reduced. Bay High students will follow a three-tiered attendance system within our Multi-tiered Systems of Support (MTSS) program. The interventions listed below will be implemented to help students maintain good attendance. Incentives will also be awarded for students who make improvements to their current attendance patterns.



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Nebraska Law LB464 places school absences into two categories: School Excused (SE) and Not School Excused (NSE). School Excused absences include those excused by a doctor or the school health office and any absence approved by school administration such as student activities, suspensions, or students currently in alternate placements. Absences that are Not School Excused and are subject to attendance interventions include Parent Acknowledged, Illness, and Truancy. The law also states that students who accumulate 20 days of Not School Excused absences in one school year may be referred to the County Attorney.

### **Step One Interventions**

- Teachers will contact parents/guardians each day for all truanancies documented in the Synergy gradebook.
- Parents will be contacted by the Bay High executive secretary or campus security to discuss absences.

### **Step Two Interventions**

- **5 days of Not School Excused (NSE) absences**
  - Parent/Guardian will receive a Stage One Attendance Letter. This is done by home high schools.
- **10 days of Not School Excused (NSE) absences**
  - Parent/Guardian will receive a Stage Two Attendance Letter. This is done by home high schools.
  - Students and Parents will meet with a member of the home high school and Bay High student support team to discuss absences and develop a Collaborative Plan with new interventions to reduce barriers and to improve regular attendance.

### **Step Three Interventions**

- **15 days of Not School Excused (NSE) absences**
  - Parent/Guardian will receive a Stage Three Attendance Letter. This is done by the home high school.
  - A member of the home high school and Bay High student support team will meet with the student to continue to support their attendance.
  - Academic Probation may be considered at this time.
- **20 days of Not School Excused(NSE) absences**
  - Parent/Guardian will receive a Stage Four Attendance Letter. This is done by the home high school.
  - Student may be referred to the County Attorney as directed in Nebraska State Law LB464.
  - Academic Probation may be considered at this time.

## **Tardies**

Being on time to class shows respect to your teacher and classmates, and helps you succeed in class. A habitually tardy student could be placed on an academic contract with support and accountability which could include being removed from the program.



# Bay High Academic Expectations

Bay High is a program that students choose to attend based on a commitment to content creation and emerging digital technology education program where a unique community of learners is transformed through hands-on, project-based initiatives that go beyond the classroom.

### Academic Probation:

- A student may be considered for Academic Probation if they are not having academic success and/or are not in regular attendance.
- Students at Bay High have chosen to attend, and students are accepted based on the potential to find success in a new environment. Bay High has a limited number of spaces, so students must make use of their space at Bay High by attending regularly and earning credits.
- Students with poor attendance and multiple failing grades may be placed on academic probation. A parent/guardian meeting will be held to outline the specific expectations a student must meet to continue attending Bay High.
- Students will be provided multiple supports and interventions to help students become successful.
- If a student does not meet the expectations of their probation, the student will lose their place at Bay High.
- Re-admittance into Bay High will occur only if the student indicates a commitment to demonstrating responsible academic behaviors. A personal interview with an administrator is required before the student can be considered for readmission.

### Bay High Equipment and Technology:

The agreement outlines the terms and conditions for the acceptable use of computers, cameras, and other technological equipment provided to students. By signing this agreement, students and their guardians acknowledge and accept the responsibilities associated with the use, care, and potential financial liability for the provided technology at Bay High Focus Program. Each student is provided the agreement and Parent/Guardian needs to sign the agreement.

### Acceptable Use of AI:

Bay High is focused on the areas of Digital Technology, Entrepreneurship, Journalism and Marketing. Artificial Intelligence (AI) is a valuable tool for learning and innovation, and students should learn how to use it effectively and ethically to enhance their skills and knowledge without relying solely on technology. Bay High has outlined a policy for acceptable use of AI in assignments and projects. This policy does not extend to students' home high school.

