

# P.R.I.D.E.

P erform  
R espect  
I nnovate  
D edicate  
E xcel

## Daily Bell Schedule

7:30–8:29 .....First Hour  
8:33–9:32 .....Second Hour  
9:36–10:35 .....Third Hour  
10:39–11:38.....Fourth Hour  
11:38–12:03 .....First Lunch  
12:07–1:06 .....Fifth Hour  
12:41–1:06 .....Second Lunch  
11:42 –12:41.....Fifth Hour  
1:10 –2:08.....Sixth Hour  
2:12–3:10 .....Seventh Hour

Bridge Creek Schools

**STUDENT  
HANDBOOK**

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*2016-2017*



*P.R.I.D.E.*

# A Handbook to Guide Students, Teachers, and Parents

## COMPLIANCE STATEMENT

Students, parents and employees of Bridge Creek School District, No. I-95 are assured that the district does not discriminate on the basis of race, sex, national origin, handicap, religion, or age.

Superintendent, David Morrow, has been designated by the Board of Education to coordinate the school district's efforts to comply with this assurance.

David Morrow  
Superintendent  
Bridge Creek Public Schools

## Preface

The student handbook is designed to give students, school personnel, parents, and other members of the community helpful and interesting information concerning Bridge Creek Schools.

Enclosed within this handbook are rules, regulations, and other valuable information concerning this school. It is impossible, no matter what effort is extended, to foresee all the possible problems or questions in our school setting. The administration of Bridge Creek High School intends to keep students and parents as informed and cognizant of their rights and responsibilities as possible.

This handbook is an effort to accomplish that goal. You must remember that rules and regulations are subject to change. Also, for the sake of brevity, some regulations presented have been condensed.

- It is the right of a student's parents or an eligible student to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it to the parent or eligible student's request. The procedure for this is part of the Student Records Policies and Procedure Policy.
- It is the intent of the Bridge Creek School District to limit the disclosure of the information contained in a student's educational records except: (1) by prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by FERPA.
- The Bridge Creek School District proposes to designate the following personally identifiable information contained in a student's educational records as "directory information," and it will disclose that information without prior written consent:
  - The student's name
  - The student's address
  - The names of the student's parents
  - The student's date of birth
  - The student's class designation (i.e. first grade, tenth grade, etc.)
  - The student's extra-curricular participation
  - The student's achievement awards or honors
  - The student's weight and height, if a member of an athletic team
  - The school or school district the student attended before he/she enrolled in Bridge Creek
- 18 years old, or a citizen of the Bridge Creek School District believes that the district is violating the Family Educational Rights and Privacy Act (FERPA), that person has a right to file a complaint with the U.S. Department of Education. The address is:
 

The Family Educational Rights and Privacy Act Office  
U.S. Department of Education  
Room 4511, Switzer Building  
Washington, D.C. 20202
- A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.

Local FERPA Contact Person: David Morrow/Superintendent.

## AHERA

- The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan located at the superintendent's office upon request.
- Bridge Creek Public School annually notifies all parents, teachers and other employees by postings and handbooks. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by handouts and/or newspaper articles.
- "The asbestos identified in our management plan will be checked regularly by an asbestos company and our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur our asbestos coordinator will notify the appropriate people as prescribed by law."

## Family Educational Rights

Notice by Publication of Annual Notification of the Rights of Students and Parents Under Public Law 93-380

- The School Board of the Bridge Creek Schools has adopted a student records policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office and each principal's office. Copies may be obtained at the office of the Director of Special Service.
- In the course of a child's education, the Bridge Creek School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files and data related to his/her child. These records will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of that concern.

# Welcome

**The faculty, administration, and board want to welcome you to Bridge Creek Schools. We hope your days here will be rewarding and enjoyable.**



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## Guidance Services

- The Bridge Creek guidance counselor offers orientation for all students. This orientation covers: units needed for graduation, required courses, accumulation of credits, recommended classes for college bound students, and the effect of losing credits due to failure. The guidance counselor will provide career and vocational guidance services throughout the year.
- The counseling offices are open to students at all times to facilitate personal growth and development. All emergency situations are dealt with immediately.
- **To see the counselor**, a student should sign up on the list posted in the office. The student will be called at the earliest possibility.

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## Health Services

- We do not have the facilities to take care of ill students for an extended period of time. Should your child become ill, we will give you a call. Please make arrangements for your child to get home or to the doctor.
- Sick students who are running a temperature should not return to school until their temperature has remained normal for 24 hours.

