

# **SECONDARY BRIDGE CREEK PUBLIC SCHOOLS HANDBOOK**

*Middle and High 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. I-95 is 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 The Bridge Creek Board of Education policies 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 BCPS 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 and those of your fellow community members. This handbook describes the expectations for behavior and conduct in the BCPS 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 High 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 of 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.

## **THE COMMUNITY AT BCPS**

One goal of High and Middle School education is to help students develop as unique individuals—to be educated as a whole person, intellectually, emotionally, socially, and ethically. These 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 BCPS community. Engage fellow students, faculty, staff, and BCPS'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 School, BCPS 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.

## **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) 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. 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:

- safety, general order, and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards
- 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.

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:

- Parent-Teacher conferences | Back to school | Meet the Teacher Nights| Title I Parent Nights | Curriculum Nights
- District sponsored web pages with class information available to parents
- School newsletters
- District Community Advisory Council
- Program-specific parent involvement committees (i.e., Indian Education, Gifted Education Advisory Council, and Committee)
- Bridge Creek Public Schools Board Policies and Administrative Regulations
- Encourage parent volunteerism (i.e. Watch D.O.G.S; Parent-Teacher Associations)
- Encourage parent participation in program development and review (i.e., Title I planning teams, Title III planning teams, Indian Education)

The district will inform parents about their children's course of study by disseminating this information:

- During annual enrollment
- In student handbooks
- On the district and school webpages

- 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. Parents who object to 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.

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. 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 request 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. 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. They are available on the district's website.

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:

- 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.
- 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.

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.

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. 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 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.

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/)). 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. 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. 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.

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. 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.

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.

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. Students may be excused from school for religious purposes, provided the parent contacts the building principal to request such an absence. 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.

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 nights. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.

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.

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**

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

### **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 must respect their peers' opinions, concerns, feelings, and the right to learn. Students are also expected to afford the faculty and staff at BCPS 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 are no more important people to our students than their families. At BCPS, we understand and respect the position parents hold with their children in regard 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.

### **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 failing 1 class for two consecutive weeks will not be allowed to participate in extracurricular activities until they are removed from the ineligible list. This does not affect the ineligibility or probation rules listed above. \*Please see the Athletic Handbook.

### **Progress Reports**

Progress reports will be available at the midpoint of each nine weeks. Teachers shall attempt to confer with parents whenever the student seems in danger of failing. Grades are available for reference at any time via Infinite Campus.

### **Make-Up Work**

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 adopted the following Discipline Action Schedule with the advice of a teacher's committee. 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 that 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.

### **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.

### **Textbooks**

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

# **CELL PHONES, PAGERS, AND OTHER ELECTRONIC DEVICES**

Bridge Creek Public Schools' policy on wireless telecommunication devices are designed to ensure that the use of wireless telecommunication devices does not interfere with teaching and learning during the school day. For the purpose of this policy, wireless telecommunication devices are deemed to include cellular phones, pagers, two-way radios, and other devices that use radio frequencies for communications.

Students may possess wireless telecommunication devices while on school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school; however, the usage of these devices in an academic environment or during the completion of academic requirements, such as the in the classroom, library or during student performances and assemblies is highly not recommended.

A Bridge Creek student with a wireless telecommunication device must keep the device turned "off" and not visible during class or while in the media center. The device may be stored in a backpack, purse, pocket, or other place where it is not visible during class time. If school staff observe such a device during class, it may be confiscated and sent to the appropriate administrator. A parent may be required to personally pick up and sign for the phones. Disciplinary actions may also occur. Failure on the part of the student to turn in his/her electronic device, if requested by the staff member, will be considered defiant and disciplined accordingly.

**Here is the policy simplified:** *PTDs include but are not limited to laptops, computers, tablets, cell phones, smartphones, smartwatches, ear pods, or headphones. Devices whose primary purpose is gaming and portable speakers are specifically prohibited at all times.*

## **Cell phone/PTDs are allowed:**

During Lunch

Before/After School

To be used only by the student to whom it belongs.

\*Any of the above may be revised anytime at the administration's discretion. \*Cell phone/PTD use in any one instance does not grant permission for other situations.

## **Cell Phones/PTDs are not allowed (must be off and inside a backpack or hanging in the holders):**

In the classroom

To be used to photograph or record another student or staff member without permission (including buses)

In any manner that causes a disruption to the school day for any student or staff member

To bully, harass, threaten, intimidate, or otherwise tease another student

To access inappropriate material while on school property

## **Standard consequences of Violation of School Cell Phone/PTD Policy**

(actual consequences may vary due to severity of the violation)

1. Student brings PTD to the office and is to be picked up by the student at the end of the school day; Parent Contact
2. Student brings PTD to the office and will be picked up by a Parent/Guardian; Parent Contact
3. Student brings PTD to the office and will be picked up by a Parent/Guardian; AND 2-DAY ISD
4. PARENT PICK-UP DEVICE, 4 DAYS ISD, AND LOSS OF PTD PRIVILEGE
5. SUBSEQUENT INFRACTIONS WILL RESULT IN OUT-OF-SCHOOL SUSPENSION

Possession of a cell phone/PTD on the school campus is a privilege and may be revoked at any time by the administration for violating this school policy regarding such possession. Understand that the school and its employees are in no way responsible for any theft or damage of the cell phone/PTD while on the school grounds. The school is not obligated to investigate the loss or damage of any device. *Note: Schools are not responsible for stealing or losing a student's wireless telecommunication device. All electronic devices are brought to school at their own risk – the school is not responsible for lost or stolen articles.*

## **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. 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.

## **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 usage policy. *The district monitors student computer usage.*

# **The 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.

## **The Object of Search**

The person, personal property, and locker or desk of any student attending Bridge Creek Public 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 building administration or staff authorized directly by the building principal or administration shall conduct a search of a student, a student's personal property, including but not limited to a student's locker or vehicle. District personnel shall make all requests for student personal property and student locker or vehicle searches to the building administrators. When possible, an effort should be made to search without physically touching the student. The administrator may request the student remove outer garments, such as hats, gloves, and coats, when necessary. The student may be requested to empty pockets and turn them inside out.

