Bridge Creek Intermediate School

Student Handbook

2022-2023

Bridge Creek Public Schools

2022-2023

AUGUST

S	M	T	W	T	F	S	
	1	2	3	4	5	6	9,10,11 PD Days
7	8	9	10	11	12	13	11 Back to School Night
14	15	16	17	18	19	20	15 First Day of School
21	22	23	24	25	26	27	26 Remote
28	29	30	31				

SEPTEMBER

				1	2	3	
4	5	6	7	8	9	10	5 Labor Day
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		30 Remote

OCTOBER

						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	13 Fall Break
16	17	18	19	20	21	22	20 P/T Conference/Remote
23	24	25	26	27	28	29	
30	31						

NOVEMBER

		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	18 Remote
20	21	22	23	24	25	26	21-25 Thanksgiving Brk
27	28	29	30				

DECEMBER

				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	16 Remote
18	19	20	21	22	23	24	21-1/2 Christmas Break
25	26	27	28	29	30	31	

JANUARY

S	M	T	W	T	F	S	
							3 PD Day
1	2	3	4	5	6	7	4 First Day of School
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	16 MLK Day
22	23	24	25	26	27	28	27 Remote
29	30	31					

FEBRUARY

			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	20 President's Day
26	27	28					

MARCH

			1	2	3	4	2 PT Conference/remote
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	13-17 Spring Break
19	20	21	22	23	24	25	
26	27	28	29	30	31		31 Remote

APRIL

						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	9 Easter
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	28 Remote
30							

MAY

	1	2	3	4	5	6	
7	8	9	10	11	12	13	12 Graduation
14	15	16	17	18	19	20	18 Last Day
21	22	23	24	25	26	27	22 Teacher Check-Out
28	29	30	31				

1st Day of School
Professional Days
School is not in Session
End of Semester
Graduation
P-T Conference Observed

	Days of Inst	Prof Days
1st 9 Weeks	42	3
2nd 9 Weeks	42	0
3rd 9 Weeks	38	1
4th 9 Weeks	38	1
Total	160	5

#grit

approved 2-9-2022

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WELCOME

The administration and staff would like to take this opportunity to welcome you to Bridge Creek Intermediate School. The information in this handbook has been compiled to help you. Join us and share in the great expectations we have for all our students.

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. The policies of the Bridge Creek Board of Education have been somewhat condensed for this handbook. This handbook is not intended to replace or present in full the Bridge Creek Board of Education policies. For further explanation please consult a full version of the policies.

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. 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.

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.

GENERAL INFORMATION

You can find general information on our website, www.bridgecreekbobcats.org. Information is also posted on the BCIS Facebook Page.

SCHOOL OFFICE

The Intermediate School office is located in the Intermediate building on the north side of Sooner Road and serves grades 3-5. Please feel free to contact the school office about any problem or concern. Our phone number is 387-5824. Our office staff will answer general school questions. If there is a specific concern related to your child, please contact the homeroom or specific classroom teacher.

SCHOOL HOURS

Classes begin at 8:45 A.M. **Students arriving at school after 8:45 A.M. will be counted tardy and will need to be signed in at the office for a tardy slip before being admitted to class.** Students arriving after 9:30 will be considered absent for the AM. Late entry into the classroom interrupts classroom procedure and instruction. Students checking out before 3:00 will receive a half day PM absence. Students checking out after 3:00 will receive an early release which is a PM tardy. Dismissal is at 3:40 P.M. for car riders and 3:45 P.M. for bus riders.

ENROLLMENT

When enrolling your child for the first time, you are required to submit each of the following:

1. Parent or guardian's photo identification. If the parent's or guardian's last name printed on the photo ID is different than the child's last name, legal documents explaining the difference must be presented before enrollment can occur. Example: divorce documents stating name change, foster care guardianship, etc…
2. Official Birth Certificate (w/State Seal)
3. Official Social Security Card
4. Two proofs of residency with the parent's or guardian's name on it, one from each category:
   a. a lease, rental contract, home warranty deed, ad valorem statement, mortgage statement, or homestead exemption form
   b. a current (within the last 30-60 days) utility bill (propane or electric). If the utilities are paid by a landlord, a copy of his/her current utility bill must accompany the lease agreement with both parties' (parent or guardian **and** landlord) name on it.
5. Up-to-date immunization records which show:

K-5th Grade	**Pre-K**
5 DTP/DTaP/Td*	4 DPT/DTaP/Td
4 Polio*	3 Polio
2 MMR**	1 MMR
3 Hep B	3 Hep B
2 Hep A	2 Hep A
1 Varicella***	1 Varicella

** If the 4th DTP and/or the 3rd Polio are given on or after the fourth birthday, then the 5th dose DTP and/or the 4th dose Polio are not required.*

*** All Measles, Mumps and Rubella must have been administered on or after the child's first birthday.*

**** The school may accept a written statement from the parent that the child has already had chickenpox and record on the health record at approximately what age.*

There is no grace period allowed for Hepatitis B and Hepatitis A immunizations. Students must present proof of completion of the required series, or proof that they are "in process" following a medically approved timetable for completion before entering school.

PERSONAL STUDENT INFORMATION

Please notify the school office immediately if you have changed your address, home, work/emergency phone numbers, or email address. The school records need to be kept up-to-date. In case of emergency, we **MUST** have a current phone number through which you may be contacted.

LOST AND FOUND

Students are encouraged to label all personal items for easy identification. Unclaimed items will be donated on the last school day of each semester.

STANDARDS-BASED EDUCATION

In standards-based classrooms, the focus is on a student's performance over multiple opportunities, not simply the grading and averaging of tests and quizzes. Standards are specified learning goals applied to all students and provide consistent targets for students to meet. Standards provide a focus for aligning curriculum, instruction and assessment. They are the general categories that organize knowledge within a discipline.

Student progress will be reported each quarter using a Standards-Based Report Card (SBRC). Standards-Based Report Cards will:

- Identify which standards students have mastered, as well as their strengths and areas for growth.
- Allow students, parents and teachers to work together toward shared goals to ensure student progress and growth.
- Align expectations and common understandings about learning targets at each grade level.

PROGRESSION THROUGH THE GRADES

Students who meet required academic standards and attendance guidelines are promoted to the next grade level at the end of the school year. Students not meeting academic standards and attendance guidelines will be retained or administratively placed. Insufficient attendance, failing or unsatisfactory grades, and lack of adequate progress may cause a student to be retained in a grade. Parents are given adequate notification of impending retention through interim progress reports, report cards, and/or conferences (in person or by phone) with the teacher. It is very important that parents heed such notification and work with the teacher to support the student's learning. The hope is that the child will learn and master the objectives of his/her specific grade level. A copy of the Bridge Creek Intermediate retention policy is available in the Intermediate office.

INFINITE CAMPUS

You can access your child's information using the Infinite Campus Parent Portal. Student information is offered online for parents/guardians to access and track student attendance, grades, and assignments. Parent/guardian login information may be requested by contacting the site office. A valid Photo ID will be required.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are extremely important. Teachers schedule conferences and meet with parents as a means to provide insight regarding the child's progress. Conference days are listed on the school calendar. In addition to these days, parents or teachers may request additional conferences. Once a conference is scheduled, please let the teacher know if you cannot attend and a new conference time will be scheduled.

TEXTBOOKS

Students may have textbooks assigned to them by their teacher. Textbooks are one of many resources used to teach concepts and skills. Students losing or damaging a book will be required to pay for such books. Should a lost textbook that has been paid for be found, the money will be refunded.