# Bay High Behavior Expectations

## Important Information Booklet

This handbook is only a supplement to the LPS Important Information Booklet, which can be found at the following link: <https://www.lps.org/about/important/2024-2025/booklet/ib-eng.pdf> This Important Information Booklet is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations, and general information about Lincoln Public Schools. Each student is responsible for





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becoming familiar with the handbook and knowing the information contained in it. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

### **Bay High is a Drug / Alcohol / Tobacco / Vape Free Campus**

#### **Smoking, Tobacco, and Vaping**

Smoking and vaping (by students or adults) is prohibited at Bay High, in the building or on school grounds. Students are not to have any smoking or vaping related products visible in the building or on campus.

**The use and/or possession of any device or material related to smoking/vaping will result in consequences:**

- Confiscation (parent/guardian will need to pick up)
- In School Suspension (served at their home high school)
- Out of School Suspension
- Possible referral to Student Services

#### **Drug/Alcohol Related Offenses**

When a student is suspected of being under the influence of drugs or alcohol and/or in possession of illegal substances, the student may be searched as well as any of their property on this campus (including vehicle searches). The student may be referred to the Lincoln Police Department and possibly cited.

#### **Possible Consequences**

- Suspension from school
- Possible referral to Student Services
- Mandatory parent/guardian conference prior to returning
- Other interventions as determined by administration

### **Personal Electronic Devices and Communication**

Bay High respects instructional time and wants all students to learn, earn credits, and graduate. Students who are focused on learning are much more successful than students who are missing learning due to a device.

All personal electronic devices are expected to be powered off and put away during the instructional period (this includes cell phones, smart watches, earbuds, etc.). Personal electronic devices should not be visible or used in class. Not visible means the phone can be on the student's person, as long as the student is not using the device. Students may use their personal electronic devices before and after school, between classes, and during lunch.

If a student is accessing a personal electronic device during the instructional period, then the following sequence of consequences will be applied. Compliance at any step will prevent movement to the next step.

**Step 1:** The teacher will ask the student to put their personal electronic device in the designated storage



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location in the classroom.

**Step 2:** The teacher will contact the office and the device will be collected and held in the main office (or designated location) for the remainder of the day and logged as an electronic device infraction (Regulation 5420.4). If the student refuses to turn over the device, they will be removed from the classroom and escorted to the office or designated problem-solving location.

### Electronic Device Logged Infractions

**1st Offense:** Returned to the student at the end of the school day. Offense logged.

**2nd Offense:** Returned to the student at the end of the school day. Offense logged. Parent/guardian notified.

**3rd Offense:** Return to the student at the end of the school day and a building-level in-school corrective plan developed. Parent/guardian notified. Offense logged.

If habitual non-compliance with personal electronic device restrictions leads to frequent disruptions to learning, the teacher will write a referral and the student's administrator will work with the student and family to determine a personalized plan to meet the expectation.

**Additional Information:** Students are encouraged to take their personal electronic device with them in the event of an evacuation as long as it results in no evacuation delay.

Recording the image or voice of another person with an electronic device, without the express permission of the person recorded, or the failure to promptly delete such a recording following the request of the person recorded violates the LPS Responsibilities of Students (Policy 5480).

If a student brings their device to class, they do so at their own risk and, in doing so, specifically agree to hold Lincoln Public Schools harmless from all liability, damages, claims, costs, expenses, or other charges of any kind or nature whatsoever resulting from bringing their device to class.

### Communicating with your student during school hours

Please contact the Bay High office with messages that need to get to students during the school day. Texting your student during class time directly disrupts instruction and the learning of everyone within the classroom setting. The Bay High Support Staff is happy to help you and will quickly pass along messages. Thank you for your help with this matter and for protecting our instructional time.

## Appropriate School Clothing

If a student's dress interrupts or distracts from classroom activities or is seen as inappropriate for the school setting, the student will not be permitted to continue wearing the clothing in school. This includes, but is not limited to, the following examples: offensive/obscene/vulgar; hate speech; reference to or advertises drugs, alcohol, or tobacco; threatens safety; gang symbols; guns/weapons/violence. Clothing must cover all private parts and undergarments. The administration will be the judge of appropriate apparel. Students wearing inappropriate clothing will be asked to turn the items inside out or change clothing.



