

**BRIDGE CREEK MIDDLE SCHOOL**



**HOME OF THE BOBCATS!**

# **A Handbook to Guide Students, Teachers, and Parents**

## **COMPLIANCE STATEMENT**

Students, parents and employees of Bridge Creek School District, No. 1-95 are assured that the district does not discriminate based on race, sex, national origin, handicap, religion, or age. Superintendent, David Morrow, has been designated by the Board of Education to coordinate the school district's efforts to comply with this assurance. David Morrow Superintendent Bridge Creek Public Schools This 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.

## **INTRODUCTION**

The BCMS community extends you a warm welcome. Your time here should be one of tremendous growth, exploration, and learning, but within the boundaries of guidelines that protect your rights as well as those of your fellow community members. This handbook describes the expectations for behavior and conduct in the BCMS community and outlines the procedures to be followed when these expectations are not met. It is your road map, containing the policies and procedures that will guide you as a student while you live and grow in this community of highly motivated people. One aspect of the community is described this way: A highly successful Middle School is a disciplined community, a place where individuals accept their obligations to others and where well-defined governance procedures guide behavior for the common good.

- Freedom is balanced with duty.
- Integrity and honesty are expected.
- Consideration for the needs and rights of others is the norm.
- Disagreement and conflict are acknowledged in respectful discourse. While some will think of this booklet as a collection of policies, those policies are really the expectations for behavior that we have agreed upon as a community. So once again, welcome to the BCMS community. In addition, welcome to our community of shared principles and values.

## **THE COMMUNITY AT BCMS**

One goal of a Middle School education is to help students develop as a unique individual—to be educated as a whole person, intellectually, emotionally, socially, and ethically. The middle years in a child's school career are some of the most critical. We must help students develop during what can be some difficult times in their development as humans. Students' development and learning as an individual occur, in part, when students engage in relationships with others and in activities that optimally challenge them. To enhance your growth and learning, become actively involved in the life of the BCMS community. Engage fellow students, faculty, staff, and BCMS's various communities of interests and form relationships that both challenge and support growth. A student's journey of individual development does not occur in isolation; it takes place within a dynamic learning community. As a successful Middle School, BCMS attempts to balance its needs—to foster freedom for individual growth, to support its various communities of interests, and to fulfill its broader teaching and development mission.

# Statement of Community Principles and Values

BCMS is an educationally purposeful community, a place where faculty and students share academic goals and work together to strengthen teaching and learning in our school.

- Commitment to truth and knowledge is unwavering.
- Respect for individual achievement and excellence is the cornerstone.
- Lifelong learning is expected.

BCMS is an open community, a place where civility is powerfully affirmed and where freedom of expression is uncompromisingly protected.

- Civility and respect are expected behaviors.
- Individuality is affirmed while all strive to build a stronger sense of school community.
- Freedom of choice is balanced with responsibility to the community.

BCMS is a just community, a place where the sanctity of the person is honored and where diversity is aggressively pursued.

- Individual differences and unique perspectives are respected.
- Our common humanity is the basis for community relations.
- Inclusion is the foundation for decision-making. BCMS is a disciplined community, a place

where individuals accept their obligations to others and where well-defined governance procedures guide behavior for the common good.

- Freedom is balanced with duty.
- Integrity and honesty are expected.
- Consideration for the needs and rights of others is the norm.
- Disagreement and conflict are acknowledged in respectful discourse.

BCMS is a caring community, a place where the wellbeing of each member is sensitively supported and where service to others is encouraged.

- “Do no harm to others” is a nonnegotiable value.
- Accurate self-understanding is the foundation for empathy, compassion, and understanding others.

• Social responsibility and an ethic of service to others are extended to all members of the community.

• Emotional, physical, and spiritual well-being is cultivated in academic and extracurricular life. BCMS is a celebrative community, one in which the success of individuals, groups and the school as a whole are recognized and celebrated.