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## Immunizations

Federal regulations require that every student must have three DPT vaccinations, three polio vaccinations, one MMR vaccination and Hep A and B vaccinations before entering public school. A copy of the vaccination records must be on file in the permanent record of the student at school. If such records are not on file, your student may be asked to leave school until such records are properly furnished.

# Bad Weather Information

When it is necessary to close Bridge Creek Schools because of inclement weather, the following TV and radio stations will be notified.

- TV Channels 4, 5, and 9.
- Radio Stations (930 AM), KOKC (1520 AM)

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## Cafeteria

Three charges will be allowed. These must be paid before another charge will be permitted. The lunchroom is an extension of the classroom, and school rules will be followed. Students will leave the dining area clean and neat.

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## Communicable Diseases

To prevent an outbreak of communicable diseases such as head lice, scabies, etc., school employees can periodically check students at school. Your child will be sent home if suspected to be infected with communicable disease. It will be the parent's responsibility to rid their child of any disease. Once sent home with any communicable disease, a child must be checked by a person of the medical profession and receive a note from the person, stating that the child is no longer infested with the disease and can attend school once more. We can protect students from any such outbreak of any communicable disease by checking them periodically. Once an outbreak starts, it will spread rapidly. Please do not share any personal articles with your friends, including coats, hats, brushes, clothes, etc.

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## Attitudes

- A fine school atmosphere is the responsibility of each student. Our school days are busy and happy ones. Show your school spirit.
- Be a positive thinker. Believe that you can accomplish or do any task which you are given. Never give up.
- If you give your best, you have every reason to be proud of what you have done.
- Each student has unique abilities in certain areas. You cannot expect to be better than everyone else at everything, but you should strive for improvement each day.
- Remember, success is peace of mind that is a direct result of having become the best you are capable of becoming. Be a success.
- Try to help students that may not do as well as you.
- Big achievements are built on a little progress each day.
- You are responsible. If you know it needs to be done, do it and be accountable. Assume ownership for your actions, and do not blame someone else.

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## Authority of the School

- Students are subject to the authority of the school and its officials when attending any school sponsored activity. This also applies to students as participants and spectators at any out of town school activities.
- Teachers have the responsibility to insure a climate conducive to the safety and welfare of students and others in the school. They are further responsible for the learning of the student at school.
- Teachers are, therefore, vested with the authority necessary to discharge these responsibilities. It should be understood that any and all teachers have this authority at any time on school property or at or on the way to school functions.
- Insubordination to a teacher will not be tolerated and will be dealt with by disciplining the student. Under no circumstances will disrespectful or threatening behavior toward a teacher be tolerated.

## Fire Drill Procedure

- Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that, when the first signal is given, everyone responds immediately and clears the building by prescribed routes. Students are to remain outside the building at their designated location until the signal is given to return inside.
- Teachers will lead their students from the room to the emergency exits. Teachers are to close their doors and take their grade books with them and call roll when everyone is at the designated meeting point.
- Teachers on planning period, office staff and custodians will make needed emergency calls and obtain the nearest fire extinguisher if the fire is small.

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## Tornado Drills Procedures

Two drills each semester. On days of severe weather, the school will monitor information from local weather reports and the U.S. Weather Bureau. In the event of imminent danger, the following procedure will be followed:

- Warnings will be given from the office.
- Teachers will have the students leave the room to the designated area and follow standard emergency operating procedures.
- No student will be permitted to use the telephone during the alert.
- A roll check should be made after the “all clear” is given.

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## Lock Down And Intruder

Each site will practice a lock down of facilities twice a year. Teachers will have procedures to secure their students in their room, and other personnel will secure the site facilities.



# Motor Vehicle Regulations and Student Parking Regulations

Students who wish to park a motor vehicle in designated student parking areas on school property must first complete an Application for School Parking Lot Access Form and turn the completed form into the office. To receive a parking permit, the student must possess a valid Oklahoma operator's driver's license and current insurance.

- Parking permits must be displayed hanging from the rear view mirror.
- Students may not sit in, upon, or congregate around vehicles at any time during school hours.
- Vehicles shall be parked in designated areas only.
- All applicable motor vehicle and safety laws and school rules and regulations shall be strictly enforced.
- The following violations may prohibit a student from driving a vehicle onto school premises for an indefinite period of time:
- Failure to maintain a valid Oklahoma driver's license
- Operating his/her vehicle in a potentially dangerous manner on school property or streets adjacent to school property or exceeding the designated speed limit or student has been suspended
- Bringing a vehicle onto school property that contains alcoholic beverages, controlled dangerous substances, weapons, or other contraband.
- Parking in an area not designated for student parking

The school district is not responsible for vandalism or other damage occurring on school property. Students park at their own risk.