## Student IDs

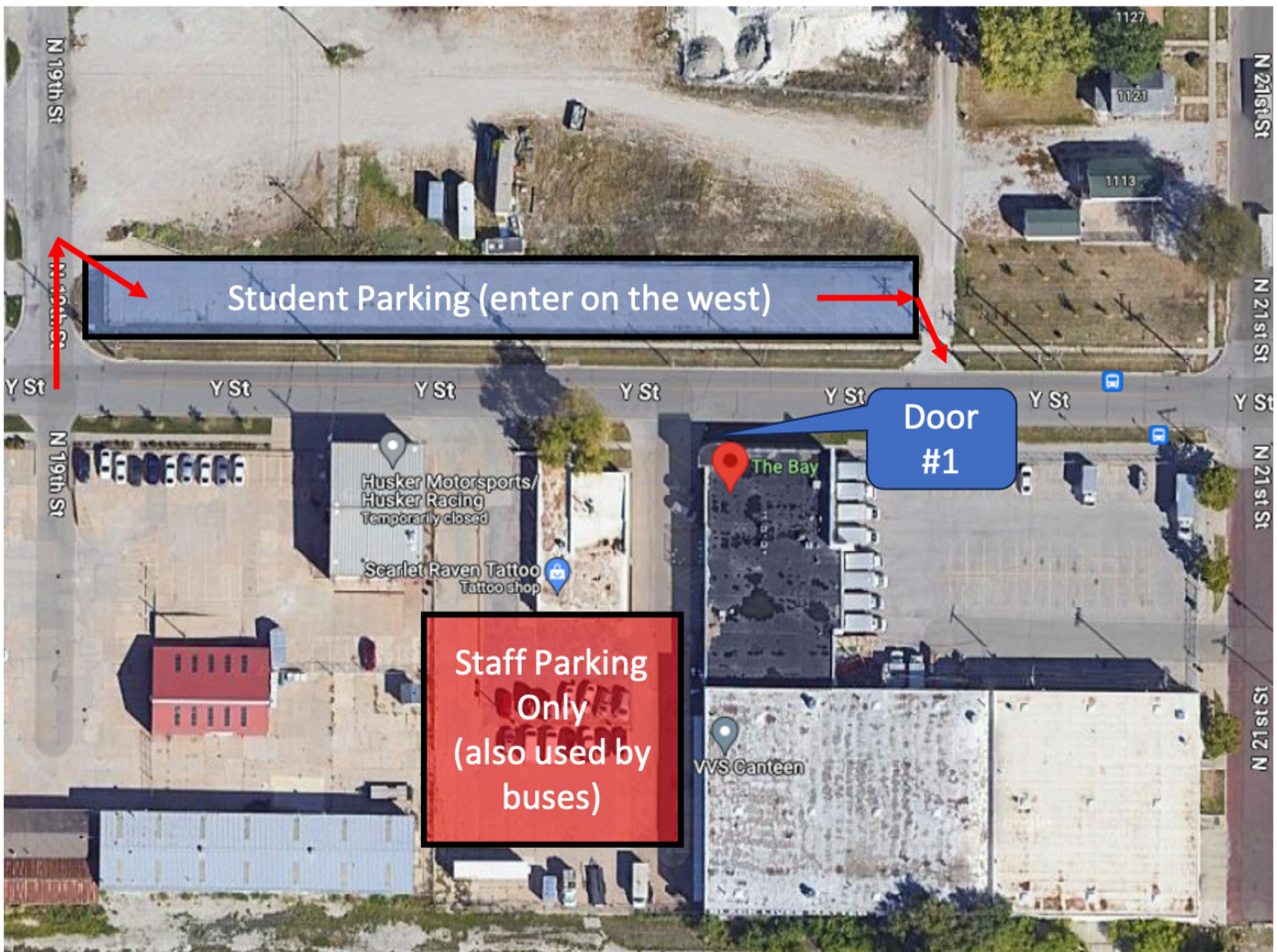
Students are expected to wear their IDs in the building. New IDs can be reprinted at the home high school for a fee.