- History, traditions, and the contributions of the past are honored.

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

## 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 to 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 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, 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/](http://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.

## **ACADEMIC CONDUCT POLICIES**

BCMS is a high achieving school on a perennial basis. This track record of success is a result of mutual accountability between students and the BCMS staff. Everyone at BCMS has a vitally important role to play in the future academic success of BCMS.

### **Expectations of the Student**

It is expected that every student will be at school on time and prepared to be immersed in a high quality engaging learning environment. Students should understand the different environments within the school and adjust accordingly to maximize the opportunities to learn. All students are expected to respect their peers opinions, concerns, feelings, and right to learn. Students are also expected to afford the faculty and staff at BCMS respect and courtesy. The curriculum will only be learned and retained by students when they have a desire to learn and retain the curriculum. It is expected that every student every day will do their best to complete all assignments and projects to the best of their ability.

Expectations of the parent there is no more important people to our students than their families. At BCMS, we understand and respect the position parents hold with their children in regards to education. We know as parents, you want to be involved; as well, we need you to be involved. We would expect that you would take opportunities to get involved and know what your child is doing in school. Attendance is key to student

Achievement. We expect that the parents of our students will do their best to make sure their students are at school every day that it is possible for them to be. We also know that students learn best when they are not hungry and are well rested. Please let us know if we can help, you meet these expectations.

### **Expectations of the Faculty and Staff**

We understand and cherish the massive responsibility we have with you and your education. The school community at BCMS is based on mutual respect, which means that as a faculty, and staff we understand that we must give respect if we expect to receive respect. As the great, Rita Pearson once said, "kids don't learn from people they don't like." We understand this and do our best to provide an atmosphere that has the highest of expectations and at the same time, we try to provide a fun and exciting learning environment. We will provide service to our parents that is always courteous even when we have to provide less than desirable messages. We will be present, prepared everyday possible, and will respond to your students' needs in everyday possible in order to create an optimal learning environment for our students. The curriculum we will present will be relevant and authentic with every effort to make it as engaging as possible.

## **Eligibility**

Any student making an F in any class will not be allowed to participate in an activity where class time will be missed. Any questions should be directed to the Athletic Director or Principal. Students failing two or more classes or 1 class for two consecutive weeks will not be allowed to participate in extracurricular activities until they are removed from the ineligible list. At no point may students miss any course(s) to attend an extracurricular activity if they are at the time of the activity absence failing any class. This does not affect the ineligibility or probation rules listed above.

## **Grading Scale**

90-100=A 80-89=B 70-79=C 60-69=D 50-59=F

## **Progress Reports**

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

## **Make-Up Work**

We understand that there are occasions where students will have to miss school for school activities or otherwise. We also understand that every assignment or project is extremely important. Our approach to make-up work is intended to be one that facilitates getting the work completed in a manner that is timely. At a certain point it is understood that missing work will no longer be able to be accepted which is not in the student's best interest from a grade standpoint or an achievement standpoint. In the event of an absence, students will be permitted to make up work. It is the student's responsibility to arrange with the teacher to get their work. Students will have 1 day for every absence plus one additional day.

## **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.

## **Possession of Illegal Contraband**

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

## **School Property**

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

## **Gymnasium Care**

No food or drinks are allowed in the main gym area during school hours. Street shoes are not to be worn on the gym floor. No student is ever allowed in any Gymnasium without school staff supervision or in special situations other adult supervision.

## **Textbooks**

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

## **Electronic Devices**

Student's and other users of Bridge Creek networks or Bridge Creek electronic devices should understand that there is no expectation of privacy regarding information searched for, created on, or in any other way viewed on the school's networks or devices.