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- Oklahoma State Law says, "Every person who without justifiable or excusable cause, knowingly commits any assault and/or battery upon the person of a school employee or a school district and/or threatens and places such employee in immediate fear of bodily harm while such employee is in the performance of his/her duties as a school employee, faces imprisonment in the county jail for a period not exceeding 6 months, or by a fine not exceeding \$500 or both fine and imprisonment."
- General Behavior: The laws of Oklahoma place the school "in loco parentis" (in place of parent). This means that any student enrolled in the school comes under the protection and guidance of the school administration and teachers. Students should be aware that supervision of conduct is a responsibility of the faculty and administration. Behavior which may be detrimental or injurious to self or others cannot be tolerated. Failure on the part of the students to follow instructions of any faculty member, administrator, or employee may result in disciplinary action.

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## Governing Authority

- The Board consists of five members elected by the voters of the school district. One member is elected each year for a five-year term. The Board of Education is a separate unit and is in no way connected with the city or county government.
- The Board is a governing authority of the school.
- The Board sets the general policies of the school.
- The Board elects the Superintendent of Schools who is the chief executive officer of the school.
- The Board sees to the financing of the school. They authorize preparation and presentation of the annual budget.
- The Board checks on the physical plant and the future needs.
- The Board confirms or rejects the recommendations of the administration in the hiring of employees.
- The Board tends to all legal matters affecting the school, such as the paying of claims, holding annual elections, providing adequate insurance, keeping accurate minutes of their proceedings, and fully complying with state and federal laws.
- It is the Board's responsibility to see that school monies are used as economically as possible while being dedicated to provide as good an educational program as possible for Bridge Creek youth.

## Classroom Behavior

When you are enrolled in a class, you assume the following obligations:

- To be present and on time each school day.
- To be in your seat before the bell rings.
- To complete each assignment on time.
- To give all of your attention in class.
- To participate in all class activities.
- To be respectful and cooperative.
- To bring the necessary equipment to participate

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## Parent Conferences

Parents are always welcome and are encouraged to visit with any staff member regarding a problem or just check on the progress of a student. We feel communication with parents is vital to the educational process. Teachers have one period a day scheduled for conferences. Conferences can be arranged by notifying the principal's office, the counselor's office, or the individual teacher. Please keep in mind that we do have a busy schedule, and for your convenience, let us arrange a time for the desired conference. It is suggested that any parent of a student making a D or F schedule a conference with the teacher.

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## Progress Reports

Progress reports will be sent at the mid point of each nine weeks. Teachers shall attempt to confer with parents whenever the student seems in danger of failing.

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## Method of Student Searches

Searches are to be conducted by persons authorized in the above sections. When possible, an effort should be made to conduct a search without physically touching the student. When necessary, the administrator may request the student remove outer garments, such as hats, gloves, and coats. The student may be requested to empty pockets and turn them wrong side out. Removal of clothing other than the outer garments described above shall only be done by law enforcement officials who are not District personnel. In instances of searches for stolen property, no requests shall be made of law enforcement personnel to conduct searches by removal of clothing other than the outer garments described above. A student, pending a search for prohibited items, may be detained by administration, faculty, or a district security officer. The search of a student should be made by a person of the same sex as the student (if possible) and be witnessed by another certified employee of the district also of the same sex (if possible).

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## Ejection From Athletic Events

First Offense (2 game suspension), Second Offense (4 game suspension), Third Offense (suspension from all athletic events for the year)



## Search of Students, Lockers and Possessions

The purpose of this regulation shall be to set procedures for searches. Searches of students, lockers, and possessions shall be conducted for the purpose of investigating behavior that might cause injury to students or damage the educational process or is in violation of school policy or state or federal law.

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### Object of Search

The person, personal property, and locker or desk of any student attending Bridge Creek School may be searched on District property or while in transit to or attending any function sponsored or authorized by the District when there is reasonable cause to believe that the person, personal property or locker or desk of such student contains one or more of the following (hereafter referred to as prohibited items):

- Dangerous weapons
- Drugs, marijuana, stimulants, depressants, alcoholic beverages, non-alcoholic beverages, counterfeit drugs, and other controlled dangerous substances as defined in the Dangerous Substances Act (Title 63, Oklahoma Statutes, Section 2-101 et Seq.)
- Stolen property

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### Persons Authorized to Conduct Searches

Only a building principal or an employee authorized directly by the building principal or administration shall conduct a search of a student, a student's personal property, or a student's locker or desk. District personnel shall make all requests for student personal property and student locker and/or desk searches to the building principal. If the principal is not available, appropriate administration should be contacted for directions.