*The search for 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.* A student, pending a search for prohibited items, may be detained by the administration, faculty, or a district security officer. If the administrator(s) are unavailable, the appropriate administration should be contacted for directions. The Grady County Sheriff's Office will be called regarding a search on a non-student.

## **Guidelines and Procedures for the Use of Hand-held Metal Detectors**

Any search pursuant to these guidelines and procedures is designed to deter the bringing of weapons and other dangerous items onto school grounds and thereby reduce the potential for violent incidents. These guidelines and procedures are provided to ensure that searches conducted with a hand-held metal detector are lawful, unbiased, and respectful of the right to privacy.

### **Guidelines: Prior to conducting searches using hand-held metal detectors, school district officials shall take the following actions:**

- A. A principal may decide to conduct a random metal detector check on all students who were in the bathroom when the vape detector went off, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- B. Before conducting the metal detector checks, the participating administrator will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.

### **Procedures:**

- Only campus administrators/office staff will operate the hand-held metal detectors.
- Only students are subject to searches with hand-held metal detectors.

Campus administrators are prohibited from selecting a particular student or groups of students to search unless there's reasonable suspicion to believe that the student or groups of students are in possession of a weapon and/or other prohibited item. The campus administrator will ask the student to remove all metal objects from his/her person and place them in a receptacle. Do not reach into the pockets of the student to remove any object. If the detector activates on the person, the student will be asked to remove any remaining metal objects on his/her person. *Persons of the same sex will conduct these searches as the student.*

The District employee conducting the metal detector search should try his/her best to avoid contact with the student's body with the wand.

**\*\*Any illegal objects (i.e., firearms, knives, or other prohibited items) found during the search will be turned over to the police, and disciplinary action will be in accordance with the student code of conduct and/or student handbook.**

District employees shall not conduct a strip search.

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

This program aims to provide an alternative to out-of-school suspension for students who fail to function acceptably in the educational setting. ISD is in lieu of the regular school day. Parental contact will be made for a student to be placed in ISD. The student will sign a procedural contract so there is no misunderstanding about the intent of the ISD program and its policies/procedures. Failure to follow the policies of ISD will result in immediate out-of-school suspension. \*Any student placed in ISD will not be allowed to participate in any school activity during the school day, and he/she may lose all semester test exemptions.

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

An administrator shall determine the suspension of a student due to a 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 fully investigate

the matter, determining the pupil's guilt or innocence. If guilt is established, the committee shall 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 the opportunity to make up any work missed. **The decision of the committee will be final.**

**Exception:** *The student would appear before the Board of Education if a hearing were requested. 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 the campus to get schoolwork or complete final exams.*

A student may be suspended for violating school policies and procedures during the regular school day, or en 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 suspension period. OSS will result in the loss of all exemptions.

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

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

\*\* NOTE: This list is not meant to be all-inclusive

**DRUG/ALCOHOL TESTING:** *The Drug/Alcohol Testing Protocol shall apply to all students and guests, regardless of age.*

**POSSESSION OR USE OF CONTROLLED SUBSTANCES, ILLICIT DRUGS - PARAPHERNALIA, AND ALCOHOL**

While on school property or at school-sponsored events, students are forbidden to possess, use, share, deliver, assist in or participate in the transfer or sale, or be under the influence of alcoholic beverages; illicit drugs; illegal, controlled, addictive, or harmful substances (including over-the-counter substances that can have a stimulating or depressing effect and synthetic marijuana known as K2 or spice); items represented to be any of the above substances; and/or drug paraphernalia.

**Illicit drug definition is as follows**

- Any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substances Act Oklahoma Statute-Title 63
- Any prescription drug possessed in violation of school policy
- Any nonprescription drug possessed in violation of school policy
- Any substance which is represented to be a prescription or nonprescription drug.
- Any inhalant.
- Any other chemical, synthetic, or natural substance which is capable of producing injury and is misused by a student
- Anabolic steroids
- Alcohol Definition
- Any intoxicating beverages as defined by Oklahoma law
- Any low-point beer as defined by Oklahoma law
- Any non-intoxicating beverage as defined by Oklahoma law

**Drug Paraphernalia Definition**

All equipment, products, and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance in violation of the Uniform Controlled Dangerous Substances Act Oklahoma Statute-Title 63.

## **Use or Possession or Illicit Substances on School Property during the School Day or School Sponsored Activity**

Students using, in possession of, or after having controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages, and/or intoxicating substances during school, while attending a school-sponsored/sanctioned activity, while on school premises or when being transported, will be suspended. If a student does not pass the alcohol test, his/her parents will be notified, and parents must come to pick them up. If a parent or guardian cannot be reached, the student will be placed in protective custody by the police department in the town where the event is located until a parent/guardian can pick up the student. Law enforcement will be notified if the student is still in possession of alcohol. Students who take the drug alcohol test upon determination that there is reasonable suspicion to suspect that they have consumed drugs/alcohol will be subject to all school rules relating to the use and/or possession of drugs/alcohol.

### **First Offense**

1. Parents will be contacted.
2. Law enforcement will be contacted.
3. Out-of-school suspension is 90 days or one full semester, *whichever is longer*.
4. The suspension may be reduced to eight (8) days if the student and parent/guardian agree to sign a Student Assistance Program (SAP) Contract within five (5) days of the offense, unless there are extreme circumstances as determined by each case.

Bridge Creek Public Schools will not cover all costs associated

The principal may assign a long-term suspension up to the remainder of the semester/term, *depending on the circumstances* of violation and/or lack of compliance with the **Student Assistance Program**; The student will be placed in the random drug testing pool throughout the term of suspension. The certified laboratory conducting the Bridge Creek Public Schools drug tests will conduct these tests on school premises. The results from the random drug test will not count against the student for the first thirty (30) calendar days after the first day of the suspension. If absent on the day of testing, students *must complete a test within 24 hours* of being contacted. Failure to complete the required activities of the SAP Contract within the prescribed time will result in reinstatement of the full suspension.

### **Second Offense or Subsequent Offense**

1. Parents will be contacted.
2. Law enforcement will be contacted.
3. If the second offense occurs within twelve (12) calendar months of the first offense, out-of-school suspension for not less than two (2) semesters.
4. If the second offense occurs after twelve (12) calendar months of the first offense, students will be given the option to sign a second SAP Contract.
  - Costs shall be borne by the individual/ parent/ guardian.