Students may possess electronic devices ( which includes but is not limited to tablet computers, laptop computers, Ipods, MP3 players, phones) while on school premises so long as they use such devices in an appropriate manner that does not impede the learning process in any way. Possession of and the use of electronic devices at school is a privilege that can be revoked at any point it becomes apparent that a student shows an inability to use such devices appropriately. Using an electronic device to take a picture or an audio recording of anyone that has not expressly given their permission is forbidden no matter the location. Electronic devices may be used during class time under a teacher's direction (no student is to be penalized for not having a device). During assemblies, the device must be turned off and out of sight. Electronic devices used during a test without teacher permission for any purpose will be considered cheating and proper action will be taken. Students' misuse of electronic devices during the regular school day will warrant disciplinary actions that will be determined by the nature, severity and frequency of the violation. Disciplinary actions will include but not be limited to confiscation of the device, detention, suspension and/or loss of privileges.

- 1st Offense: Device will be retained by the school for the remainder of the school day and will be released to the student at the end of the school day.
- 2nd Offense: Device will be retained by the school for the remainder of the school day Student will be assigned three (3) days of detention.
- 3rd Offense: Student will be required to check their device into the office when they arrive at school and will pick up the device at the end of the day for 4 school days.

Additional electronic device violations will be treated the same as the third violation or a more severe disciplinary action may be imposed. BCMS assumes no responsibility for lost or stolen Electronic Devices.

## **Locker Assignment**

The locker is public property, and the student will be granted use for the current school year. It is understood that the locker will not be used to store contraband of any kind. Use of the locker must not violate the school district code of conduct or criminal law. The student is responsible for reporting damage to the locker and will make restitution for the repair and maintenance of the locker. Until such restitution is made, there will be a financial hold on the student's records. The student consents to his/her locker being searched at any time to verify compliance with this agreement. Students are not permitted to put their belongings in any other lockers other than the one that is assigned to them.

## **School Dances**

The middle school can sponsor 3 dances a year. Each dance will have proper supervision. There is an understanding that any dances may be canceled if the Board or administration feels it necessary.

Rules for Dances For the safety reasons on Bridge Creek Middle School students will be allowed to attend school sponsored dances. All dances will require appropriate attire for the occasion and any students not meeting this appropriateness requirement will either have to make themselves appropriate or leave the dance with a parent or guardian. Behavior at dances must be appropriate and all inappropriate displays of affection will not be tolerated even during the course of dancing. A school-sponsored dance cannot exceed the ending time agreed upon by the sponsor and principal. The organization sponsoring the dance must show evidence that

they can meet contractual obligations. The sponsoring organization must provide the necessary adult chaperones. The sponsoring organization must also be responsible for the following: music, publicity, decorations and their removal, refreshments (if permitted), custodians, enforcing the rules, and security. Students may not leave the dance and return. Violations of the rules could result in dismissal from positions in clubs and organizations. Violators may be barred from attending

## **Computer Usage**

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

## **Search of Students, Lockers and Possessions**

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

## **Object of Search**

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

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

## **Persons Authorized to Conduct Searches**

Only a building principal or teacher 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 and be witnessed by another certified employee of the district of the same sex.

## **Out of School Suspension (OSS)**

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

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

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

- Disobeying the reasonable request of a teacher or administrator.
- Violation of Gang Policy
- Creating or attempting to create a classroom disturbance.
- Fighting
- Bullying, intimidation, harassment, sexting, viral videos or threatening students or staff
- Excessive tardies and/or absences
- Persistent violation of school rules or regulations
- Using profanity, vulgar language or vulgar expressions or gesture; and/or rude, degrading, derogatory comments or symbols
- Throwing objects during sporting events, assemblies, school performances or out a bus window
- Assault and/or battery on a student or staff member
- Possession or use of any dangerous weapon including replicas
- Possession, consumption or being under the influence of any alcoholic beverage, narcotic drug and stimulant controlled substance, barbiturate or paraphernalia.
- Possession or use of tobacco
- Inciting, encouraging, promoting or participation in attempts to interfere with the normal educational process or safety of others.
- Gambling [O.S. 21 § 941]
- Engaging in lewd, vulgar or immoral acts