This regulation does not authorize the search of adult non-students. If it is determined that an adult non-student has possession of one or more of the prohibited items, the appropriate law enforcement agency will be called.

## Class Schedule Changes

**Students will have eight days to change schedules:** only the administration, at their discretion, can make schedule changes. Students with schedules that are incomplete or have conflicts must complete and return to the office a schedule change form.

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### Transcripts

Students will be provided transcripts upon request, free of charge. Please notify the H.S. Counselor or Registrar in advance so they may have the document ready.

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## Finals Exemption Policy

High school students who meet the following criteria in a class may be exempted from that semester final:

- An A average and no more than 3 absences
- A B average and no more than 2 absences.
- A C average and no more than 1 absence.

The following students will not be exempt from semester finals:

- Students who have been suspended from school during the semester.
- Students who have served time in ISD during the semester.
- Students with 5 or more tardies in the class.

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## Participation in Commencement Ceremony

Students not meeting curriculum requirements for a high school diploma during the current school year will be permitted to participate in the commencement ceremonies if they are no more than 1 unit deficient.

# Graduation Requirements 2016– 2017 ( 26 units)

26 Credits are required to graduate.

**For those who have OPTED OUT of the College Preparatory Curriculum, these are the required cored curriculum:**

- 4 units **English**
- 3 units **Mathematics** Must have Algebra I and two more courses in either: Algebra II, Geometry, AP Statistics, Math Analysis, AP Calculus, Computer Math
- 3 units **Science** Must have Biology I and two other courses in either Physical/Environmental Science, Biology II, Chemistry, or Anatomy
- 3units **History or Social Studies** Must have 1/2 unit OK History, 1/2 unit Military History, 1/2 unit Government,1 unit US History, 1 unit World History
- 2 units **Fine Arts**— May include Band, Jazz Band, Music History, Music Appreciation, Vocal Music, or Art)
- 1/2 unit **Personal Financial Literacy**

10 ½ units **Elective Credits**

**For those on the College Preparatory Curriculum :**

- 4 units **English**\*(see page 11 )
- 3 units **Mathematics** Must have Algebra I, Algebra II, Geometry, Calculus, Statistics or Math Analysis
- 3 units **History or Social Studies** Must have 1/2 unit Oklahoma History, 1/2 unit Government, World History, US History,
- 3 units **Lab Science** Must have Environmental Science, Biology I, Biology II, Anatomy, or Chemistry
- 2 units **Foreign Language** (Spanish I and Spanish II) or 2 units of **Computer Technology**  
1 additional unit selected from the above course list (Any AP course or Geography may be included )
- 1 unit **Fine Arts**

9 units **Elective Credits**

# Locker, Computer, and Cell Phone Authorization

The receipt of the handbook and your signature demonstrates that you have been given information concerning the school policies and rules, and you will be held responsible for following these rules and criteria.

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## Locker Assignment

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- The locker is public property, and the student will be granted use for the current school year. It is understood that the locker will not be used to store contraband of any kind. Use of the locker must not violate the school district code of conduct or criminal law.
- The student is responsible for reporting damage to the locker and will make restitution for the repair and maintenance of the locker. Until such restitution is made, there will be a financial hold on the student's records.
- The student consents to his/her locker being searched at any time to verify compliance with this agreement. A violation of this agreement terminates the student's locker privileges. Also, the student may be disciplined and/or financially charged for the violations.

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## Computer Usage

Classroom use of the internet is limited to educational purposes only. Use of the internet for entertainment or social networking is prohibited unless authorized by an instructor. Students enrolled in a computer class may be required to sign a more detailed internet user policy.

## Hall Passing

Any student in the hall after the tardy bell has rung or in the hall during class time - no matter what the reason - must have a pass in his/her hand from a teacher, counselor, secretary, or principal. A four minute passing time is allowed between classes. If a student feels he/she will not be in class by the time he/she should go to the classroom first and ask permission from the teacher to take care of the business that will cause him/her to be late.

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## School Property

It is essential that a wholesome respect for public property be fostered. Students who damage or destroy school property shall be required to make full restitution; other disciplinary action may also be taken.

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## Gymnasium Care

No food or drinks are allowed in the main gym area during school hours. Street shoes are not to be worn on the gym floor.

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## Textbooks

When textbooks are issued to a student, the student becomes responsible for them. If they are lost or damaged, they shall be replaced at the student's expense. Report cards may be held at the end of each semester if there are damages which have not been paid.

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## Electronic Devices

All electronic devices must be put away and turned off during school time. The only exception is in the lunch room during lunch. Any unauthorized use of these devices will result in the device being turned in and disciplinary action taken.