The student will be placed in the random drug testing pool throughout the term of suspension. The certified laboratory conducting the Bridge Creek Public Schools drug tests will conduct these tests on school premises. The results from the random drug test will not count against the student for the first thirty (30) calendar days after the first day of suspension. If absent on the day of testing, students must complete a test within 24 hours of being contacted.

Failure to complete the required activities of the SAP Contract within the prescribed time will result in reinstatement of the full suspension.

**Students and parent or guardian may be required to complete the recommendation(s) of the Student Assistance Program before returning to school.**

### **Reasonable Suspicion**

If a student exhibits and/or appears to be under the influence of alcohol, illicit drugs, or over-the-counter medication at school or at a school-sponsored event, the parent/guardian of such student will be notified immediately so that medical attention may be obtained if necessary. Any teacher, who has reasonable cause to suspect a student may be under the influence of or has possession of non-intoxicating beverages (beer, etc.), alcoholic beverages, or an illicit drug as defined herein, shall immediately notify the superintendent or designee and the student's parent/guardian.

### **Sale or Distribution**

Any student who sells, distributes, intends to sell/distribute, or assists in the sale or distribution of alcohol, illicit drug, controlled, illegal, addictive, or harmful substances (including over-the-counter substances which have a stimulating or depressing effect); or items represented as any of these substances, will be suspended for two (2) semesters without a reinstatement option.

The administrator shall immediately notify the Grady County Sheriff's Office and the student's parent or guardian. The administrator shall assign a long-term suspension for the remainder of the current semester/term and the succeeding semester/term. Students and parents or guardians may be required to complete the recommendation(s) of the Student Assistance Program before returning to school.

### **If Student Admits to Being Under the Influence.**

No drug testing is necessary at the time. Refer to the First or Second policies listed above to see the student's following consequences per the student's testing history.

### **Tampering with Drug Test/Refusal to Test:**

If one of these random tests has an abnormal reading, or if in the opinion of the drug testing company the sample contains an adulterant or has been tampered with, or if the student refuses to take the test; the full term of the suspension will be reinstated. If the



sample is tampered with, another sample may be requested. If the student/parent/guardian disagrees with the result, he/she may request, at their expense, that this sample be tested by another certified laboratory. If a different result is obtained, then the appeal may be made to the administration within five (5) school days of notice of the second test finding. Administration will determine if the original finding was justified.

### **Medical Emergency:**

If a student is exhibiting signs of acute intoxication, incapacitation or drug overdose, a student's parent or guardian shall be contacted immediately to obtain medical services. If a student's parent or guardian cannot be reached, emergency procedures may be initiated as deemed necessary for the student's safety.

### **Verification of Substances:**

If verification of a substance seized from a student is necessary, a field test shall be conducted in the presence of a Grady County Sheriff's Office officer. The Grady County Sheriff's Office officer shall take possession of the substances, and at the direction of an administrator, may transport the substance to the Grady County Sheriff's Office for a complete lab test. The results of the lab test conducted by the Grady County Sheriff's Office may be used by the District in applying its policies and Administrative Regulations.

### **Voluntary Parental Referral**

Parents may voluntarily place their students in the random pool for testing or on the SAP Contract.

Bridge Creek Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Bridge Creek, Public School District, believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

## **EXTRACURRICULAR ACTIVITY RANDOM DRUG TESTING**

Illegal drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities involving competition and upon the positive image these students project to other students involved in extracurricular activities. Therefore, the Bridge Creek Board of Education in an effort to protect the health and safety of its students involved in competitive extracurricular activities from illegal drug use and abuse thereby setting an example for all other students of the Bridge Creek Public School District, permits the following policy for drug testing of activity students. The following policy will be used by all participants in interscholastic extracurricular activities which involve competition in grades 7-12. Any student who begins drug testing under the Extracurricular activities process is subject to continued random testing the remainder of the school year.

All "Activity Students" will be required to opt into student drug testing during the online student registration process before the student may participate in an extracurricular activity covered under this policy. A student who moves into the district after the school year begins will be also required to opt into student drug testing during the online registration process before he/she will be eligible for participation.

Drug use testing for Activity Students will be chosen on a random selection basis from a list of all Activity Students who are involved in activities both in season and off season. The district will determine a number of student names to be drawn at random from each grade level to provide a urine sample for drug use testing for illegal drugs. In addition to the random drug test, any Activity Student may be required at any time to submit to a test for illegal drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance enhancing drug use by that particular student. All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible.

If in the opinion of the drug testing company, the sample contains an adulterant or has been tampered with, the sample will be treated as positive and policy consequences will be in effect. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the sample, the monitor may stop the procedure and inform the principal/athletic director.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen.

### **Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:**

#### **Procedures:**

1. Consent Form: Activity Students Each Activity Student shall be provided with a copy of the form "Student Athletic Handbook" which shall be read, signed, and dated by the student and parent or guardian before such student shall be eligible to practice or participate in any competitive extra-curricular activities. The consent requires Activity Students to provide a urine sample and submit to drug testing: [a] as part of the Activity Student's annual physical or for eligibility for participation; [b] when the Activity Student is selected by a random selection basis to provide a urine sample; [c] at any time when there is reasonable suspicion to test for illegal and/or performance-enhancing drugs. No Activity Student shall be allowed to practice or participate in any competitive extra-curricular activities involving interscholastic competition unless the Activity Student has returned the properly signed Consent Form. An Activity Student who moves into the District after the school year begins will have to provide a Consent Form before he/she will be eligible for participation in any competitive extra-curricular activity.

2. **Consent Form:** Non-Activity Students: Non-Activity Students participating in the District's drug testing program shall be provided a copy of the form "Student Drug Testing Consent: Non-Activity Student." No coach/sponsor signature is required on this form. Non-Activity Students who participate in the drug testing program consent to provide a urine sample when the student is selected by the random selection basis or at any time when there is reasonable suspicion to test for illegal or performance enhancing drugs.