- Possession of vulgar or obscene material
- Inappropriate public display of affection (PDA)
- Vandalism of any kind
- Computer tampering, hacking, social networking or electronic device policy violation
- Theft
- Cheating
- Hazing [O.S. 21 § 1190]
- Adjudication as a delinquent
- Violations of District Transportation Policy NOTE: This list is not meant to be all-inclusive

## **In School Detention (ISD)**

The objective of this program is to provide an alternative to out-of-school suspension for those students who fail to function acceptably in the educational setting. ISD is in lieu of the regular school day. For a student to be placed in ISI, parental contact will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the ISD program and its policies/procedures. Failure to follow the policies of ISI will result in immediate out-of-school suspension. Any student placed in ISD will not be allowed to participate in any school activity including practice, and he/she will lose all semester tests exemptions.

### **Students on IEPs**

Prior to suspension/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

## **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 based on 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.

## **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  
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.

## **Energy Drinks**

Energy drinks will not be permitted in the buildings.

## **Ejection From Athletic Events**

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

Student Appearance and Dress Code

Educational consideration is given to grooming and dress which must not constitute a distraction or interfere with educational opportunities of other students. With ever-changing styles, additional guidelines are established to help maintain high standards. These standards are provided so clothing does not distract from the educational process.

## **Library**

The library is available to students during normal school hours. Students must follow library rules as well as “normal” school rules while in the library. Students misusing the library or students who cannot behave properly in the library will be asked to leave.

## **PARENT/GUARDIAN SUPPORT AND COMMUNICATION**

We want every parent to be very involved in their students education. We must take the lead in this endeavor by creating systematic methods to communicate with parents/guardians. Part of

our student accounting system allows parents to have a real time look at their child's grades and attendance. We also understand that there is no value like a face-to-face conversation and we welcome these conversations. Please feel free to contact the office any time you need a question answered or assistance of any kind.

## Parent Conferences

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

## Change of Address or Telephone

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

## Cafeteria

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

## Attendance Policy

In order to receive credit for a course, a student cannot be absent more than **seven (7) days** each semester. Oklahoma State law requires school officials to keep attendance records and report excessive absences to the District Attorney's office. **Seven (7)** unexcused absences within a semester constitutes excessive and thereby may be reported to the District Attorney's Office's Graduated Sanctions program. Students **with a passing grade**, who exceed **seven (7)** absences in a semester will receive a "no credit" (NC) on his/her transcript for the semester. Students without a passing grade will receive an F. Continued absences will fall under the district's discipline policy. Exceptions for extenuating circumstances or school-related activities may be requested through the building principal. Reasonable effort will be made to notify the parent before a "no credit" is given due to excessive absenteeism.

### ATTENDANCE RELATED INFORMATION

Students must be IN the classroom when the tardy bell has stopped ringing or he/she will be counted tardy. All tardies are counted unless the student has a pass from a staff member. If a student arrives 15 or more minutes late, that student will be counted absent rather than tardy and will be recorded as absent from the class, and it will count toward the seven (7) days allowed per semester. Students must be in class at least 25 minutes before checking out, or they will also be counted absent. The principal, counselor, or teacher must issue a statement of explanation in order for the tardy to be excused.

### Graduated Sanctions



When a student accumulates 7 unexcused absences they will be referred to the Grady County District Attorney's Office's Graduated Sanctions program. When a student is referred to the graduated sanctions program, the District Attorney's office will contact the parent/guardian to schedule a hearing.

#### EXCUSED ABSENCES

The following exceptions will not count against the student with respect to the attendance policy. Excused Absences Include:

- 1. Any event that is approved as a school activity**
- 2. Any medical treatment that is substantiated by a physician's written statement. THE PHYSICIAN'S STATEMENT MUST BE SUBMITTED TO THE SCHOOL AND are SUBJECT TO VERIFICATION BY A SCHOOL OFFICIAL**
- 3. Any day a student serves as a page for the State or National Legislature (not to exceed five days)**
- 4. A court subpoena**
- 5. Religious holidays or activities**
- 6. Bereavement**
- 7. Forty-eight (48) hours to treat and clear head lice with appropriate medical documentation upon return to school**

Family vacations are not exempted and such absences will count toward the maximum absences allowed per semester.