## Valedictorian

Valedictorian will be determined at the end of the first semester of the senior year. Selection is based on the following: Student must

- meet all graduation requirements as stipulated by the Bridge Creek School Board and Oklahoma State Board of Education for a College Preparatory Curriculum.
- Have a minimum cumulative Grade Point Average of 4.0 based on a weighted 4.0 scale of all courses taken for high school credit .
- Completed 4 courses (or their equivalent) of English, Mathematics, Science and History.
- Have a minimum ACT score of 24.

## Salutatorian

Salutatorian will be determined at the end of the first semester of the senior year. Students who

- Complete a College Preparatory Curriculum,
  - complete 4 courses (or their equivalent) of English, Mathematics, Science and History
  - Either have a minimum GPA of 4.0 OR Act score of 24.
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## Certificate of Distinction

Students who meet the specified requirements will be recognized as graduates of distinction. Advanced placement classes and concurrent classes in the subject areas, may be substituted on a course-by-course basis to satisfy the academic units required for a certificate of distinction.

- 4 units of English, Mathematics, Science and History
  - 2 units of Foreign Language
  - 2 additional units of Technology, Humanities, or from the Arts
  - A minimum of 3.25 grade point average on a 4.0 scale
- 

## Grading Scale

90-100=A 80-89=B 70-79=C 60-69=D 0-59=F  
4 (Point Scale) - A=4 B=3 C=2 D=1 F=0

Honors & AP courses will be based on a 5 point scale.  
A=5 B=4 C=3 D=1 F=0

# Attendance

Calls to report student absences must be made within **24 hours** of the absence. Numbers to call are:

High School .....387-3981

Middle School .....387-9681

Elementary School .....387-3681

## Attendance Policy

- In accordance with state law, students must be in regular attendance at school. The maximum number of days a student can be absent from any single class is 10 days, including excused and unexcused absences. In order for any absence to be excused, notification from a student's parent or legal guardian must be received in the office within 24 hours. This may be by phone message, note or in person, but no electronic messages will be accepted. If a student arrives 15 or more minutes late, that student will be counted absent rather than tardy. Students must be in class at least 30 minutes before checking out, or they will also be counted absent.
- More than 10 absences in any class results as non credit for that class. However, if a student exceeds the maximum allowable days in any class the administration will automatically set a date and time for an attendance hearing. A faculty committee comprised of the student's teachers will hear the case and determine whether or not to allow credit for that class.
- Parents or legal guardians should come prepared to present documentation for the committee to review. Examples may include: hospitalization of the student for medical or mental health reasons, doctor prescribed bed rest or quarantine, death of an immediate family member, mandatory court appearances or incarceration. This is not all inclusive and extenuating circumstances may be considered in the committee's decision.

# Eligibility

- Any student making an **F** in any class will not be allowed to participate in an activity where class time will be missed. Any questions should be directed to the Athletic Director or Principal.
- Students taking two or more classes or 1 class for two consecutive weeks will not be allowed to participate in extra curricular activities until they are removed from the ineligible list.

## Student Appearance and Dress Code

- All students are to be dressed appropriately for the activity in which they are involved.
- Attire for students shall be reasonable, modest, worn as designed, and of such style as not to cause distraction.
- Any attire that disrupts or interferes with the learning environment in the classroom is inappropriate and unacceptable.
- The administration and/or its designees will determine if the student's appearance or attire is disruptive to the learning environment or out of compliance with the appearance and dress code policy.
- Shorts and/or dress/skirt and jeans length shall be finger tip in length with no holes or tears in that reveal skin above the knees.
- Shirts cannot be see through or expose the midriff and straps will be three fingers width. No racerback styles or backless styles will be allowed and no low cut arm tank tops.
- No clothing shall be worn which appears to promote immoral or unhealthy behavior. Clothes shall not promote the use of tobacco, sex, drugs, weapons, or alcohol. Any clothing that can be gang related is prohibited.
- No hats or head coverings will be permitted inside the school buildings (exception: field house and gym facilities).
- If the student does not have appropriate clothing to change into, the office will supply a shirt or pants to wear over the inappropriate clothing for the remainder of the school day. Such clothing will be returned to the office at the end of the day. Should the student violate the dress code again, disciplinary action will be taken.