3. **Testing:** Drug use testing for Participating Students will be chosen on a random selection basis from a list of all Participating Students. The District will determine a number of Participating Student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs. In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student. Any drug use test will be administered by or at the direction of a professional laboratory chosen by the District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing. All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize the intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. If the test has been tampered with the test will result in a positive test. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

**An initial positive test result will be subject to confirmation by a second and different test of the same specimen.**

**Confidentiality:** The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor (if applicable), the SAP counselor, and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal and/or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

**Appeal:** An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. An Activity Student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/ her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

**Consequences:** Any Activity Student who tests positive in a drug test under this policy shall be subject to the following consequences. These consequences and requirements shall begin immediately and be consecutive in nature for a period of one calendar year, unless a review appeal is filed following receipt of a positive test. However, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of illegal and/or performance-enhancing drug usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will, however, be considered to have committed his/her first offense under the policy and will be required to re-test as would a student who has tested positive. A student will be allowed to self-refer only once during the time he/she spends in the District.

**First Offense:**

The parent/guardian will be scheduled to meet with the student, Athletic Director/designee, Student Assistance Program Coordinator, and/or the principal/designee to discuss the positive test result.

In order to continue participation in the activity the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has completed the necessary paperwork to begin receiving drug counseling (at the student's expense) from a qualified drug treatment program or counseling entity.

The student must voluntarily submit to a second drug test to be administered within one (1) month in accordance with the testing provisions of this policy.

The student will be suspended from participation in all activities covered under this policy and all OSSAA sanctioned events for fourteen (14) calendar days. If this falls during the off-season period, this will be executed during his/hers next OSSAA sanctioned sport (scrimmages excluded). If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

After this fourteen-day period, the student may resume participation once they have provided proof to the school that they have begun drug counseling and/or treatment through the District's partnership with Core Counseling Agency at no cost to the student's parent/guardian. The student will be required to attend and participate in a minimum of eight (8) drug/alcohol counseling sessions with Core Counseling Agency. The cost of any other counseling and/or treatment programs in which a student participates shall not be the responsibility of the Bridge Creek Public Schools.

The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

These requirements and restrictions shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Should the parent/guardian not agree to these provisions, the consequences listed in this policy for the second offense will be imposed.

### **Second Offense (same school calendar year):**

The parent/guardian will be scheduled to meet with the student, Athletic Director/designee, Student Assistance Program Coordinator, and/or the principal/designee to discuss the positive test result.

Complete suspension from participation in all extracurricular activities including all meetings, practices, performances, and competitions for the remainder of the school semester, or eighty-eight school days (1 semester) whichever is longer.

The student will be required to begin drug counseling and/or treatment through the District's partnership with Core Counseling Agency at no cost to the student's parent/guardian. The student will be required to attend and participate in a minimum of eight (8) drug/alcohol counseling sessions with Core Counseling Agency. The cost of any other counseling and/or treatment programs in which a student participates shall not be the responsibility of the Bridge Creek Public Schools.

The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition forms (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. The student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive.

### **Third and Subsequent Offense (same school calendar year)**

An Activity Student who commits a third offense under this policy will be suspended from participation in all extra-curricular activities including all meetings, practices, songs, performances, and competition for the remainder of the school year or 160 school days, whichever is longer. Parents should strongly consider additional assistance from outside sources, including, but not to be limited to, the possibility of drug treatment centers.

### **Refusal to Submit to Drug Use Test:**

A participating student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy, including all meetings, practices, performances, and competitions for the remainder of the school year. Additionally, the student shall not be considered for any interscholastic activity honors or awards given by the school.

### **Tampering with Drug Test:**

If one of these random tests has an abnormal reading, or if in the opinion of the drug testing company the sample contains an adulterant or has been tampered with, or if the student refuses to take the test; the drug test will be considered an automatic positive drug test. Refer to the First, Second, or Third policies listed above to see the student's following consequences, per the student's testing history.

### **Voluntary Parental Referral**

Parents may voluntarily place their students in the random pool for testing. Bridge Creek Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Bridge Creek, Public School District, believes accountability is a powerful tool to help some students avoid using drugs, and that early detection and intervention can save lives.

## **TOBACCO**

State law [63 O.S. § 1-1523] and the board policy prohibit using and possessing tobacco and or e-cigarettes on the school campus or school grounds. Students and/or patrons are not permitted to use, sell or have in their possession tobacco in any form while on school grounds or at school activities. This includes but is not limited to - cigarettes, vapor-atomizers, e-juice, "trippy stix," dip, cigars, and nicotine oil. Students violating this policy will be dealt with in the following manner:

1. 1st Offense - Up to 3 days of In-School Restriction, parents notified, tobacco education class requirement provided by BCPS and completed in ISD.
2. 2nd Offense - Up to 5 days ISD and parents notified, tobacco education class requirement completed at parents' expense.
3. 3rd Offense - Up to 10 days Out of School Suspension and parent conference should be scheduled, tobacco education class requirement completed at parents' expense.

\*Law enforcement will be contacted if circumstances warrant.

**All Campuses are smoke/vape-free campuses.**

## **Distribution or Selling:**

Distribution or selling of tobacco, vaping, electronic cigarette products, and/or accessories by students and while in or on school properties, or otherwise under the school's jurisdiction during school hours, or while in attendance and/or participating in school-sponsored events is Prohibited.

1. 1st Offense - Administration may assign Out of School Suspension up to 8 days, tobacco education class requirement completed at parents' expense.
2. 2nd Offense - Administration may assign Out of School Suspension up to 16 days and parents notified, tobacco education class requirement completed at parents' expense.

## **BULLYING POLICY**

Bridge Creek Public Schools prohibit Bullying. 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:**

- unwanted teasing
- comments that are threatening or intimidating
- stalking or cyberstalking
- publicly humiliating another
- behaving in a way that physically harms or is physically aggressive towards another
- stealing or destroying property
- spreading rumors, digital images, or falsehoods
- socially excluding another.

*In accordance with Board Policy on Student Behavior, any violations of 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 in 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 bullying incidents. The district shall provide parents and students with 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 bullying incidents.

### **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 occur.
- 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:
  - a. Did the behavior/action result in fear, harm, injury, or damage?
  - b. Did the behavior/action create a hostile environment for the victim?