SCHOOL CANCELLATION/EARLY RELEASE

When necessary to close school due to inclement weather or other circumstances, the following TV stations will be notified: TV Channels 4, 5, and 9. Additionally, a notification will be made using our student information call out/message system. **We also recommend that you follow our School and District Facebook pages for information and alerts.**

VISITORS ON CAMPUS

Due to safety concerns, all parents/guardians or volunteers are required to check in through the office before proceeding to any parts of the building or campus. **ALL VISITORS TO OUR CAMPUS MUST HAVE A VALID PHOTO ID IN ORDER TO SIGN IN AND MUST WEAR A VISITOR TAG WHILE ON CAMPUS**. Parents are welcome to eat lunch with their child. However, any other visitation during the school day needs to be approved through the building principal. (i.e. Classroom Visits, Recess, Library)

PROCEDURE FOR PARENTS EATING LUNCH WITH STUDENTS

After checking in at the office, you may go to the cafeteria and wait for your child. Please sit at the tables in the commons area just outside of the cafeteria. We ask that you have lunch **with your child only** so that you may enjoy your special time together. When the children are dismissed to recess, please do not forget to stop by the office to sign out and retrieve your photo ID.

TOYS

Toys and/or other items should not be brought to school except when the **teacher** has **instructed** the student to bring such item. Example: "Show-and-Tell", "Student of the Week", artifacts, etc. The school cannot be responsible for lost, stolen, or broken articles. The building principal has the discretion to store any toys/items that are brought to school in the office until a parent/guardian is able to pick up the item.

ARRIVAL/DISMISSAL

Students are NOT to be dropped off at school before 8:20 A.M. each morning and should be picked up by 3:45 P.M. each afternoon. **Supervision is not provided for students on campus before 8:20 A.M. or after 3:45 P.M.** The school and the Bridge Creek School Board cannot be held liable for any harm that may befall a student who arrives prior to or remains at school after these designated times.

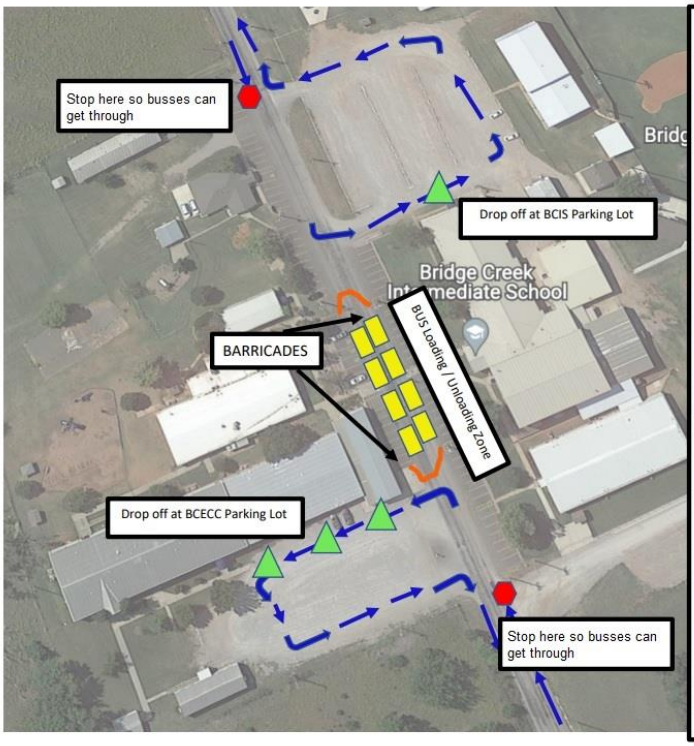
Car riders will be dropped off in the west parking lot and will enter through the west doors. Cars should enter using the east driveway of the parking lot and drop off at the blue awning. Cars will then proceed through the parking lot to the exit and turn right out of the west driveway. This is right turn only. Early Childhood students can be dropped off in the BCIS parking lot with an older sibling. They will walk through the building and out to the crosswalk. Adults will be on duty to help them walk to the Early Childhood building. Bus riders will enter through the front doors or through the Gym door, depending on whether they eat breakfast. Students who eat breakfast should arrive by 8:35 and proceed to the cafeteria immediately upon arrival. Intermediate students who are not eating breakfast are to proceed directly to the gym upon arrival. Students who arrive after 8:45 must go to the office to check in. After checking in, the office staff will get the students to their classroom safely.

Dismissal is at 3:40 P.M. for car riders and 3:45 P.M. for bus riders. Car riders will be picked up from the west side of the 5th Grade building each day. Parents are asked to park in the west parking lot and to wait in line at the pickup location for each grade level, which is the concrete area west of the BCIS Commons Area. The teachers on duty will dismiss the students. We will provide 2 pickup cards for each family. Each adult that is picking up a child will need to bring the provided card with the child's name on it each day. Please enter the parking lot using the east driveway and exit using the west driveway. You must turn right when exiting the parking lot.

The parking lot East of the 3rd/4th grade building is an overflow parking lot for the ECC. Parking on Sooner Road is reserved for staff. Parents are asked to use the West Parking Lot for drop off and pick up each day. **Please do NOT drop off or pick up your child on Sooner Road or on the road east of the 3rd/4th grade building.**

*******Parents are responsible for notifying the office regarding any changes in after school pick up. At the beginning of the school year, please discuss with your child's teacher how you expect him or her to get home. These arrangements must be planned ahead of time. **IF THE OFFICE DOES NOT RECEIVE A DATED NOTE OR PHONE CALL BY 3:00 P.M., THE CHILD WILL BE SENT HOME HIS/HER REGULAR WAY.**

ARRIVAL



Bridge Creek IS & ECC
Morning Arrival Drop Off

Sooner Road will be closed to through traffic from 8:05 AM to 8:45 AM on school days.

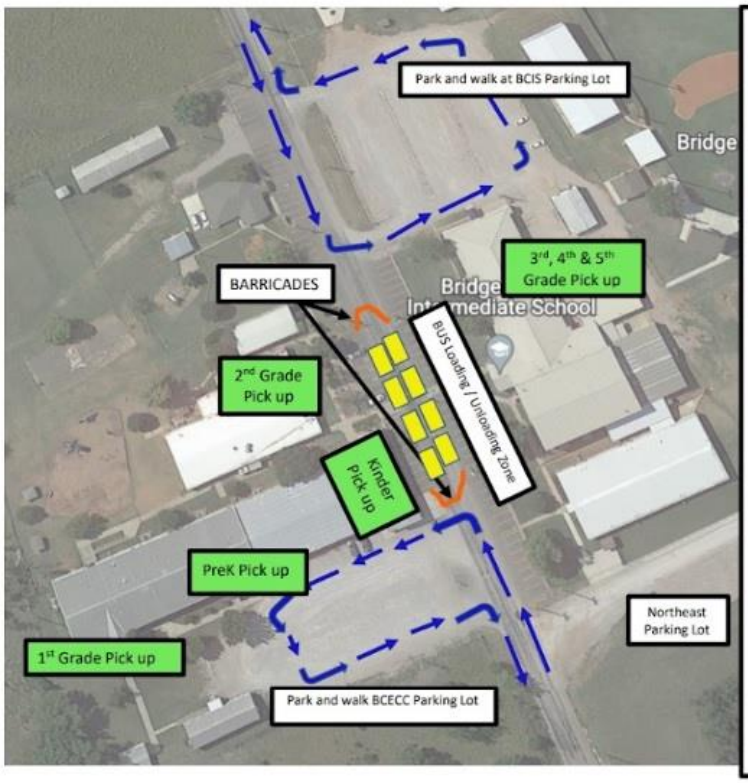
The busses will unload at the crosswalk inside the barricaded bus zone.