## IN SCHOOL DETENTION

The objective of this program is to provide an alternative to out-of-school suspension for those students who fail to function acceptably in the educational setting. ISD is in lieu of the regular school day. For the student to be placed in ISD, parental contact will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the ISD program and its policies/procedures. Failure to follow the policies of ISD will result in immediate out-of-school suspension. **Any student placed in ISD will lose all semester tests exemptions.**

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## CELL PHONE POLICY

Students may possess wireless telecommunications devices while on school premises, while riding school transportation or attending any function sponsored or authorized by the school.

Use of wireless devices is prohibited :

in restrooms and locker rooms.

During class time (including time outside of the classroom such as media center) cells must be in the off position. Exceptions are made for cell phone usage during class time under a teacher's direction (no student is to be penalized for not having a device).

During assemblies the device must be turned off and out of sight.

Earbuds are to be out and put away.

Phones may be used during lunch.

Wireless devices used during a test **for any purpose** will be considered cheating and proper action will be taken.

Student's misuse of wireless telecommunication devices during the regular school day will warrant disciplinary actions that will be determined by the nature, severity and frequency of the violation. Disciplinary actions will include but not be limited to confiscation of the device, detention, suspension and/or loss of privileges.

**BCHS assumes no responsibility for lost or stolen cell phones.**

## Make-Up Work

- **Excused absence:** Students will be permitted to make up work. It is the student's responsibility to make arrangements with the teacher to get their work. The student will have one day for each day absent plus one additional day to return the work for credit .
- **Activity absence:** Students must check with teachers. Work given should be completed and ready to turn in when the student returns to class.
- **Unexcused absence:** Students will not be permitted to make up work for credit.
- Students will be allowed to make-up nine weeks and semester tests only if the absence is excused.

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## Attendance Age

Attendance age for students shall be governed by the State School Code. Generally, every child in the district who is 5 years of age before September 1<sup>st</sup> and not more than 18 shall be required to attend school. Parents or guardians who fail to comply with the attendance law may be charged with a misdemeanor.

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## Change of Address or Telephone

Any change of address or telephone number must be reported to the site office as soon as the change has been made. This is critical to enable us to reach parents in the event of an emergency,



# CONCURRENT ENROLLMENT

Students who meet certain qualifications may take college courses during the school day for college credit. These courses will also count toward the high school credits required for graduation and are used to calculate the student's GPA as an honor course. No credit for concurrent courses will be posted to the transcript until an official transcript is received from the college or university.

Time is allowed from the regular school day for the student to attend college classes. If a student is interested in concurrent enrollment, he/she should see his/her counselor for details.

**State law requires a student to be in attendance for seven hours per day.** If a student drops a concurrent course, the student is required to be on the high school campus for the time allotted for the concurrent course. Therefore if a student drops a concurrent course the student must immediately report to the HS counselor to discuss options and reenroll in high school course work.

Students have the opportunity to earn college credit while still in high school with concurrent enrollment through Redlands Community College, Oklahoma City Community College, or another local university or college.

Twelfth grade students, if they meet the requirements set forth by the college or university, may be admitted and enrolled in corresponding subject areas.

If a student chooses to enroll concurrently for high school credit in a required course, they will complete that credit concurrently. For example, a student enrolled in a college course for a one semester high school course will not be permitted to begin the course then return to the high school mid semester to complete the semester of credit. On that same note, students must remain enrolled in seven hours of course work. Therefore, if the concurrent class is dropped, the student must immediately report to the counseling office to discuss options and reenroll in high school coursework.

A student may be suspended for violation of school policies and procedures during the regular school day, at/or in route to school, a school activity whether on the Bridge Creek campus or at a campus where Bridge Creek is participation. A suspended student is not eligible to attend or participate in any school activity and is not to be on any Bridge Creek campus during the period of the suspension, OSS will result in the loss of all exemptions.

The following are some reasons for which a student may be suspended:

- Disobeying the reasonable request of a teacher or administrator.
- Violation of Gang Policy
- Creating or attempting to create a classroom disturbance
- Fighting, bullying, intimidation, harassment, sexting, viral videos or threatening students or staff
- Excessive tardies, and/or absences
- Persistent violation of school rules, or regulations
- Using profanity, vulgar language or vulgar expressions or gesture; and/or rude, degrading, derogatory comments or symbols
- Throwing objects during sporting events, assemblies, school performances or out a bus window
- Assault and/or battery on a student or staff member
- Possession or use of any dangerous weapon including replicas
- Possession, consumption or being under the influence of any alcoholic beverage, narcotic drug and stimulant controlled substance, barbiturate or paraphernalia.
- Possession or use of tobacco
- Inciting, encouraging, promoting or participation in attempt to interfere with the normal educational process or safety of others.
- Gambling [O.S. 21 941]
- Engaging in lewd, vulgar or immoral acts
- Possession of vulgar or obscene material
- Inappropriate public display of affection (PDA)
- Vandalism of any kind
- Computer tampering, hacking, social networking or electronic device policy violation
- Theft
- Cheating
- Hazing [O.S. 21 1190]
- Adjudication as a delinquent
- Violations of District Transportation Policy