- c. Did the behavior/action infringe on the student's rights at school?
  - d. Did the behavior disrupt the educational process?
  - e. 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. A long-term suspension may result depending on the severity and/or the pattern of repeated bullying behavior.

### **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**

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. The parent/guardian will contact the Director of Guidance and Counseling for referral information. 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.

### **C. 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 ensure 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.

### **D. 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 the governing authority of the school. The Board sets the general policies of the school. The Board elects the Superintendent of Schools, the school's chief executive officer. The Board sees to the financing of the school. They authorize the preparation and presentation of the annual budget. The Board checks on the physical plant and future needs. The Board confirms or rejects the administration's recommendations for hiring 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 providing as good an educational program as possible for Bridge Creek youth.

## **SKATEBOARDS**

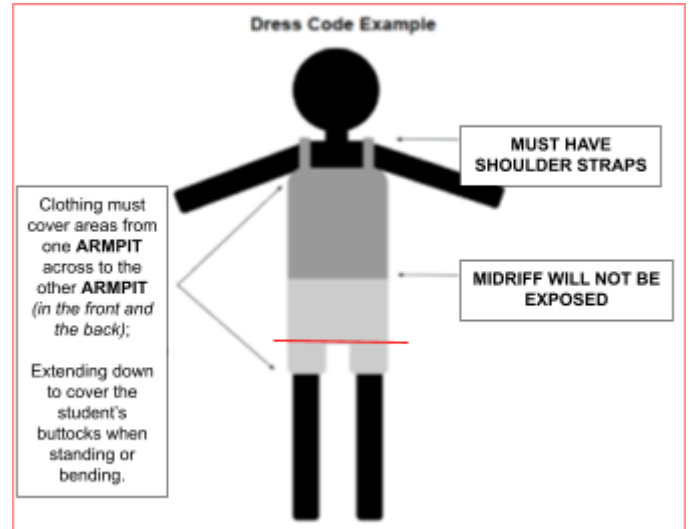
Skateboards/Rip sticks/etc. are not allowed on school property.

# Dress Code Expectations

Bridge Creek Public School respects the students' rights to express themselves appropriately in their dress. All BCPS students are also expected to respect the school community by dressing appropriately for a 6 -12 grade educational environment. Student attire should facilitate participation in learning and the health and safety of students and personnel.

## This Policy is intended to provide guidance for Students, Staff, and Parents:

1. Clothing must cover areas from one armpit across to the other armpit (*in the front, on the sides, and the back*)
  - a. No low cut (front or back), transparent, or see-through
  - b. Cleavage or midriff cannot be exposed.
  - c. Extending down to cover the Student's buttocks modest length when standing or bending.
2. Tops must have shoulder straps | *BCMS - 1-inch shoulder straps*
3. Transparent clothing, made of mesh, or has holes, exposing SKIN and UNDERGARMENTS are not allowed. It cannot be above the red line on the picture to the right while meeting the expectations of number 1.
4. Midriff **CANNOT** be exposed | *Shirt must always meet the top of the bottom garment through all movements*



Specialized courses may require specific attire such as sports, uniforms, and/or safety gear. *Once the student returns back to the general school population, the students must adhere to the above expectations.*

## Accessories

1. Headgear, including hats and hoodies, is allowed as long as the headgear does not obstruct the eyes and ears.
2. Sunglasses may not be worn to cover the student's eyes while inside the school.
3. Clothing and accessories that endanger student or staff safety may not be worn.
4. Accessories such as furry tails, chains, ropes, straps, spiked jewelry, etc. are not permitted inside the buildings.
5. No Blankets are allowed in the school.

## Shoes

All students are required to wear shoes. Cleats, shoes with wheels, or any shoe that limits physical activity or safety are not permitted.

## Gang Related

Items will be identified and monitored by police or school officials. They are subject to change at the administration's discretion as the need arises

## District Guidelines

Offensive writing, suggestive slogans, or logos that pertain to beer, liquor, drug, medical marijuana (dispensaries), or tobacco; electronic cigarettes/vapes or vaping products or any other product packaged for smoking or the simulation of smoking. Vulgarity, sexual innuendos, obscenity or nudity, or promotion of violence are not allowed. Clothing may not state, imply or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious affiliation.

The School Administration reserves the right to determine what constitutes appropriate dress. Clothing or accessories that will create a disruption to the learning environment may not be allowed. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is unavailable or the student refuses dress-code-appropriate clothing. Educational consideration is given to grooming and dress which must not constitute a distraction or interfere with the 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.

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.

## **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 student's education. We must take the lead in this endeavor by creating systematic methods to communicate with parents/guardians.

We have a few automated methods of communication through phone calls and text messages with Infinite Campus.

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 in 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 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 ten (10) 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.

## **Attendance Policy**

In order to receive credit for a course, a student cannot be absent more than 10% of day each semester. Oklahoma State law requires school officials to keep attendance records and report excessive absences to the District Attorney's office. 10% of school days unexcused absences within a semester constitute excessive and thereby may be reported to the District Attorney's Office's Graduated Sanctions program. Students with a passing grade, who exceed 10% of 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.

**EXEMPT ABSENCES** *The following exceptions will not count against the student with respect to the attendance policy.*

## **Exempt Absences Include:**

Any event that is approved as a school activity | 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**

Any day a student serves as a page for the State or National Legislature (not to exceed five days)

A court subpoena | Religious holidays or activities | Bereavement | 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.**

## **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:**

- a. 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;
- b. 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;
- c. If any child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between:
  - i. school administrator of the school district where the child attends school, and
  - ii. 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;
2. 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
3. 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;
7. Taking the child for drug, alcohol, or other substance abuse evaluation and following the recommendations of the evaluator, unless excused by the court.