**THE PRINCIPAL WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES.**

#### 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.

When a student accumulates 5 unexcused absences, a letter of concern will be sent to Grady County District Attorney's Graduated Sanctions Program. Oklahoma State law requires school officials to keep attendance records and report excessive absences to the District Attorney's office. When a student is referred to the graduated sanctions program, the District Attorney's office will contact the parent/guardian to schedule a hearing. When a student accumulates 7 unexcused absences within a semester, state law constitutes this as excessive and thereby the absences will again be reported to the District Attorney's Graduated Sanctions Program. Only extenuating circumstances will be considered for exceeding the maximum number of days allowed. **THE PRINCIPAL WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES.**

# 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 following are the graduated steps for students who violate the tardy policy. All tardies are cumulative. 1<sup>st</sup> tardy - N/A, 2<sup>nd</sup> tardy - N/A, 3<sup>rd</sup> tardy - N/A, 4<sup>th</sup> tardy - N/A, 5<sup>th</sup> tardy - parent contact, 6<sup>th</sup> tardy - 1 day lunch detention, 7<sup>th</sup> tardy - 3 days lunch detention, 8<sup>th</sup> tardy - 2 days LSD, 9<sup>th</sup> tardy - 3

days ISD, 10<sup>th</sup> tardy 4 days ISD. Further tardies will result in a continual escalation of consequences.

## Permission to Leave Campus

When the student boards the school bus or comes to school, then the student becomes the responsibility of the school district. Students are not permitted to leave the campus after they have arrived for the school day without permission from the principal's office. The parent or guardian must contact the office before the student will receive permission to leave campus. A sign-out sheet is to be filled-out before the student leaves the campus. Prior arrangements must be made by the parent or guardian with the school before the student will be allowed to check out. A phone call or written note will meet this criteria.

- Any student who leaves the campus without properly checking out through the office will be considered truant, and the problem will be dealt with by the building principal.
- Parents are not to take students directly from the classroom. Parents, please note: We are a closed campus for the purpose of the safety and security of your students.

## Truancy Summary

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

- Illness, accident or injury, medical or dental appointments with documentation, death in the family, religious holidays, or emergency situations. Exceptions may be made by administration. Remember, even though an absence is excused, it will count against the 12 allowed per semester.
- It is the responsibility of the parent to notify the school if the student is absent for any reason. This notification is to be made before the absence or the day of the absence. If the school is not notified, the absence will be marked as unexcused, and the school will attempt to contact the parent or guardian to insure the student is not truant..

If a student has 10 consecutive unexcused absences, the student will be dropped from school rolls and may be reported as truant to county authorities. Also, Oklahoma law allows the driver's license of the student to be revoked if the student drops out of school.

### Withdrawal Procedure

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

1. Authorization for withdrawal must be made to the registrar in person or over the phone by the parent or legal guardian.
2. The appropriate form must be picked up in the registrar's office and properly completed.
3. The form must be signed by:

- A. The teacher of each class
- B. A member of the library or media staff
- C. The attendance secretary
- D. The counselor
- E. The principal

1. The form must be completed and returned for final clearance.
2. Any book not returned or fees owed may result in the withholding of grades.

## Hall Passing

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

## **Student Transportation**

All buses used by Bridge Creek Schools meet the State Department of Education requirements and operate in conjunction with their regulations. Safety is of major importance. Students are urged to use care in loading and unloading and to always remain seated as long as the bus is in motion.