**NOTE:** This list is NOT meant to be all inclusive.



# Student Discipline Policy

- We wish to treat Bridge Creek students as young adults. Rules and discipline are necessary to help students become responsible, learn self-discipline, and learn to demonstrate appropriate behavior. Part of growing to adulthood is taking responsibility for one's actions. In addition to school rules, each teacher sets his/her classroom rules for which the student is responsible.
- The principal has the authority to discipline any student in accordance with existing laws for misbehavior and/or other sufficient reasons. Students may be disciplined for disregarding or disobeying school policy or conducting themselves in a manner as to be detrimental or demoralizing to another student, the student body, the faculty, or the support staff.

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## OUT OF SCHOOL SUSPENSION OSS

An administrator shall determine the suspension of a student due to violation of school rules, and parents shall be notified immediately. Any secondary student suspended by a site director or other proper administrator will have the right to appeal such suspension to a committee consisting of certified personnel appointed by the administration. The said committee shall conduct a full investigation of the matter which shall determine the guilt or innocence of the pupil. If guilt is established, the committee shall then determine the reasonableness of the suspension. If innocence is established, the student shall be returned to the classroom from which he/she came and given opportunity to make up any work missed. The decision of the committee will be final.

Exception: Long term suspension requires notification by certified mail. If a hearing is request, the student would appear before the Board of Education. If the student is long term suspended, he/she may not participate in extra-curricular activities or be on school property. Exception-the site principal may allow the student to enter campus to get school work or complete final exams.

# CONCURRENT ENROLLMENT POLICY

BC Required course:	First Semester Required Concurrent Enrollment:	Second Semester Required Concurrent Enrollment
English IV	English Comp I	English Comp II
4th yr. Mathematics	Any college math Course that is Freshman level 0 or Higher. Remedial math IS NOT allowed.	NONE
US Government	US Government	NONE

### **Withdrawing from concurrent:**

*Students are responsible to report any changes in their concurrent enrollment status to their high school counselor immediately to allow for a schedule change. Failure to report withdrawal from college courses will result in academic consequences.*

*Your college classes must allow you to be in your high school class on time.*

## High School Tardy Policy

All tardies are cumulative by semester.

1-3 Tardies	Warning
4 + Tardies	After school detention for each Additional
5 + Tardies	Loss of exemption status for finals

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## Permission to Leave Campus

- When the student boards the school bus or comes to school, then the student becomes the responsibility of the school district. Students are not permitted to leave the campus after they have arrived for the school day without permission from the principal's office. The parent or guardian must contact the office before the student will receive permission to leave campus. A sign-out sheet is to be filled-out before the student leaves the campus. Prior arrangements must be made by the parent or guardian with the school before the student will be allowed to check out. A phone call or written note will meet this criteria.
- Any student who leaves the campus without properly checking out through the office will be considered truant, and the problem will be dealt with by the building principal.
- Parents are not to take students directly from the classroom.
- **Parents, please note:** We are a closed campus for the purpose of the safety and security of your students.

## Library

.Bridge Creek has a fine library. The library is available to students during normal school hours. Students must follow library rules as well as "normal" school rules while in the library. Students misusing the library or students who cannot behave properly in the library will be asked to leave.

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## Medications

School policy requires that all prescribed and non-prescribed medication brought onto school grounds be brought to and administered through the office. Students must have a signed form (by parent or guardian) on file at the school. The forms may be picked up at the school's office. Only under these circumstances can medication be given. Medications should be taken at home if at all possible.

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## Energy Drinks

Energy drinks will not be permitted in the buildings.

## Possession of Illegal Contraband

- Any employee who has reasonable cause to suspect that a student may be under the influence of or said student has in his/her possession: 1) intoxicating beverages; 2) alcoholic beverages; 3) controlled dangerous substances (CDS); 4) weapons; or 5) missing or stolen property if defined by state law, shall immediately notify the principal or the principal's designee of such suspicions. The principal shall investigate and decide if the parent and/or legal guardian needs to be notified.
- Any student found in the possession of or under the influence of any one of the above categories shall be subject to discipline including suspension from school. Any suspension and/or search of said student shall be subject to any application of school policy or state law.
- Every person employed by the Board of Education who has reasonable cause to suspect that a student is under the influence of or has in his/her possession intoxicating beverages, alcoholic beverages, controlled dangerous substances, weapons, or missing or stolen items and who reports such information to the appropriate school official shall be immune from all civil liability.