*Added by Laws 1971, c. 281, § 10-105, eff. July 2, 1971. Amended by Laws 1975, c. 164, § 1, emerg. eff. May 20, 1975; Laws 1977, c. 155, § 1, emerg. eff. June 3, 1977; Laws 1979, c. 248, § 4; Laws 1989, 1st Ex.Sess., c. 2, § 14, emerg. eff. April 25, 1990; Laws 1992, c. 262, § 5, emerg. eff. May 22, 1992; Laws 1994, c. 220, § 2, eff. July 1, 1994; Laws 1995, c. 270, § 1, eff. July 1, 1995; Laws 2003, c. 434, § 14; Laws 2006, c. 210, § 1, eff. July 1, 2006; Laws 2010, c. 57, § 1, eff. July 1, 2010.*



## **Tardy Policy**

The following are the graduated steps for students who violate the tardy policy. All tardies are cumulative.

1. Tardy - N/A
2. Tardy - N/A
3. Tardy - Parent contact
4. Tardy - Parent contact
5. Tardy - Parent contact
6. Tardy - 1 day detention
7. Tardy - 3 days detention
8. Tardy - 2 days ISD
9. Tardy - 3 days ISD
10. Tardy - 4 days ISD

\*\*\*Further tardies will result in severe 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 10% of required student attendance 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:

Authorization for withdrawal must be made to the registrar in person or over the phone by the parent or legal guardian.

The appropriate form must be picked up in the registrar's office and properly completed.

### **The form must be signed by:**

The teacher of each class | A member of the library or media staff | Attendance secretary | Counselor | Principal

### **The form must be completed and returned for final clearance.**

Any book not returned or fees owed may result in the withholding of grades.

## **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. 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 pick-up. 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**

Bus discipline slips will be used this year. In most cases, students will be given a warning before the first discipline slip is used.

1. The consequence of receiving a first slip is parent contact.
2. The consequence of receiving a second slip is removal from the bus for two (2) days.
3. The third slip will result in removal from the bus for two (2) weeks.
4. The fourth slip will result in the removal from the bus for nine (9) weeks.
5. 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
- 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.

### **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 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 a 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.

### **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 BCPS 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.
- Facebook
- Infinite Campus

### **Guidance Services**

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

### **THREAT OF HARM TO SELF**

According to HB 1623, teachers, counselors, principals, administrators, or other school personnel upon determining that a student is at risk of attempting suicide, shall notify the parents or legal guardians immediately upon determining that such risk exists. For resources visit: <http://sde.ok.gov/sde/suicide-prevention>

Parents/guardian must ALWAYS be notified immediately when there appears to be a risk of suicide. State Law Title 70, Section 24-100.7– Teachers, counselors, principals, administrators, or other school personnel, upon determining that a student risk of attempting suicide, shall notify the parents or legal guardians of the student immediately upon determining such risk exists. If a student is a threat to themselves, the situation will be managed by individuals who have received specialized suicide prevention training or crisis training determined by the district, the Oklahoma State Department of Mental Health and Substance Abuse and/or the Oklahoma Department of Education. In this procedure, key trained staff includes the principal, resource officer, or school counselor. The key trained staff may refer or require the student's parent or guardian to obtain a mental health evaluation/assessment. The key trained staff will provide the student's parent or guardian a "Parent/Guardian Contact Acknowledgement Form" to give the professional providing the evaluation/assessment. The school may require documentation of this evaluation. If the key trained staff feels a referral is imminent and parent/guardian does not have the student evaluated by a mental health professional within 24 hours, the Oklahoma Department of Human Services will be contacted. A safety Plan will be filled out with the student and their school counselor when the student returns to school. **Safety of the student(s) is the highest priority.**

### **THREATENING BEHAVIOR**

A parent, patron or student shall be reported to local law enforcement and DHS if threatening behavior (written, verbal and/or act) is deemed to reasonably have the potential to endanger students, school personnel or school property. This is in accordance with state law.

### **According to State Law Title 70. Section 24-100.8.**

1. "Threatening behavior" means any verbal threat or threatening behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel or school property.
2. An officer or employee of a school district or member of a board of education shall notify law enforcement of any verbal threat or act of threatening behavior which reasonably may have the potential to endanger students, school personnel or school property.
3. Officers or employees of a school district or members of a Board of Education shall be immune from employment discipline and any civil liability for communicating information if they reasonably believe a person is making verbal or written threats or is exhibiting threatening behavior.

If a student is a threat to others (as self-reported, by threatening another student or staff member, or any threat of harm is made, etc.), the situation will be managed by individuals who have received specialized prevention training or crisis training determined by the district, the Oklahoma State Department of Mental Health and Substance Abuse and/or the Oklahoma Department of Education. School Resource Officers or the Grady County Sheriff's Office will be notified. In this procedure, key trained staff including the principal, resource officer, and school counselor will require the student's parent or guardian to obtain a mental health evaluation/assessment within 24 hours. The trained staff will provide the student's parent or guardian a "Parent/Guardian Contact Acknowledgement Form" to give the professional providing the evaluation/assessment.

### **Student Returning to School**

**The school will require documentation of this evaluation before the student can return to school.**

A Safety Plan will be filled out with the student and their school counselor when the student returns to school. Until the school in which such student subsequently enrolls or re-enrolls determines that the student no longer poses a threat to self, other students or school district faculty or employees, the administration may elect to not provide education services in the regular school setting or through an alternative school setting, home-based instruction, or other appropriate setting until determined that the student no longer poses a threat or completes the discipline action plan. The school may provide education services Students suspended out-of-school who are on an individualized education plan pursuant to the Individuals with Disabilities Education Act shall be provided the education and related services in accordance with the student's individualized education plan.

**Safety of the student(s) is the highest priority.**

### **PHYSICAL HARM**

According to State Law Title 70. Section 24-101.3. Any student in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or a person volunteering for a school as prohibited pursuant to Section 6-146 of this title shall be suspended for the remainder of the current semester and the next consecutive semester, to be determined by the board of education pursuant to the provisions of this section. The term of the suspension may be modified by the district superintendent on a case-by-case basis.

### **STUDENTS WHO POSE A THREAT TO SCHOOL**

School districts do not have to provide educational services in a regular setting to students who have been removed from school (in any state) by a judge or administrative proceeding for threatening school staff and students. Students will be provided services in an alternative education setting which may include virtual school. Until the school in which such student subsequently enrolls or re-enrolls determines that the student no longer poses a threat to self, other students or school district faculty or employees, the administration may elect to not provide education services in the regular school setting or through an alternative school setting, home-based instruction, or other appropriate setting until determined that the student no longer poses a threat or completes the discipline action plan. The school may provide education services to students suspended out-of-school who are on an individualized education plan pursuant to the Individuals with Disabilities Education Act shall be provided the education and related services in accordance with the student's individualized education plan.