Car drop off traffic will be routed through the parking lots and students will exit at the cones indicated with a green triangle on the map. Teachers will be there to assist. Please have students sitting on the passenger side if possible. Students may walk to either building from either lot safely through the crosswalk.

Traffic through the lots will be one way in and out.

You may park in the center of the lot as usual. Follow one-way traffic flow.

DISMISSAL



Bridge Creek IS & ECC
Afternoon Dismissal Pick Up

Sooner Road will be closed to through traffic from 3:30 PM to 4.00 PM on school days.

The busses will load at the crosswalk inside the barricaded bus zone.

Car rider pick up traffic will be routed through the parking lots.

*Park your car in a parking spot,
*Get out of your vehicle
*Walk to the designated car rider pick up spot for your student
*You must have the student pick up card with you.
*Pick up starts at 3:40 PM

Traffic through the lots will be one way in and out.

You may park in the center as usual but please follow the one-way traffic flow.

You may use the middle school parking lot, the gravel northeast lot, Intermediate or ECC lots.

ATTENDANCE

When a student is absent, notification from the student's parent/guardian must be **made to the school office within 24 hours of the absence either by phone, note or in person** in order for the absence to be classified as **Absence Notified**. (**Excused Absences** must meet the criteria listed below.) Please make every effort possible to notify the office each time the student is absent. If the student is absent and the office does not receive notification, the absence will be marked as an **Absence Unexcused**.

MAKE-UP WORK:

If your child will be absent and you would like to request his or her work, please call the office before 9:00 A.M. to request to make up work. The office will advise if the work needs to be picked up or can be completed using Google Classroom.

EXCUSED ABSENCES:

The following exceptions will not count against the student with respect to the attendance policy.
Excused Absences must meet one of the following criteria:

1. Any medical treatment that is substantiated by a physician's written statement. THE PHYSICIAN'S STATEMENT MUST BE SUBMITTED TO THE SCHOOL AND is SUBJECT TO VERIFICATION BY A SCHOOL OFFICIAL
2. A court subpoena
3. Religious holidays or activities
4. Bereavement
5. Forty-eight (48) hours to treat and clear head lice with appropriate medical documentation upon return to school

In accordance with state law, students must be in regular attendance of school. **The maximum number of days a student can be absent from any single class is 7 days per semester.** This will include **Absence Notified** and **Absence Unexcused** days.

*Family vacations are NOT exempt and such absences will count toward the maximum absences allowed per semester.
*Students who accumulate 10 consecutive unexcused absences will be dropped and will have to re-enroll upon returning to school.

NOTIFICATION:
The building principal or designee shall notify a student's parent or guardian regarding the student's absences (notified and unexcused) on the occasion of the third, fifth, sixth, and seventh day. Excused Absences do not count towards the 7 absences. When a student accumulates 5 or more absences (notified and unexcused), an attendance review will automatically be set for the student. A date, time and place will be determined by the administration. A faculty committee will meet with the parent/guardian to discuss ways to improve the student's attendance. The parent/guardian may provide doctor notes and other documentation to the office prior to the meeting. The attendance committee will present their findings and/or plan in writing to the parent/guardian and to the building principal. Parents should keep in mind that students who exceed 7 absences (notified and unexcused) may be subject to retention.

Only extenuating circumstances will be considered for exceeding the maximum number of days allowed. **THE PRINCIPAL WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES.**

ATTENDANCE RELATED INFORMATION

In 8:45-9:30 = AM Tardy
In 9:30-12:15 = AM Absence
In after 12:15 = Absence (Full Day)
Out 12:15-3:45 = PM Absence
Out 3:00-3:45 = PM Tardy (Early Release)

Oklahoma Compulsory Attendance Law Title 70 OS Chapter 1 Sect. 10-105:

A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in this section. A child who is five (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age. A kindergarten program shall be directed toward developmentally appropriate objectives for such children. The program shall require that any teacher employed on and after January 1, 1993, to teach a kindergarten program within the public school system shall be certified in early childhood education. All teachers hired to teach a kindergarten program within the public school system prior to January 1, 1993, shall be required to obtain certification in early childhood education on or before the 1996-97 school year in order to continue to teach a kindergarten program.

B. It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.
Provided, that this section shall not apply:
1. If any child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or, if no such physician is available, a duly licensed and practicing physician;
2. If any child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;
3. If any child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between:
a. the school administrator of the school district where the child attends school, and
b. the parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent, guardian or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years;
4. If any child is excused from attending school for the purpose of observing religious holy days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days; or

5. If any child is excused from attending school for the purpose of participating in a military funeral honors ceremony upon approval of the school principal.

C. It shall be the duty of the attendance officer to enforce the provisions of this section. In the prosecution of a parent, guardian, or other person having custody of a child for violation of any provision of this section, it shall be an affirmative defense that the parent, guardian, or other person having custody of the child has made substantial and reasonable efforts to comply with the compulsory attendance requirements of this section but is unable to cause the child to attend school. If the court determines the affirmative defense is valid, it shall dismiss the complaint against the parent, guardian, or other person having custody of the child and shall notify the school attendance officer who shall refer the child to the district attorney for the county in which the child resides for the filing of a Child in Need of Supervision petition against the child pursuant to the Oklahoma Juvenile Code.

D. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished as follows:
1. For the first offense, a fine of not less than Twenty-five Dollars ($25.00) nor more than Fifty Dollars ($50.00), or imprisonment for not more than five (5) days, or both such fine and imprisonment;
2. For the second offense, a fine of not less than Fifty Dollars ($50.00) nor more than One Hundred Dollars ($100.00), or imprisonment for not more than ten (10) days, or both such fine and imprisonment; and
3. For the third or subsequent offense, a fine of not less than One Hundred Dollars ($100.00) nor more than Two Hundred Fifty Dollars ($250.00), or imprisonment for not more than fifteen (15) days, or both such fine and imprisonment.
Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court shall constitute a separate offense.

E. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district.

F. The court may order the parent, guardian, or other person having custody of the child to perform community service in lieu of the fine set forth in this section. The court may require that all or part of the community service be performed for a public school district.

G. The court may order as a condition of a deferred sentence or as a condition of sentence upon conviction of the parent, guardian, or other person having custody of the child any conditions as the court considers necessary to obtain compliance with school attendance requirements. The conditions may include, but are not limited to, the following:
1. Verifying attendance of the child with the school;
2. Attending meetings with school officials;
3. Taking the child to school;
4. Taking the child to the bus stop;
5. Attending school with the child;
6. Undergoing an evaluation for drug, alcohol, or other substance abuse and following the recommendations of the evaluator; and

7. Taking the child for drug, alcohol, or other substance abuse evaluation and following the recommendations of the evaluator, unless excused by the court.

TARDY POLICY

The building principal or designee shall notify a student's parent or guardian regarding the student's tardies on the occasion of the third, fifth, and sixth tardy.

PERFECT ATTENDANCE

Perfect attendance is earned by a student being neither tardy nor absent for the entire year. A student will be NOT be eligible for perfect attendance should they check out of school between 3:00 AND 3:45 P.M. or arrive after 8:45 A.M. Please be aware that this includes but is not limited to early checkouts on class celebration days, field trips, awards assemblies, etc.

