

BALKO PUBLIC SCHOOL

**Rt. 1 Box 37
Balko, Oklahoma 73931
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2017-2018

**Roger Mendell, Superintendent
Tammie Heathman, Principal**

BOARD OF EDUCATION

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Balko School

School Colors: Maroon and White

School Mascot: "Bison"

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PHILOSOPHY AND GOALS

The philosophy of Balko School is to provide learning opportunities for the development of each student to his/her fullest potential. This is best expressed by promoting academic achievement and positive self-concepts. Students are encouraged to develop and utilize their talents and abilities in an effort to promote their physical and social well-being. Students should develop an appreciation of the democratic ideal with realization and acceptance of their civic responsibilities. Students are given the opportunity to accept individual responsibility, develop self-discipline, and make constructive use of their leisure time.

It is expected that students view the school as a supportive and well-organized place in which to work and learn. It is the general belief that when opportunities arise, the school, home, and community should work together in the educational process to create in the student a desire for learning. Emphasis on the necessity of learning in order to cope with the diverse and complex problems of daily living is an important part of the educational process.

The Pledge of Allegiance

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

The Pledge of Allegiance and a moment of silence will be observed at the beginning of first hour every day.

FIGHT SONG

*Come on, Come on you Bison, Into the Frey,
Show us some Spirit, We must win this game
Rah! Rah! Rah!
Keep our colors high boys, put theirs to shame.
Go fighting Bison and win this game.*

The Spirit of Balko School

The spirit of this school has a long and rich tradition of showing respect to students, employees, visitors, and the community. A special and almost unique level of pride exists among all who participate in the education of our future, the students.

Balko defines its spirit as one consisting of loyalty. Students and faculty show their support by exhibiting a positive demeanor and attitude toward every aspect of their education. School spirit will be shown through good sportsmanship, aspiring to do the best in all areas of life, and to always show respect to all who visit Balko School

Responsibility of Parents

1. ***Please notify the school if your son or daughter is to be absent.***
2. Please notify the principal's office ahead of time if you plan to take your son or daughter out of school.
3. Please see that your son or daughter gets to school on time. *
4. ***Whenever your son or daughter leaves campus for a non-school activity, he/she should be checked out of school by a parent or a guardian. All students leaving campus must be cleared through the principal's office.***

* *Students with excessive tardies will be subject to disciplinary action including but not limited to detention.*

A. Attendance

Activities - The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete.

- A. All children residing in the Balko School District who will be six (6) years of age on or before September 1 of the school year, and who will not be over twenty-one (21) on or before September 1 of the school year, will be admitted free to the Balko Public School. Children must be five (5) years of age by September 1 of the school year to be enrolled in kindergarten.
- B. Oklahoma's School Immunization Law is rigidly enforced. No minor shall be admitted to any public, private, or parochial school operating in this state unless such child can present to the appropriate school authorities certification from a licensed physician, or authorized representative of the State Department or Public Health, that each child has received immunization against DPT, measles (rubella, rubella, and poliomyelitis), or is likely to be immune as a result of the disease.
- C. All pupils entering the Kindergarten must furnish a birth certificate. Parents will be given two (2) weeks after the start of school to procure birth certificates for students starting kindergarten. If a birth certificate is not submitted by this time, the student may be dropped from school until his correct age can be determined.
- D. Pupils entering the Balko School who reside outside the school district must have legal transfers or pay full tuition in advance and must be responsible for their own transportation.
- E. It shall be the policy of the Balko School in instances of tuition being paid by students that in case of withdrawal from the school system, the parent, guardian or student will be refunded on a pro ratio basis.
- F. Students in the Balko District desiring to attend school other than in Balko must submit their request to the Board of Education for approval.
- G. All students are responsible for regular and punctual school attendance. All students must report to the office before school starts and pick up an admit slip the day they return to school after being absent. Any class work during an absence from the secondary schools will be made up by arrangements between the student, teacher, and principal.

- H. Absences: The only acceptable reason for school absence is sickness or serious emergency. Regular attendance is of tremendous value to the pupils, as well as to the school. Irregular attendance, regardless of the cause, will not produce satisfactory results. Regular attendance stimulates interest in work and prevents discouragement that comes from being behind in class. A pupil out of school one day really loses two days of work because he comes to school unprepared for the day following the absence. Habits of regularity and punctuality are good habits to form. In many cases, business firms have refused to employ boys and girls whose school attendance was poor.
- I. Early dismissal will be granted for the same reasons allowable for excused absences. To obtain an early dismissal slip, bring a written note signed by your parent or guardian requesting permission to leave and stating the reason for early dismissal. All students must sign in or out at the office if arriving late or leaving early from school.