**\*\*Safety of the student(s) is the highest priority.**

# Bridge Creek Graduation Distinctions

## CERTIFICATE OF DISTINCTION (4x4)

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

4 units of English | 4 units of Mathematics | 4 units of Social Studies | 4 units of Science | 2 units of Foreign Language | 1 unit of Art

*\*\*Must have a minimum of 3.25 grade point average on a 4.0 scale*

## Valedictorian

- Certificate of Distinction (4x4) Requirements
- Science must be one of the following: Anatomy, Chem. II, Forensic, Physics, or College Level
- Minimum Weighted GPA 4.0
- ACT of 28 or higher

## Salutatorian

- Certificate of Distinction (4x4) Requirements
- Science must be one of the following: Anatomy, Chem. II, Forensic, Physics, or College Level
- Minimum Weighted GPA is 4.0 OR a 28 on the ACT. (minimum of a 23 on the ACT)

The Valedictorian / Salutatorian GPA requirements will be taken at the end of the first semester of 12th grade. Your final opportunity to take the ACT toward your academic status will be the February ACT date of your 12th-grade year.

*\*Any student who receives a WF, or F will not be considered for a Graduation of Distinction (4x4), Salutatorian, or Valedictorian.*

## CONCURRENT ENROLLMENT

Students who meet certain qualifications *3.0 GPA and 19 Composite or 19 in the subarea corresponding to the course requested* may take college courses during the school day for college credit. For concurrent students to enroll in a college-level course, they must earn **a minimum score (Act Score 19)** in that subject area to show college readiness. A high school student who doesn't earn the minimum score (19) in science, reasoning, mathematics, or English **won't be allowed to enroll in those college subject areas**. A student who doesn't earn the minimum score in reading will not be allowed to enroll in any other collegiate course (outside the subjects of science, mathematics, and English).

These courses will also count toward the high school credits required for graduation and are used to calculate one's GPA as an honor course. No credit for concurrent courses will be posted to the transcript until the college or university receives an official transcript. Time is allowed from the regular school day for the student to attend college classes. If a student is interested in concurrent enrollment, he/she should see his/her counselor for details. State law requires a student to be in attendance for **SIX hours per day**. If a student drops a concurrent course, the student is required to be on the high school campus for the time allotted for the concurrent.

High School Courses Concurrent	
College Course	High School Course
American History Since 1877 (Post Civil War)	** US History - Semester 1 ( .5 Credit) [same content covered in US History High School]
American History Survey to 1877 (Pre-Civil War)	** US History - Semester 2 ( .5 Credit)
English Comp I	** English IV - Semester 1 ( 0.5 Credit)
English Comp II	** English IV - Semester 2 ( 0.5 Credit)
American Federal Government	** US Government - Semester Credit ( 0.5 Credit)
Functions in Modeling	**Math Credit * prerequisite Algebra II (1 Credit)
College Algebra or higher Math	**Math Credit * prerequisite Algebra II (1Credit)
Any Science with Lab	**Science Credit (1 Credit)

Optional Courses Concurrent	
Oklahoma History	**Credit Oklahoma History ( 0.5 Credit)
Intro to Speech	Elective Credit (0.5 Credit)
Public Speaking	Elective Credit (0.5 Credit)
World Language (4 or more credit hours)	Foreign Language (1 Credit)
Fine Arts/Humanities (3 credit hours)	HS Fine Arts (.5 Credit)
Computers (3 credit hours)	HS Computers (.5 Credit)
Intro to Geography	HS World Geography (.5 Credit)
Success in College	No Credit will be given for this course

3 Credit Hours = .5 High School Credit Or 1 Credit depending on the concurrent course  
 Students must be enrolled concurrently by : **August 1st: for Fall classes & January 1st: for Spring classes**  
*All required courses must be completed by the Fall Semester of the Student's Senior Year.*  
**Students may NOT enroll in ONLY a late 8-week course.**

Fall Semester 1	
<b>August</b>	<b>December</b>
16 Week Course	
or	
Early 8-Week Course (ends Fall Break)	Late 8-Week Course (starts Fall Break)
Spring Semester 2	
<b>January</b>	<b>May</b>
16 Week Course	
or	
Early 8-Week Course (ends Spring Break)	Late 8-Week Course (starts Spring Break)

Students have the opportunity to earn college credit while still in high school with concurrent enrollment through local university or college. *If a student chooses to enroll concurrently for high school credit in a required course, they will complete that credit concurrently. For example, a student enrolled in a college course for a one-semester high school course will not be permitted to begin the course and then return to the high school mid-semester to complete the semester of credit. Therefore, if the concurrent class is dropped, the student must immediately report to the counseling office to discuss options and re-enroll in high school coursework.*

**Withdrawing from Concurrent:**

Students are responsible for reporting any changes in their concurrent enrollment status to their school counselor immediately to allow for schedule changes. Failure to report withdrawal from college courses will result in academic consequences. Students who drop any concurrent course within the first 21 days of the semester may enroll in a BCPS course for full credit. After 21 days, the student will not receive a grade for the class enrolled.

**What about Withdrawal & Failures**

**Students must turn in a weekly grade check for all concurrent classes enrolled on Thursday of each week.** Failure to do so will result in being placed "ineligible" on the eligibility list. A grade of "WP" or "WF" will be entered on the student's transcript to indicate the

student has not successfully completed the college course. All “WP” and “WF” grades will be computed into the student's transcript the same as a “NC” which will compute the same as a failing grade. Students who receive a W, WP, WF or F will not be allowed to enroll the following semester without Administration approval.

# Graduation Requirements

Senate Bill 982 was passed by the Oklahoma Legislature and signed into law by Governor Henry on June 7, 2005. The law requires eighth-grade students entering the ninth grade starting the 2006-2007 school year to complete a college preparatory curriculum unless the student's parent or legal guardian approves the student to “opt out” of the college preparatory curriculum. Research indicates that students who take a college preparatory curriculum and pursue education and training beyond high school have more career opportunities and a higher income and rate of employment.