EARLY CHECKOUT

Students who need to leave school early during the school day for a dental, doctor, or other appointment **MUST BE SIGNED OUT THROUGH THE SCHOOL OFFICE AND MAY BE CHECKED OUT ONLY** by a person listed on the enrollment form. **A PHOTO ID WILL BE REQUIRED TO SIGN A STUDENT OUT.** Additionally**, any changes** to the enrollment form should be made using Campus Portal or in person by the parent or legal guardian, identifying himself/herself with a Photo ID.

(Students will not be called out of class until the parent or guardian arrives for pick up.)

(Repeated Early Check-Out (i.e. before 3:00) will result in missed classroom instruction and will affect Perfect Attendance.)

WITHDRAWAL

Parents/guardians must notify the office ***IMMEDIATELY*** when a student is to be withdrawn from Bridge Creek Intermediate. Textbooks and library books need to be returned to school and all lunch bills need to be paid, in full to the cafeteria, prior to withdrawal. **A formal request for withdrawal must be signed by the parent/guardian and on file in the office before the withdrawal will be cleared.**

HEALTH SERVICES

Should your child become ill, the office staff will notify you. It will become your responsibility to make arrangements for your child to be picked up as soon as possible. We do not have the facilities to take care of ill students for an extended period of time. Sick students who are running a temperature 100.0 degrees or higher, have an unknown rash, or have vomited will not be allowed to remain at school. The student should not return to school until his/her **temperature has remained normal without medication for 24 hours**, the student has not vomited recently and is feeling better, or the student has a physician's documentation of the rash diagnosis and a release date to return to school.

MEDICINE

If a student requires medication while at school, the student's parent/guardian must deliver said medication to the office and fill out a medication dispensing/authorization form. Administering a prescription medication requires written instructions from the child's physician along with a signed dispensing/authorization form on file in the office. Administering a non-prescription drug requires a signed dispensing/authorization form on file in the office. A student may NOT bring medication to school. Medication brought to school must be in its original container. (***NO MEDICATION WILL BE FURNISHED BY THE SCHOOL.)***

Only medications that meet the following guidelines will be administered:

NON-PRESCRIPTION MEDICATIONS

- Must be delivered to the school by parent/guardian in the original container.
- Must be accompanied by the signed dispensing/authorization form. Medicine will be administered per the instructions on the original container unless specified otherwise by the parent/guardian on the dispensing/authorization form.

PRESCRIPTION MEDICATIONS

- Must be delivered to the school by parent/guardian in the original prescription container with the following information printed on the label: **Pharmacy name and Phone Number**
  Student's name
  Physician's name
  Administration Instructions
- Must be accompanied by the signed dispensing/authorization form. Medicine will be administered per the instructions on the original container.

All medication will be kept at the school, stored in a proper place, and will not be readily accessible to others. The student is responsible for letting the teacher know it's time to take his/her medication. If your child has any chronic conditions (ex. asthma, ulcers, diabetes, etc.), please indicate this condition on their enrollment form and inform the student's teacher(s). All medications must be picked up at the end of each school year by a parent. Five days after the student's final school day, all medication will be properly discarded.

THE ONLY EXCEPTION IS A PRESCRIBED INHALER, EPIPEN, AND DIABETIC MEDICATION. THE STUDENT(S) MAY KEEP THESE ITEMS ON HAND IF A PHYSICIAN'S WRITTEN NOTICE (EXPRESSING THIS MEDICAL NECESSITY) IS GIVEN TO THE SCHOOL OFFICE AND THE STUDENT'S TEACHER(S). In other words, the school office and the student's teacher(s) must be given a doctor's note detailing the student's specific need to keep certain medication with them at all times.

COMMUNICABLE DISEASES

If it has been determined that your child has head lice or a communicable disease such Hand Foot and Mouth Disease, Conjunctivitis, Fifth's Disease, Chicken Pox, etc., your child will be sent home. If your child as has a communicable disease, a note from a medical office must be provided before the child is allowed to return to school. If head lice is detected, students are allowed two days of excused absences. Once your child has been treated and no live lice are present, your child may return to school. BCPS Board of Education policy states that proof of treatment for head lice must be presented to the school office upon the child's return to school. Proof of treatment could be a note from a medical official or evidence of either an over the counter treatment or a prescription treatment. Students can be protected from any such outbreak by checking them at home periodically and emphasizing that personal articles including coats, hats, brushes, barrettes, ponytail holders, clothes, etc., should not be shared.

LITERACY PLAN

According to the provisions of the Oklahoma Reading Sufficiency Act, all students in third grade are assessed in reading each nine weeks. If they are found to be in need of remediation or intervention, they are placed on an Individualized Program of Reading Instruction (IPRI) and conferences are held with parents. The school will progress monitor the student throughout the year and provide support and interventions as needed.

LIBRARY

Lost books must be paid for in full, and damaged books paid for in proportion to the damage as assessed by the librarian. All payments must be made before another book can be checked out. All books must be paid for before Christmas/Winter break and/or the first week of May so inventories can be completed. Report cards will be held until books are paid for in full. If you are moving, all library books must be returned. Damaged or lost books must be paid for so that the student's record can be cleared before the move.

PHYSICAL EDUCATION (P.E.)

By law, every child Kindergarten through 5th grade must have P.E. Therefore, it is imperative that students participate in P.E. activities. If they cannot participate due to illness or injury or are temporarily unable to participate in physical education or playground activities, a note from the doctor or parent must be sent each time to the office and to the P.E. teacher indicating the reason that the child cannot participate. Alternative methods of Physical Education requirements will be assigned. Students who need to be excused from activities for a week or more need to provide a doctor's note. If your child has any permanent physical restrictions or disabilities, please notify the office. The child will also be excused from recess and other physical activities as well. Appropriate clothing and shoes must be worn on P.E. days (i.e. tennis shoes, shorts, pants, T-shirts, etc.)

MEALS

Bridge Creek has an excellent breakfast and lunch program. Hot balanced meals, including milk, will be served at a minimal fee (price set each year by the Bridge Creek School Board). Extra milk and juice may be purchased for an additional fee to be paid in cash. A price list is available through the cafeteria or office. Single meals may be paid for one day at a time or you can pay for one or more weeks, a month, or the entire year. Checks are to be made payable to Bridge Creek Cafeteria. Free or reduced lunches are available for families whose total income qualifies. Contact the school office or cafeteria for further information.

Students who do not bring a lunch and have an unpaid cafeteria balance of more than $25.00 will be provided with a peanut butter sandwich, fruit, and milk. Please stay current on your child's cafeteria balance.