Students should regard the bus as a classroom as far as conduct is concerned. The bus driver is a school employee and has authority over the students similar to that of teachers. Remember, from the time you leave home until you return, you are subject to school regulations. Riding a bus is a privilege that a student can lose if proper conduct is not observed.

Because of safety concerns, it is important that every rider be listed on the route sheet. In the event of an emergency, we need addresses and phone numbers to contact parents/guardians. For safety and identification, all students will have assigned seats. Also, to ride a different bus, the student must have a note signed by the principal.

All buses will arrive at pick up locations at a set time. If there are no students at the bus stop, the bus will honk and wait for 30 seconds and then proceed to the next stop. If the bus is late, the driver will look for riders and then proceed to the next stop. We request that your children be at his/her stop 5 minutes before pickup time. There may be route changes to accommodate the fluctuation of students in the Bridge Creek District.

Bus discipline slips will be used this year. In most cases, students will be given a warning before the first discipline slip is used. The consequence of receiving a second slip is removal from the bus for two (2) days. The third slip will result in removal from the bus for two (2) weeks. The fourth slip will result in the removal from the bus for nine (9) weeks. The fifth discipline slip will result in removal from the bus for the remainder of the school year.

Serious violations may result in the immediate removal of a student from the bus for extended periods of time. The following list is not all-inclusive but include examples of unacceptable behavior on the bus: improper boarding/departing, refusing to obey the driver, pushing, tripping, and hitting, not staying seated, hanging out windows, spitting, littering, eating or drinking, or throwing objects (on or out of the bus). For Parents and Students (Transportation) When an occasion arises that a patron or a student has a complaint with the transportation of students, the following steps shall be followed: The parent and/or student shall communicate with the bus driver to try and solve the problem. The parent and/or student shall meet with the transportation director to try and solve the problem. The parent and/or student shall put the complaint in writing and sign the complaint. The complaint shall be forwarded to the building administrator of the site attended by the student. The building administrator shall ask for a written response to the complaint from the transportation director. The building administrator shall conduct an investigation of the matter and determine the final disposition of the complaint. If the complaint addresses discipline of a student, the building administrator, after the investigation, shall determine the guilt or innocence of the student. If innocence is established, the student shall be returned all bus riding privileges. If guilt is established, the building administrator shall then determine the reasonableness of the discipline. The decision of the building administrator shall be final.

## **Closed Campus**

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

## **SAFETY AND SECURITY**

At BCMS we make safety and security a top priority. Sometimes we have to balance safety and security with convenience and we appreciate your understanding. We always require all visitors to check into the office before going anywhere else on campus. This enables us to ensure that there are no strangers in our school at any time. We also appreciate your understanding during times of emergency. We may not always be able to accommodate your request during these times but it is always in the name of security and safety.

## **Fire Drill Procedure**

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

## **Tornado Drills Procedures**

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

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

## **Lock Down and Intruder**

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

## **Bad Weather Information**

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

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

## **Communicable Diseases**

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

## **Guidance Services**

The counseling offices are open to students at all times to facilitate personal growth and development. All emergencies are dealt with immediately. To see the counselor, a student should sign up on the list posted in the office. The student will be called at the earliest possibility.

## **Health Services**

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

## **Immunizations**

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

## **Residency**

Proving 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 on a district residence in which the applicant actually resides

3. Proof of provision of utilities
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration
5. Maintenance of voter registration

**Appeal of Decision**  
 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 be appealed only pursuant to procedures utilized by the Oklahoma State Department of Education.

## Transfers

### OPEN TRANSFERS

Bridge Creek Board of Education shall accept into the district students who reside in another school district under certain circumstances. In cases in which a transfer is granted, the student may continue to attend this school if the board approves. Further, if the board approves, a brother or sister of that transferred student may also be accepted. No student may transfer into the district if he or she has transferred before in the same school year. No student may transfer out of the district in the same year that he or she transferred in. However, if a student changes residence to another district, he or she may attend either the new district of residence or the district to which the previous transfer had been made.