<b>Graduation Requirements 26 credits to Graduate</b>		
<b>CREDIT</b>	<b>College Prep Requirements ALL STUDENTS ARE ENROLLED</b>	<b>CORE Requirements PARENT SIGNED FORM TO COMPLETE CORE</b>
4	English (English I   English II   English III   English IV)	
3	Mathematics Algebra I, Geometry, Algebra II	Mathematics Algebra I and Geometry and one other math
3	Science Physical Science and Biology	
3	History OK & Military History   Government US History   World History	
	2 Credits   FOREIGN LANGUAGE OR COMPUTER TECHNOLOGY (MUST BE TWO OF THE SAME)	<b>(NOT REQUIRED)</b>
1	1 Credit   Additional Course from the Above Choices	<b>(NOT REQUIRED)</b>
	1 Credits   Fine Art Band Jazz Band   Music History Music Appreciation   Vocal Music Art	2 Credits   Fine Arts Band Jazz Band   Music Appreciation   Vocal Music Art Music History
1/2	Personal Financial Literacy	
	9 Credit Electives	10.5 Credit Electives

## GRADUATION SPEAKERS

There will be 3 student speakers at graduation:

1. Number one overall Weighted G.P.A of Valedictorians.
2. Number one overall ACT Valedictorians of -a regular score trumps a super-score in the event of a tie.
3. Senior Class President

## **VEHICLE POLICY**

Students having vehicles at school are governed by the vehicle policy established by the Bridge Creek Board of Education. Under the regulations of the Vehicle Policy, students are expected to park in assigned parking areas only, drive in a careful and prudent manner, register the vehicle, pay a parking fee, have a valid driver's license, insurance verification, and display a valid parking permit on the rearview mirror with the number showing forward, and adhere to all other vehicle rules in the student handbook.

Abuses of the vehicle policy consist of illegal parking, non-registered vehicles, registration violations, speeding, parking sticker violation, driving over parking blocks, careless and reckless driving, and no consent form on file. Abusing the vehicle policy may result in the loss of driving privileges. Students registering a vehicle must have a signed parental consent form with Bridge Creek High Public Schools.

**An annual registration fee of \$20.00 will be charged for each vehicle.** Parents of students attending Bridge Creek High School must sign a consent form stating they have read, discussed, and will comply with these policies.

*\*\*Student drivers will be held equally responsible for the actions of students who are passengers in their vehicles. Students who fail to observe the above requirements could lose driving privileges or have ISD assigned. Loitering is prohibited in the parking lots before school or during lunch.*

## **GRADE POINT SYSTEM**

In order to compute averages for the awarding of honors and to determine class rank, letter grades will be assigned these number values:

<b>GRADING SCALE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>AP Course</b>	5.0	4.0	3.0	2.0	0
<b>Concurrent Enrollment Course</b>	5.0	4.0	3.0	2.0	0
<b>Honors Course</b>	4.5	3.25	2.25	1.25	0
<b>Other Course</b>	4.0	3.0	2.0	1.0	0

GRADING SCALE 100 – 90 A 89 – 80 B 79 – 70 C 69 – 60 D 59 – 0 F

\*\* No pluses (+) or minuses (-) will be given.

## **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.

## **CLASSIFICATION**

Freshmen	Under 7 Credits
Sophomore	7 - 13 Credits
Junior	14 - 20 Credits
Senior	21 Credits or Over

# **Late Start/Early Release**

Late Start/Early Release is an earned privilege available to Juniors and Seniors who meet the criteria established by Bridge Creek Public Schools. Eligibility requirements for Seniors and Juniors are based on Academics, Attendance, and Behavior. Students must also have their own method of transportation to arrive late and leave early. Late Start/Early Release is a non-credit course offered during 1st hour or 7th hour only.

### **Students requesting Late Start/Early Release will need:**

1. Parental Permission Slip
2. Must complete and submit an application.



Once the application is submitted, the school counselor and the administration will conduct a thorough transcript analysis to determine eligibility. Students and parents will be notified of eligibility.

**To earn or maintain late arrival/early release, you must satisfy all of the requirements below:**

1. Academics \* *At the Completion of the Spring Semester | Must maintain passing grades while enrolled*
  - a. 14 Credits by the end of Sophomore year
  - b. 20 Credits by the end of Junior year
2. Attendance \* *Late arrival/early release privileges can be revoked if a student exceeds:*
  - a. 7 or more unexcused tardies to school per semester
  - b. more than 10% of unexcused absences per semester
3. Behavior \* Students are expected to adhere to the Student Handbook. It is available on the Bridge Creek High School website.

Students must have reliable transportation or a means of leaving campus at the beginning of the period. *Once the student leaves campus for Late Start/Early Release, the parent assumes liability for the student.* The student is no longer the liability of the school.

**IMPORTANT:** *Grades will be reviewed at the end of each semester. Privileges will automatically be revoked if a student fails to comply with the above criteria. The administration will meet with students to notify them of privilege removal.*

*\*\*The late arrival/early release form can be found in the front office or the Bridge Creek High School website.*

**ATTENDANCE APPEALS**

Should a student exceed the ten percent of absences allowed for a semester, it is the responsibility of the parent and/or guardian to submit an appeal in writing to the building principal within ten school days of receipt of notification that attendance requirements have not been met. Reasons for possible exceptions to the attendance procedure may include: illness or hospitalization, substantiated by a doctor's statement submitted when the student returns to school from that absence; or any absence of an emergency nature deemed unavoidable by the school principal, or committee appointed by the school principal.

**Finals Exemption Policy**

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

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

**The following students will not be exempt from semester finals:**

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

\*Students cannot be exempt from ENGLISH, MATH, SCIENCE, or HISTORY CLASSES.

**JUNIORS**-There is a State ACT in April that all Juniors take; Students making a 21 on any subject area will be exempt from the semester test in those classes that year. If a student makes a cumulative score of 23 or higher will be exempt from all semester tests that year.

**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.

**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.

**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.

**AHERA (Asbestos Hazard Emergency Response Act)**

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.

### **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: by prior written consent of the student's parent or the eligible student as directory information 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.**

## **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 | 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.