RULES AND REGULATIONS

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. While students are

(a) in attendance at school or any function authorized or sponsored by the District;
(b) in transit to or from school or any function authorized or sponsored by the District
(c) on any property subject to the control and authority of the District,

students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco products (includes vapor products)

2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law
3. Using, consuming, possessing or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogen, opiate, inhalant, counterfeit drug, or any other controlled or non-controlled dangerous substance (includes energy drinks)
4. Using, possessing, selling, transferring, distributing or bartering any drug paraphernalia
5. Being in possession of any unauthorized wireless telecommunication device
6. Possessing, using, transferring possession of; or aiding, accompanying, or assisting another student to use any type of weapon which term includes but is not limited to: guns, rifles, pistols, shotguns; any devices which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument. Included in this prohibition is any facsimile or counterfeit weapon
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other district employee including bus drivers, secretaries, custodians, and cafeteria workers
8. Leaving school grounds or activities at unauthorized times without permission
9. Refusing to identify or falsely identifying one's self or district personnel
10. Entering, without authority, into classrooms or other restricted school premises
11. Violating the district's policies, administrative regulations, school student handbook provisions, rules, practices, or state law
12. Engaging in conduct which endangers or jeopardizes the safety of other persons
13. Bullying such as but not limited to: harassing, hazing, threatening, or verbally, physically, mentally abusing another person;
14. Preparing, publishing, or distributing written or verbal statements or plans of a violent or threatening nature, which if carried out, could result in harm to another person or damage to property;
15. Using profanity, vulgar language or expressions, or obscene gestures;
16. Committing acts of sexual harassment, as defined by district policy, or sexual assaults
17. Assaulting, battering, inflicting bodily injury on, or fighting with another person
18. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace or inciting, encouraging, prompting or participating in attempts to interfere with or disrupt the normal educational process
19. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the district or any other person
20. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating
21. Students will remain on the sidewalk while on the school campus.
22. Running is only permitted during physical education class and when on the playground.
23. Students will walk quietly and respectfully in the hallways.

Any student conduct or activity which occurs on school property, while the student is in transit to or from school or a school function, or on any property subject to the control and authority of the district shall be prohibited if such conduct or activity adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property or disrupts school operations.

In addition to school rules, each teacher sets his/her classroom rules for which the student is responsible. Any student who cannot maintain these regulations will face disciplinary measures.

IN SCHOOL DETENTION AND SUSPENSION

The principal has the authority to place any student in **IN SCHOOL DETENTION (ISD)** or to **SUSPEND** a student in accordance with existing rules for misbehavior and/or for other sufficient reasons. When a student is suspended, it is called **OUT OF SCHOOL SUSPENSION (OSS)**. OSS will immediately be reported to the superintendent.

A student may be suspended 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 support staff. Any time a student is suspended they will be given appropriate due process.

Some causes for ISD, OSS, or expulsion are stated in Level 2 (pg 24) of the School Wide Discipline plan. These behaviors include:

- Fighting (two active parties/all parties involved)
- Bullying or intimidation of other student(s)
- Biting or spitting on others
- Vandalism
- Physical aggression towards staff or students
- Weapons/dangerous instruments/drugs/alcohol/tobacco/vapor products
- Stealing
- Harassment or inappropriate touching
- Insubordination/refusal to follow staff directives
- Ethnic/racial/gender slurs
- Profanity and/or vulgarity

This list is not meant to be all-inclusive. Rather, it gives examples of behaviors that might lead to suspension or expulsion.

Students on IEPs:

Prior to OSS or ISD placement of a special education student the administrator shall refer to the student's IEP and to Policies and Procedures for Special Education in Oklahoma the Oklahoma State Department of Education Special Education Handbook.

Any suspension exceeding 10 days in duration will afford the student due process rights. However, in an emergency situation where the safety of another student, school employee, or the student (himself/herself), is thought to be in danger, the student may be suspended and the right to be placed back in school until a board hearing can be waived. In such an instance, the student would be removed from the school setting until the board hearing is held.

SEXUAL HARASSMENT

It is the policy of the Bridge Creek School Board to maintain learning and working environment that is free from sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature coming from employees, students or volunteers. Committing acts of sexual harassment and/or sexual assaults is a cause for suspension of students. Confidentiality shall be maintained and no reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

DRESS CODE

Bridge Creek Intermediate School seeks to maintain an orderly environment for education. To accomplish this; we have set a standard of student dress that is conducive to a proper educational climate. Clothing worn by students shall be neat, clean, and in good repair for the general personal health and safety of the student. Immodest clothing of such type that distracts from the learning process shall not be worn. Some of the items we do not allow students to wear or display on campus are:

1. Lengthy belts that hang down
2. Chains hanging out of pockets or from clothing
3. Any item with gang or drug symbols
4. Any item that advertises violence/weapons/drugs/alcohol/tobacco
5. Skirts or shorts that do not reach at or near the fingertips
6. See-through items
7. Tight or revealing clothing or inappropriate/harassing clothing
8. Bare midriffs or crop tops (when arms are raised, midriff is bare)
9. Tank tops/spaghetti straps (less than three adult fingers width or with large armholes) This applies to all students, boys and girls.
10. Halters, strapless dresses or tops
11. Any article which might disrupt the learning environment or pose a safety hazard
12. Shoes which are inappropriate for playground
13. No shoes with wheels, i.e. no heelys
14. Wearing a hat in any school building (exception is the occasional school wide hat day)

All pants must be worn snug at the waist and must not drag the ground. Shirts must not be long enough to completely cover shorts or skirt. Appropriate undergarments must be worn. Sturdy shoes or sneakers are necessary for safety during physical education class or recess. Girls should wear shorts or slacks on days when they have P.E. Students who come to school dressed inappropriately will be expected to change. Their parents will be contacted to bring appropriate clothing. They will not be permitted to attend class while wearing inappropriate clothing.

ELECTRONIC DEVICES

No radios, iPods, Kindles, iPads, or electronic games/organizers, etc. of any kind are permitted on the Bridge Intermediate campus in **student possession** unless authorized by the student's teacher**.** Cell phones/smart watches are permitted, **if** turned off upon arrival and are not visible or used during school hours unless authorized by the student's teacher. ***(The school is not responsible for valuable articles brought on school grounds and the building principal has the discretion to hold any items in the office until a parent/guardian can pick it up.)***

TRANSPORTATION

Riding a bus is a privilege that a student can lose if proper conduct is not observed. Students are not allowed to ride non-assigned buses except in an emergency. Prior arrangements for a bus change must be made with the Director of Transportation at 387-4880, ext. 6. Parents may not remove a child from a bus line or from a bus. 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 a student leaves home until they return home, the student is subject to school regulations. For safety and identification, all students will have assigned seats. All buses will arrive at pick up locations at a set time. We request that your child 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.

The following rules must be adhered to for the safety of all:

- Stay seated at all times
- No eating or drinking on the bus
- No foul language or obscene gestures
- No throwing things on or off the bus
- No body parts out of the windows
- No spitting
- No hitting or fighting-verbally or physically
- No blocking the aisle
- No unnecessary noise
- No tampering with bus equipment
- No toys
- No live animals

Write-up #1 — Verbal Warning/Parent Contact
Write-up #2 — Short Term Bus Suspension TBD by Site Principal
Write-up #3 — Long Term Bus Suspension TBD by Site Principal

THIS PROCESS CAN VARY DEPENDING UPON THE SEVERITY OF THE OFFENSE.
(Bus write-ups start over each school year.)

HOMEWORK

Work not finished during the regular school day may be assigned as homework. Homework may also assigned to the student as a reinforcement of newly introduced concepts or as an enrichment activity. The time needed to complete homework will depend on the age/grade of a student and how wisely the student uses class time.

PETS

Pets are not allowed to be on school grounds.

PLAYGROUND

Students will be supervised at all times while on the playground. School rules are to be followed. If students demonstrate by their actions that they cannot or will not follow playground guidelines, they will be disciplined according to school policy.

FIELD TRIPS/SUPER KIDS' DAY

Field trips and Super Kids' Day are rewards and for the enrichment of the students of Bridge Creek Intermediate. Therefore, parents are asked not to bring siblings to these events.