**Procedure** 1. In order for a student to transfer, the parents of the said student must complete an application form specified by the State Board of Education. 2. Applications must be obtained from and filed with the superintendent of the receiving school district no later than April 1st for the next ensuing school year. 4. The board will approve or deny the application, and shall notify the student's parents of the decision no later than July 15<sup>th</sup>. 5. The board has the right to reconsider and possibly deny the student's transfer for that year if the parents fail to meet this requirement.

**Factors to be Considered** **Students may be denied a transfer for any of the following reasons:** Non Availability of programs in the receiving district No availability of staff in the receiving district No availability of space in the receiving district The student's record includes documentation of major discipline problems 703 2 of 3 pages The student's record includes documentation of unsatisfactory attendance The student has had numerous school district transfers The district will consider a class, program, or building unavailable due to space if such class, program, or building is at 85% of capacity. This practice will allow space for students moving into the district. Factors not to be Considered When transfer students are accepted, they will be taken on a first-come, first-served basis. Transfer decisions must NOT be made on the basis of any of the following factors: Ethnicity National origin Gender Income Disabling condition English proficiency Measure of achievement Aptitude Athletic ability Transfers approved before January 1, 2000, shall continue to be valid and not subject to other provisions of this policy unless the parent chooses otherwise. The Oklahoma Secondary School Activities Association shall determine student eligibility for participation in extra-mural competition.



# AHERA

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan located at the superintendent's office upon request.

Bridge Creek Public School annually notifies all parents, teachers and other employees by postings and handbooks. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by handouts and/or newspaper articles.

"The asbestos identified in our management plan will be checked regularly by an asbestos company and our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur our asbestos coordinator will notify the appropriate people as prescribed by law."

## Family Educational Rights

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

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

It is the right of a student's parents or an eligible student to seek to correct parts of the student's educational record, which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it to the parent or eligible student's request. The procedure for this is part of the Student Records Policies and Procedure Policy. It is the intent of the Bridge Creek School District to limit the disclosure of the information contained in a student's educational records except: (1) by prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by FERPA. The Bridge Creek School District proposes to designate the following personally identifiable information contained in a student's educational records as "directory information," and it will disclose that information without prior written consent:

- The student's name
- The student's address
- The names of the student's parents
- The student's date of birth
- The student's class designation (i.e. first grade, tenth grade, etc.)
- The student's extracurricular participation
- The student's achievement awards or honors
- The student's weight and height, if a member of an athletic team
- The school or school district the student attended before he/she enrolled in Bridge Creek

18 years old, or a citizen of the Bridge Creek School District believes that the district is violating the Family Educational Rights and Privacy Act (FERPA), that person has a right to file a complaint with the

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

Local FERPA Contact Person: David Morrow/ Superintendent.

## Medications

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

## STUDENT VISITORS

School visitations by students who are not enrolled in the Bridge Creek Public Schools are prohibited. Exceptions to this policy must be approved by the building principal. Vacationing students from other districts are prohibited from attending class or visiting at school during regular school hours.

## Student Appearance and Dress Code

Educational consideration is given to grooming and dress, which must not constitute a distraction or interfere with educational opportunities of other students. With ever changing styles, additional guidelines are established to help maintain high standards. These standards are provided so clothing does not distract from the educational process.