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## Closed Campus

- Bridge Creek Schools is a closed campus. Once a student has arrived at school he/she is not to leave the campus at any time during the day unless authorized to do so by permission from a site administrator or their designee.
- A student will only be allowed to leave campus if a parent requests the student be allowed to leave. However, the student must still check out through the office prior to leaving campus.
- **We ask parents not to excuse their child to leave campus just to eat lunch.** This circumvents the closed campus and can cause problems with enforcement.
- Any violation of this policy will be considered truancy and will result in disciplinary action.

## Truancy Summary

By definition, a student is truant if he/she is absent without a proper excuse and/or not properly checked-out through the office. School attendance officers may excuse absences for the following reasons:

- Illness, accident or injury, medical or dental appointments with documentation, death in the family, religious holidays, or emergency situations. Exceptions may be made by administration. Remember, even though an absence is excused, it will count against the 10 allowed per semester.
- It is the responsibility of the parent to notify the school if the student is absent for any reason. This notification is to be made before the absence or the day of the absence. If the school is not notified, the absence will be marked as unexcused, and the school will attempt to contact the parent or guardian to insure the student is not truant..
- If a student has 10 consecutive absences, the student will be dropped from school rolls and may be reported as truant to county authorities. Also, Oklahoma law allows the driver's license of the student to be revoked if the student drops out of school.

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## Withdrawal Procedure

The procedure for withdrawing from Bridge Creek Schools is as follows:

- Authorization for withdrawal must be made to the registrar in person or over the phone by the parent or legal guardian.
- The appropriate form must be picked up in the registrar's office and properly completed. The form must be signed by:
  - a. The teacher of each class
  - b. A member of the library or media staff
  - c. The attendance secretary
  - d. The counselor
  - e. The principal
- The form must be completed and returned for final clearance.
- Any book not returned or fees owed may result in the withholding of grades.

## Buses-Transportation

- All buses used by Bridge Creek Schools meet the State Department of Education requirements and operate in conjunction with their regulations. Safety is of major importance. Students are urged to use care in loading and unloading and to always remain seated as long as the bus is in motion.
- Students should regard the bus as a classroom as far as conduct is concerned. The bus driver is a school employee and has authority over the students similar to that of teachers. Remember, from the time you leave home until you return, you are subject to school regulations. Riding a bus is a privilege that a student can lose if proper conduct is not observed.
- Because of safety concerns, it is important that every rider be listed on the route sheet. In the event of an emergency, we need addresses and phone numbers to contact parents/guardians. For safety and identification, all students will have assigned seats. Also, to ride a different bus, the student must have a note signed by the principal.
- All buses will arrive at pick up locations at a set time. The bus will wait for 30 seconds and then proceed to the next stop. If the bus is late, the driver will look for riders and then proceed to the next stop. We request that your children be at his/her stop 5 minutes before pickup time. There may be route changes to accommodate the fluctuation of students in the Bridge Creek District.
- Bus discipline slips will be used this year. In most cases, students will be given a warning before the first discipline slip is used. The consequence of receiving a second slip is removal from the bus for two (2) days. The third slip will result in removal from the bus for two (2) weeks. The fourth slip will result in the removal from the bus for nine (9) weeks. The fifth discipline slip will result in removal from the bus for the remainder of the school year.
- Serious violations may result in the immediate removal of a student from the bus for extended periods of time. The following list is not all-inclusive but include examples of unacceptable behavior on the bus: improper boarding/departing, refusing to obey the driver, pushing, tripping, and hitting, not staying seated, hanging out windows, spitting, littering, eating or drinking, or throwing objects (on or out of the bus).

## Complaint Procedure For Parents and Students (Transportation)

When an occasion arises that a patron or a student has a complaint with the transportation of students, the following steps shall be followed:

- The parent and/or student shall communicate with the bus driver to try and solve the problem.
- The parent and/or student shall meet with the transportation director to try and solve the problem.
- The parent and/or student shall put the complaint in writing and sign the complaint. The complaint shall be forwarded to the building administrator of the site attended by the student. The building administrator shall ask for a written response to the complaint from the transportation director. The building administrator shall conduct an investigation of the matter and determine the final disposition of the complaint.
- If the complaint addresses discipline of a student, the building administrator, after the investigation, shall determine the guilt or innocence of the student. If innocence is established, the student shall be returned all bus riding privileges. If guilt is established, the building administrator shall then determine the reasonableness of the discipline.
- The decision of the building administrator shall be final.