## Mental and Behavioral Health Point of Contact

Your student's mental health is important to their academic success. Bay High does not have a designated social worker, but there are social workers at Bay High students' home high schools. Melissa Sellon (msellon@lps.org) serves as the Focus Program School Counselor and will be the main support for students while at Bay High. Contact Bay High staff with questions or concerns.

## Arrival and Dismissal Procedures

### Parking





## Juniors

### Arrival

- The building opens at 7:45 am
- Class begins at 8:00 a.m.
- Students will be allowed to enter the building upon arrival and will wait in the vestibule till 7:45.
- Students can enter the building through Door 1 (Main entrance through the Main Office).

### Dismissal

- Students are dismissed from the building at 10:45 a.m
- Students should go to their home high school without delay.
- LPS bus transportation is available for 2024-2025 for transfer to the home high school, but students must get themselves to The Bay on their own.

## Seniors

### Arrival

- Class begins at 12:45 on MWF, and 12:15 on T, Th.
- Students will be allowed to enter the building upon arrival and will wait in the vestibule till 12:30/12:00.
- Students can enter the building through Door 1 (Main entrance through the Main Office).

### Dismissal

- Students are dismissed from the building at 3:00 p.m.
- Students should go home without delay, unless participating in an activity.
- The building closes at 3:15 p.m., so all students should be off school grounds or participating in a club provided by The Bay staff.

**Note:** Students waiting for rides after 3:15 p.m. are expected to wait on the bench in the vestibule. There are three reasons for this expectation:

- 1) Supervision is only provided outside until 3:15.
- 2) Parents/guardians will know where their students are located.
- 3) During cold or inclement weather, this is a warm and dry location.

### Dismissal from school during the school day

Students are required to check out in the main office when leaving the campus for any reason before the end of their scheduled day. Parental notification is required for all students under 19. If a student is dismissed due to illness, he/she must be seen in the office prior to exiting and a parent/guardian will be contacted.

## Off-Site Experiences & Transportation

Bay High is lucky to work with excellent community partners who want to offer real-world experiences to students. Across the four semesters at Bay High, students will take part in numerous field trips, company visits, and off-site experiences. Parents/guardians will be required to sign the travel form before students can participate in off-site experiences. Teachers will work with partners to coordinate experiences that allow for students to travel safely during morning and afternoon traffic. Students are responsible for



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transporting themselves to these experiences and making it to the rest of their classes on time. Transportation accommodations will be offered.

# 2024-2025 Bell Schedule

## Year 1 Students (Juniors)

Period	Time	Notes
Period 1	8:00-9:00 a.m.	Monday, Wednesday, *Friday
Period 2	9:00-10:00 a.m.	Monday, Wednesday, *Friday
Period 3	10:00-10:45 a.m.	Monday, Wednesday, *Friday
<i>*Friday does not have period 3: Period 1: 8-9:20, and Period 2: 9:25-10:45</i>		
Period 4	8:00-9:20 a.m.	Tuesday, Thursday
Period 5	9:25-10:45 a.m.	Tuesday, Thursday

Transportation is provided back to the home high school. Students must get themselves to Bay High.

## Year 2 Students (Seniors)

Period	Time	Notes
Period 1	12:45-1:50 p.m.	Monday, Wednesday, Friday
Period 2	1:55-3:00 p.m.	Monday, Wednesday, Friday
Period 3	12:15-1:35 p.m.	Tuesday, Thursday
Period 4	1:40-3:00 p.m.	Tuesday, Thursday

Transportation is provided from the home high school. Students must get themselves home.



## **Course Sequence**

11th Grade: Semester 1	11th Grade: Semester 2	12th Grade: Semester 1	12th Grade: Semester 2
Take Charge	Economics	Video Production	Business Management & Entrepreneurship
Digital Design	Sports & Event Marketing	Personal Branding & Marketing: Semester 1	Personal Branding & Marketing: Semester 2
BMIT Content Creation 1	BMIT Content Creation 2	BMIT Content Creation 3	BMIT Content Creation 4
Journalism	Podcasting as Literature	Literature Through Film	Photojournalism