- Shoes must be worn at all times-no house shoes/slippers allowed
- No clothing with derogatory or suggestive pictures or phrases
- No advertising or suggestions of drugs, alcohol or tobacco
- Clothing and grooming must not constitute a health or safety hazard
- Pants with holes/frays above the knee are not permitted
- All pants must be worn at the waistline and all belts are to be buckled. Pants and jeans must be high enough to cover undergarments when seated. "Sagging" is never permitted.
- Appropriate undergarments should be worn at all times and be in good taste (modesty is the key).
- Undergarments must not be worn as outer garments. Any attire exposing undergarments is not permitted.
- Short shorts, gym shorts, biker shorts, soffee style shorts, spandex shorts, bodysuits and boxer shorts are not appropriate school attire.
- Skirts, dresses and shorts must be of an appropriate length so as to not be revealing when sitting, standing, or at any time. **Pants with holes/frays must meet the same length guidelines.**
- Tank tops, string or spaghetti strap tops, halter tops, tube tops, sheer tops with bra showing, racer backs and

- Backless tops are not appropriate school attire.
- Shoulders must be covered, cleavage unexposed and midriffs covered. Dresses are held to the same standard.
- Clothing/accessories deemed to be gang related by the principal will not be permitted.
- Headgear of any type is prohibited including hoods
- Accessories such as furry tails, chains, ropes, straps, spiked jewelry, sunglasses, etc. are not permitted inside the buildings.
- Clothing worn when participating in a school sponsored extracurricular activity may be worn to school when approved by the sponsor or coach. Examples: cheerleader outfits, pom team and band uniforms, etc.
- **NO BLANKETS ARE ALLOWED IN SCHOOL!**

There may be changes, interpretations or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or other types of situations that develop. Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. Failure to meet dress code regulations will be grounds for disciplinary action and could result in an unexcused absence. The judgment of the principal concerning appropriateness is final.

## **Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health**

### **What is meningitis?**

Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and resolves without specific treatment, while meningitis caused by bacteria can be severe and may result in:

Brain damage,  
Hearing loss,  
Limb amputation,  
Learning disabilities, or  
Death.

**What types of bacteria cause meningitis?** There are several types of bacteria that may cause meningitis, including:

Neisseria meningitidis  
Streptococcus pneumoniae,  
Group B streptococcal disease, and  
Haemophilus influenzae type B (Hib).

This information sheet will focus on the disease caused by Neisseria meningitidis (Nay-sear-e-a men-in-git-it-dis), which is rare but especially risky for certain ages. Disease caused by Neisseria meningitidis is usually referred to as "meningococcal disease" (men-IN-jo-kok-ul disease). Many persons can be exposed to Neisseria meningitidis and carry the bacteria in their nose and throat for weeks to months spreading the bacteria to others, but not become ill. If the meningococcal bacteria invade the body, they may cause a rapidly spreading bloodstream infection, lung infection or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

### **Who is at risk from meningococcal disease?**

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them. The risk of meningococcal disease increases for adolescents and young adults aged 15 to 22 years, because of behaviors that spread the disease. On average, two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College students, military personnel, or other persons living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

### **How is the disease spread?**

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

### **Why is meningococcal disease dangerous?**

Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

### **Signs and Symptoms of Meningitis**

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of purplish black-red dots or splotches
- Confusion
- Seizures

### **How can meningococcal disease be prevented?**

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

One dose of the newest vaccine type, called meningococcal conjugate vaccine, or MCV4, is recommended for:

All adolescents 11-18 years of age

College freshmen living in dormitories if not vaccinated previously, and

Other people at high risk 2 through 55 years of age.

The other type of vaccine, meningococcal polysaccharide vaccine, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The MCV4 vaccines protect against the same types of meningococcal bacteria and the protection lasts longer. MPSV4 is still used for adults over 55 years of age who are at risk for meningococcal disease.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

### **Is the meningococcal vaccine safe?**

Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

### **Does the meningococcal vaccine work?**

Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

### **Does the meningococcal vaccine prevent all cases of meningitis?**

No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

### **Where can I get the vaccine for my son or daughter?**

If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

Have no health insurance,

Are Medicaid eligible,

Are Native American, or

Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine;

and for children 2 through 18 years of age who are at high risk from meningococcal disease including those who:

Do not have a spleen,

Have terminal complement deficiencies, or

HIV infection, or

Will be traveling to countries with high rates of meningococcal disease.

### **Is this vaccine required to attend school in Oklahoma?**

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.