Participation in field trips and/or Super Kid's Day is a privilege that must be earned. If a child consistently demonstrates by his/her actions or speech that they are not responsible enough to follow school guidelines, participation in these activities will be denied. The decision of the administration will be final.

The school dress code applies at these events. If dressed inappropriately, students will not be allowed to participate.

Students **must** ride the bus to the field trip. At the **END** of the field trip, students may be checked out to ride home with their parent. The classroom teacher will have a checkout sheet and parents will need to meet the teacher at a designated location before loading buses for the ride home. Students checked out before the end of the field trip will be reported to the attendance secretary and will receive an absence notified or PM tardy based on the time they checked out with the classroom teacher.

CLASSROOM PARTIES

Due to various food allergies and allergic reactions, all food must be purchased, not homemade so ingredients may be verified for the safety of our students.

Grade level parties are meant for that specific grade so please refrain from allowing siblings to attend.

BIRTHDAY CELEBRATIONS

Individual student birthday parties will not be held at school. However, students may bring a healthy snack for the entire class with prior teacher approval. If a student chooses to bring party invitations, the invitations will not be distributed to the class, unless EVERY class member is receiving an invitation.

DELIVERIES

All deliveries will be held at the Intermediate office until the end of the school day. Deliveries that contain balloons, glass containers, or oversized stuffed animals will not be allowed on the buses for safety reasons.

SEARCHES

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.

Object of Search: The person, personal property, and locker or desk of a student attending Bridge Creek Intermediate 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):

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

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.

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 (whenever practicable) and be witnessed by another certified employee of the district, also of the same sex, whenever practicable.

STUDENT CODE OF CONDUCT

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others or the orderly operation of the educational system, corrective actions are necessary for the benefit of the individual and the school. In recognition of this fact, the Oklahoma Legislature has amended O.S. 6-114 to read as follows: "Each local board of education shall adopt a policy for the control and discipline of all children attending public school in that district. The local policy shall provide options for the control and discipline of students. The parent or guardian of every child residing within a school district shall be notified by the local board of education of its adoption of the policy and shall receive a copy upon request. Provided, the teacher of the child attending a public school shall have the same right as the parent or guardian to control and discipline such child according to the local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher." In response to a legislative call for each district to develop its own discipline policy, the Bridge Creek Board of Education, with the advice of a teachers committee, adopted the following Discipline Action Schedule. The intent of this schedule is to empower the faculty and provide those responsible for administering the discipline policies of the Board with acceptable options for the control and discipline of students. The principals and their designees, in a manner they deem just, given the circumstances of the individual case, shall interpret this schedule. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted when addressing situations not covered in the disciplinary action schedule. Nothing in this discipline action schedule shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel and due process in cases which may end in short term or long term suspension. Nothing in this policy will prevent the removal of a student from a class or extracurricular activity for failure to comply with reasonable rules established by the activity sponsor, faculty, or administration.

BULLYING POLICY

Bullying is prohibited by Bridge Creek Public Schools. It is an anti-social behavior that distracts both the target (i.e., victim) and the perpetrator (i.e., the person bullying another). Bullying a student based on his/her race, color, creed, disability, sex, sexual orientation, age, religion or any other personal characteristic is grounds for disciplinary action (O.S. 70 §24-100.2).

Bullying is defined as any pattern of harassment, intimidation, threatening behavior, physical acts or communication (verbal or electronic) that is directed toward a student or group of students. Bullying is performed with the intent, or reasonably perceived intent, of causing negative educational or physical consequences for the targeted student or group. Bullying is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. (O.S. 70 §24- 100.3)
Threatening behavior is any pattern of behavior or action that would cause a reasonable person to believe that there is potential for future harm to students, school personnel or school property. (O.S. 70 §24-100.3)

Electronic communication is the communication of any written, verbal, pictorial information or video content by means of an electronic device. (O.S. 70 §24-100.3)
Bullying is prohibited at school and school sponsored events. It also is prohibited: (a) while traveling to and from school; (b) while off-campus during lunch or before and after school; or, (c) at any other time outside of the normal school day where such behavior has a negative or adverse effect on the discipline or educational process of the school. (O.S. 70 §24-100.3)

Examples of bullying include but are not limited to: (a) unwanted teasing, (b) comments that are threatening or intimidating, (c) stalking or cyberstalking, (d) publically humiliating another, (e) behaving in a way that physically harms or is physically aggressive towards another, (f) stealing or destroying property, (g) spreading rumors, digital images, or falsehoods, and (h) socially excluding another.
In accordance with Board Policy on Student Behavior, any violations for bullying could be subject to disciplinary action, up to and including long-term suspension.

I. Enforcement and Data Collection
It shall be the responsibility of the building principal to enforce this policy. The Director of Guidance and Counseling shall be responsible for the yearly collection, maintenance and reporting of data pertaining to the number, severity and potential for future violence regarding bullying incidents for the district.

II. Reporting Incidents
When a student believes he/she is being bullied, or when a staff member witnesses a possible incident of bullying, the student and/or staff member should report the incident to a school administrator or law enforcement agency.
Anonymous reporting of bullying incidents is allowed; however, no formal disciplinary action will be taken solely on the basis of an anonymous report. Any person who knowingly makes a false accusation of bullying will face the same potential disciplinary action as if they themselves committed an act of bullying. The principal or his/her designee will conduct an investigation to determine whether bullying occurred.

III. Publicity Efforts and Training
An annual written notice of this policy shall be provided to parents, guardians, staff, volunteers and students. The policy shall be included in all student and employee handbooks, placed upon district websites, and posted in various locations within each physical school site.

Relevant annual training for all district employees shall be required, as developed and provided by the State Department of Education related to preventing, identifying responding to and reporting incidents of bullying. The district shall provide to parents and students a State Department of Education approved educational program created through consultation with the Office of Juvenile Affairs related to preventing, identifying responding to and reporting incidents of bullying.

IV. Investigating Alleged Bullying Incidents

An investigation will be initiated by the principal or his/her designee immediately following a report of alleged bullying. All information collected during the investigation will be recorded in writing and maintained by the principal. The following actions will be included in the investigation:

A. Contact the parent/guardian of both the victim and the accused to inform them of the situation and that an investigation will take place.

B. Conduct interviews of the victim, the accused perpetrator, and any witnesses to the behavior in order to collect descriptions of the incidents.

C. Analyze the information collected during the investigation, considering the following questions:

i. Did the behavior/action result in fear, harm, injury, or damage?
ii. Did the behavior/action create a hostile environment for the victim?
iii. Did the behavior/action infringe on the student's rights at school?
iv. Did the behavior disrupt the educational process?
v. Is the behavior criminal?

D. Create a summary report that describes the situation, the findings, and any disciplinary action being taken. Disciplinary actions may include verbal warning, admonishment, short-term suspension, or long-term suspension.

The summary report shall include in the details the severity of the incident and the potential for future violence.

E. Contact the parents of both the victim and the accused, providing them with the outcome of the investigation of documented and verified bullying incidents upon completion of the investigation.

F. Upon completion of the investigation, the Principal or his/her designee, may recommend necessary mental health care, substance abuse or other counseling as considered appropriate to the circumstances. The Principal or his/her designee may also refer the student to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.

G. Report to law enforcement all documented and verified acts of bullying which may constitute criminal activity or reasonably have the potential to endanger school safety.

H. If an explicit threat to school safety is found to be a part of the incident, the investigating Principal or his/her designee may make inquiry into any mental health, substance abuse or other care issues relevant to the investigation by the parties involved pursuant to Oklahoma Statutes [70 O.S. §24-100.4(A)(14), 12 O.S §1376, 59 O.S. §1376], the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information in order to allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

V. Resolution

All situations will be handled based on the facts of that case and consequences will vary. A student with a history of Bullying related offenses may receive consequences accordingly. Depending on the severity and/or the pattern of repeated bullying behavior, a long-term suspension may result.

A. Students on IEPs

Prior to suspension of a special education student the administrator shall refer to the student's IEP and to Policies and Procedures for Special Education in Oklahoma the Oklahoma State Department of Education Special Education Handbook.

B. Procedures for Intervention for First Time Suspension

i. The site administrator will notify the student and parent/guardian of the availability of the Alternative Suspension Program (ASP) offered by Bridge Creek Public Schools.

ii. The parent/guardian will contact the Director of Guidance and Counseling for referral information.
iii. Student receiving a long-term suspension may be given the opportunity to reduce it to ten days by participating in intervention counseling recommended by the District.

BRIDGE CREEK INTERMEDIATE
SCHOOL WIDE DISCIPLINE PLAN

Every day we strive to make Bridge Creek Intermediate an intellectually, psychologically, and physically inviting school for our students, staff, and community.

Purpose of School Wide Plan:

- Keep students and staff safe
- Teach students to exercise self control
- Reinforce responsibility for actions
- Maintain focus on learning and teaching
- Model and encourage good choices
- Provide consistent and equitable standards
- Provide opportunity for positive reinforcement
- Enforce consequences
- Require an atmosphere conducive to learning (in all school areas)

Character Traits to be Modeled and Reinforced with Students:

Courage	Perseverance	Confidence
Citizenship	Responsibility	Independence
Good Judgment	Respect	Creativity
Caring	Self-discipline	Enthusiasm
Integrity	Appreciation	Curiosity
Honesty	Tolerance	Empathy
Kindness	Compassion	
Fairness	Integrity	

COMMUNICATION

The Student Handbook is provided to parents each school year via the district website at www.bridgecreekbobcats.org. This handbook provides information about policies and procedures to assist parents in making the school year successful.

When parents, teachers, and students work together toward a common goal, it helps students have a positive experience at Bridge Creek Intermediate School. The purpose of this discipline plan is to help our students be successful. Discipline underlies the whole educational process and is the key to good citizenship and proper consideration and respect for others. Our students deserve the most positive educational climate for their educational growth. Therefore, this school-wide discipline plan will be in effect at all times.

Our teachers and staff will provide our students with an enriching, challenging, and nurturing learning environment each year. Each teacher has a classroom management/discipline plan to address procedures and discipline in the classroom. Please ensure that you and your child understand these rules and procedures. If you have questions about these, please do not hesitate to contact your child's teacher.

If a teacher and/or an administrator contacts you about a discipline concern for your child, please be supportive and work with us to help your child.

DEFINING DISCIPLINE

Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain positive behaviors and attitudes necessary to ensure a safe, orderly, and productive learning environment.

Beliefs Related to Discipline at Bridge Creek:

- The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.
- The misbehavior of a student will not excuse him/her from successfully completing the learning objectives.
- Every discipline situation is an opportunity to teach expected behavior. Expected behaviors must be communicated, taught, and modeled throughout the school year. Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly, and academically productive learning environment for others

Discipline Procedures

Please, note that the listed behaviors are not all inclusive but are examples.

Two levels of behaviors- Level 1 and Level 2:

- Level 1 behaviors will be addressed and handled by the teachers.
- Level 2 behaviors will be referred to the office to be handled by the principals and/or counselor.

Prior to an Office Referral:

- Parents and students must know teacher expectations and procedures.
- Teachers and other staff members must document unacceptable (Level 1) behaviors and consequences imposed, trying several interventions to stop the inappropriate behavior.
- Teachers will communicate with parents about concerns related to their child's misbehavior on a consistent basis.

Level One (1) Behaviors:

- These will be handled by teachers. If the misbehaviors become habitual, the school counselor and/or school principal may become involved. The teacher may contact the parents and inform them of the incident and consequence given. This can be accomplished by phone call, email, note home, or behavior slips or forms.
- If behaviors continue, a teacher/parent conference will be necessary (phone or in person).
- If behaviors continue after a teacher/parent conference, an office referral to the counselor and/or principal will be made.

Inappropriate Level 1 Behaviors Include:

- Displaying disrespect for self, others, and for personal or school property
- Cheating, lying, untruthfulness
- Open defiance
- Refusing to do work
- Running in the building, breezeway, and/or on the sidewalks: running is limited to physical education class and the playground
- Taunting/teasing of students
- Throwing objects

- Talking back/arguing with staff members
- Excessive talking (after multiple warnings)
- Inappropriate gestures or language
- Derogatory or negative notes/pictures
- Inappropriate dress (outlined in student handbook)
- Not following general school/classroom procedures and/or rules

Consequences for these Behaviors:

- Loss of recess free time (one or more days) Students will lose free time, and will be required to reflect on their choices while walking during their recess time.
- Removal from class (sent to another teacher's class to sit in the back quietly in isolation)
- Removal from peers in the lunchroom
- Loss of other privileges as teacher sees necessary
- After school detention. Must be preapproved by parents at least 24 hours in advance and a certified teacher must supervise the student(s).

Level Two (2) Behaviors:

Certain offenses require a referral to the office

- A Level One Behavior may become a Level Two Behavior when a student continues to participate or demonstrate Level One Behaviors after the Level One Consequences have been exhausted.
- Level Two Behaviors are categorized as the more serious offenses, such as weapons, threats and intimidation, drugs, and inflicting bodily harm on others. It is important to note that the Resource Officers or the Police Department may be called.
- Additionally, when a student is referred to the office, the office will notify the parent by phone call, letter/note, and/or email.

Inappropriate Level 2 Behaviors Include:

- Fighting (two active parties/all parties involved)
- Bullying of other student(s)
- Biting or spitting on others
- Vandalism
- Physical aggression towards staff or students
- Weapons/dangerous instruments/drugs/alcohol/tobacco/vapor products
- Stealing
- Harassment or inappropriate touching
- Insubordination/refusal to follow staff directives
- Ethnic/racial/gender slurs

Consequences for these Behaviors:

- In School Detention
- Out of School Suspension
- Referral to session(s)with school counselor
- Cleaning up acts of vandalism committed
- Loss of other school privileges as determined by the Principal

PARENTAL INVOLVEMENT

COMMUNICATION

Bridge Creek Public Schools will communicate using Facebook and Infinite Campus notifications. Bridge Creek Intermediate School will also communicate using Facebook and Infinite Campus. Grade Levels will utilize Facebook Closed Groups to communicate grade level specific information. Individual teachers will utilize the ClassDojo app/website to message and communicate with families.

VOLUNTEERS

We value you as a partner in your child's education. We love to have parents volunteer at Bridge Creek Intermediate, and there are a variety of ways you can help. However, time- on-task and class schedules are important; therefore, please prearrange with building principal any classroom visits.

For the safety of our students, **ALL** volunteers at our school must stop at the school office, sign-in with a valid photo identification, and receive a visitor's badge before entering any area of the school. When school staff asks you if you have signed in at the office, please, remember this is for our students' safety.

PARENT-TEACHER ORGANIZATION

One opportunity to volunteer is through our Parent-Teacher Organization (PTO). Bridge Creek PTO sponsors a variety of school wide events throughout the year. All parents, guardians, grandparents, etc… are encouraged to join.

RELEASE OF STUDENT INFORMATION

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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 Services.

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.

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 right 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 contacted in a student's educational record as "directory information" and it will disclose that information without prior written consent:

1. The student's name.
2. The student's address.
3. The names of the student's parents.
4. The student's date of birth.
5. The student's class designation (i.e. first grade, fifth grade, etc.)
6. The student's extra-curricular participation.
7. The student's achievement awards or honors.
8. The student's weight and height, if a member of an athletic team.
9. The school or school district the student attended prior to enrollment in Bridge Creek.

In case a parent of a student, a student, a former student 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

REQUEST FOR RECORDS BY A NON-CUSTODIAL PARENT

It is the District's duty under the Family Educational Right and Privacy Act of 1974, 20 U.S.C.S. 1232 (g) to make records available to parents. Official forms for this request are available in the office. Signature on this form makes a formal request for such records. It is our understanding that the non-custodial parent's signature verifies that there is not a court order or decree that affects their right to receive these records.
It is the Bridge Creek Intermediate policy to respond to the request within one week from the date of the request. During this time, notification will be sent to the custodial parent informing them of the request. They have five days from the date of their letter to provide a court order or decree stating any reason why the non-custodial parent

should not have access to the records. Otherwise, the records will be furnished as requested throughout the school year.

RESIDENCY

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local ad valorem taxes

2. Title to residential property in the district, a valid unexpired lease agreement, or receipts for payment of rent/purchase on a district residence in which the applicant actually resides

3. Proof of provision of utilities

Residency Affidavit

If you are currently residing with someone who lives in the BCPS District but you do not own, lease, or rent the property in which you are living, you will need fill out a STUDENT RESIDENCY AFFIDAVIT. The parent/guardian completes page 1 and the person the child is residing with will need to complete page 2 of the affidavit. Both pages must be signed by a Notary Public. You can email the Statement of Residency Affidavit to the site contact listed below. You will also need to upload/provide the 2 proofs of residency for the person who signed page 2 of the affidavit.

If the superintendent (or designee) denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student (hereafter referred to as parent) may request a review of the decision. Such request for review shall be in writing and must be received by the superintendent or designee within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify the admittance of the child. Upon receipt of a written request for review, the superintendent or designee will render a decision and notify the parent of the decision within three school days of the receipt of the request. If the parent disagrees with the findings, the parent will notify the superintendent or designee within three school days of the receipt of the decision. The superintendent will then submit the findings and all documents reviewed to the board of education. 701..R.1 2 of 2 pages The board will review the decision and the documents submitted by the superintendent and the student. The board will render a decision at the next regular board meeting. The board's decision may by appealed only pursuant to procedures utilized by the Oklahoma State Department of Education.

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.

Jerry Doyle, ED.D
President
Precision Testing Laboratories, Inc.

PARENTS' BILL OF RIGHTS

The board supports parents' efforts to be involved in the district's education programs. This policy outlines the district's efforts to educate parents and support parent involvement in response to the passage of HB1384, the 2014 Parents' Bill of Rights (O.S. 25 §2001).

I. Parents have the right be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

II. Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to: a. safety, general order and discipline b. academic or extracurricular activities c. classroom instruction d. security/surveillance of the buildings or grounds e. photo ID cards

III. Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters, which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

IV. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as: a. Parent-Teacher conferences b. Back to school / meet the teacher nights/ Title I Parent Nights/ Curriculum Nights c. District sponsored Webpages with class information available to parents d. School newsletters e. District Community Advisory Council f. Program specific parent involvement committees (i.e. Indian Education, Gifted Education Advisory Council and Committee) Bridge Creek Public Schools Board Policies and Administrative Regulations g. Encourage parent volunteerism (i.e. Watch D.O.G.S; Parent-Teacher Associations) h. Encourage parent participation in program development and review (i.e. Title I planning teams, Title III planning teams, Indian Education)

V. The district will inform parents about their children's course of study by disseminating this information: a. During annual enrollment b. In student handbooks c. On the district and school webpages d. In site Title I School wide Plans and at Title I meetings (when applicable) Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building principal.

VI. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class if alternative arrangements are not possible through consultation with the district.

VII. The district offers sex education in grades 6th, 7th and 8th. Parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a 3 parent, to the principal in order for their child to be excused from participation. Students who are not participating in the district's sex education program will be provided with an alternative assignment during sex education instruction.

VIII. If a teacher is going to provide instruction or presentations regarding personal sexuality in a course apart from formal sex education, the teacher will send written notice home to parents at least ten (10)

days in advance of the presentation. In a course where personal sexuality is a part of the curriculum or personal sexual reproduction is a topic for discussion (i.e. Baby Steps), a syllabus will be sent home during the first week of the course. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.

IX. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website. The district's extracurricular clubs and activities are also Bridge Creek Public Schools Board Policies and Administrative Regulations published in student handbooks, the district's policy manual, and are available on the district's website.

X. Parents have numerous rights and decision-making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parents' Bill of Rights, the district has compiled the following information for parents: a. The district provides sex education to students in grades 6th, 7th and 8th. Parents may opt their student out of the district's sponsored sex education program by following the procedures established in item VIII above. b. Parents who are not residents of the district may enroll their minor children in the district's schools in accordance with the district's open transfer policy. A copy of that policy is available in the Superintendent's office, on the district website, and at each school. c. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item VIII above. d. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the district. This requirement may be waived if the parent submits a note from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child or if the child qualifies for an exemption under the McKinney-Vento Homeless Education Assistance Act. e. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the district will take in order to help students become successful readers – by reviewing the district's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the Superintendent's office, on the district website, and at each school. f. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education's website (www.ok.gov/sde/). g. The district provides AIDS education for students in grades 6 through 12. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the district's AIDS education program will be provided with an alternative assignment during the scheduled instruction. h. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of statewide testing by contacting their child's building principal. 4 i. Qualifying students have the right to participate in the district's gifted and talented program in accordance with the district's policy regarding the program. A copy of the policy is available through the Superintendent's office, on the district website, and at each school. j. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the building principal. k. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available on the district website. l. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student

appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences. m. Parents have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the building principal. n. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence. o. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the Superintendent's office, on the district website, and at each school. p. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office. q. Parents may opt-out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt-out request through the Superintendent's office.

XI. Parents requesting information outlined in this policy should submit written requests for information through the building principal, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within ten 10) days may submit a written appeal to the Superintendent. In the event the Superintendent denies the written appeal, the requesting party may appeal in writing to the Board of Education at least seven business days prior to its next regular meeting.

(Adapted from Ernest Boyer (1990), Campus Life: In Search of Community. San Francisco: Jossey Bass)

CHILD FIND STATEMENT

In accordance with federal laws and regulations every child with special needs has a right to a free and appropriate education; including children 0 – 21 years of age with a physical, mental, emotional and/or learning handicaps.

This is an attempt to locate these children in order to assist in providing the services to which they are entitled. If you know of a child with a disability living in Bridge Creek School district in need of service, please contact:

Bridge Creek Schools Administration Office
2209 E Sooner Rd
Blanchard, OK 73010
405-387-4880
Fax 405-387-4882

or

Bridge Creek Special Education Office
405-387-5823
bradtke@bridgecreek.k12.ok.us