Excusable absences include:

- a. Death in the immediate family (grandparents, mother, father, sister, or brother).
- b. Illness of the student. (With note or phone call from parent and/or doctor's note).
- c. When a family is leaving town and desires to take the student with them providing that:
 1. The school is notified in advance of the absence.
- d. All make-up tests, etc. are made up at the direction of the individual teacher.
- e. Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent and for which no justifiable excuse is given.
- f. Doctor's statements are required in support of excused absences claimed for reasons of illness.
- g. All absences require an admit slip from the principal's office. The student must bring a note, or have the parent call the office, or have been picked up or brought back to the office by parents to receive an admit slip back to class. The teacher shall not permit the student in class without an admit slip. Any pupil who violates this rule forfeits membership in the school until reinstated by the principal after meeting with the parents.
- h. In all cases, the principal decides the status of the absence. Students who receive unexcused absences will receive a zero for the day. They will not be allowed to make up their work.
- i. Four (4) unexcused absences, within a nine weeks period, will be regarded as sufficient cause to drop a pupil from the roll provided that a certified letter will be sent to the parents or guardians. Eight (8) unexcused absences, within a semester, will be regarded as sufficient cause to drop a pupil from the roll provided that a certified letter will be sent the parents or guardians.
- j. No student will be allowed to leave school without properly checking out through the principal's office. If ill, a parent must be notified.
- k. Students will not be allowed more than ten (10) absences (excused or unexcused) per semester per class in order to pass that semester.

Make-up Work---Make up work is allowed only for days missed. One day for each day absent to make up work will be allowed. Example: two days absent then two days will be allowed to make up work. **Work not made up within this period will not be accepted and will become a zero to be averaged in with other grades.**

The student's parent or guardian needs to contact the school by 8:30 a.m. on the day of any absence. Following the fourth (4) unexcused absence in a 9-weeks the parent or guardian will receive a certified letter regarding Oklahoma's school attendance laws.

Following the eighth (8) unexcused absence in a semester the parent or guardian will receive another certified letter regarding Oklahoma's school attendance laws.

When a student reaches eleven unexcused (11) absences in a semester the district attorney will be contacted and the student will no longer attend Balko public School.

The district attorney has responsibility for initiating legal proceedings pursuant to Title 10 of the Oklahoma Statutes.

If a child is suspended for disciplinary reasons those days count toward the ten (10) day absences rule per semester as unexcused absences.

In compliance with the Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district's attendance roll beginning with eleventh day.

B. Hall Passes

Students are not permitted in the hall during class periods, unless they have **permission by the teacher** or have a hall pass issued by an authorized staff member.

C. Graduation Requirements

Balko High School requires 27 units of regularly organized classroom instruction for graduation. Beginning with the 2009-2010 seniors, students will be required to meet the new ACE (Achieving Academic Excellence) requirements. Students will be required to meet the College Preparatory requirements unless a parent chooses for their student to opt out by taking the Core Curriculum. Parents may contact the school counselor or principal to discuss their options. Please contact the school principal or counselor for a list of these new requirements. The 27 credits for this year shall include the following:

4 credits	English
3 credits	Mathematics
3 credits	Science
3 credits	½ Unit- World History, ½ Unit - Oklahoma History 1 Unit – American History 1 Unit – Government
2 credits	Foreign Language <i>or</i> Computer Technology
1 credit	1 additional unit of any course listed above
1 credit	Physical Education
1 credit	Fine Arts for College Prep
9 credits	Electives for College Prep
27	Total

Report cards will be issued at the end of every nine weeks.

*** Personal Financial Literacy Requirement:** Beginning with students entering the 7th grade in the 2008-2009 school year, in order to graduate from a public high school, students must

complete and demonstrate satisfactory knowledge in 14 areas of instruction related to financial literacy.

D. State-Mandated Testing

State-Mandated Testing
Program Schedule

Grade 3,4 & 6 - Math & Reading Grade 7 – Math, Reading & Geography
Grade 5 & 8 Writing, Math, Science, Social Studies & Reading
High School

End of Instruction Tests (EOI):
English II
English III
U.S. History
Algebra I
Algebra II
Geometry
Biology I

Beginning with the Class of 2012, students must pass the English II EOI, Algebra I EOI, and 2 of the additional EOIs to graduate. Beginning with the 2012-13 school year, 3rd graders must be reading at grade level to be promoted to the next grade.

Scores will be rated and placed on the permanent transcript as follows:

- Advanced
- Satisfactory
- Limited Knowledge
- Unsatisfactory

8th Grade Reading Test / Driver License

Effective July 1, 1998, - Requires all students under the age of 18 to pass the 8th grade reading CRT or an alternative reading test before being eligible for a driver license. The school district will notify documentation must be provided by the school that the student is reading at a satisfactory reading level according to the individualized education plan each student in writing of the test results, explain the reading proficiency driver license requirement and include a remediation plan for the student.

E. Concurrent Enrollment

Students will be allowed the opportunity to enroll in concurrent courses (college level courses) providing the class does not interfere with the students schedule and that the student meets the requirements for enrollment. Students who take concurrent courses will have their grades recorded on their transcript but will not be part of the student's GPA unless taken for dual credit. The principal has final determination regarding concurrent enrollment.

Requirements

Seniors: An ACT composite score of 20 and a 19 in the subtest area OR 3.0 GPA and top 50% of class and a 19 in subtest area. **A reading sub score of 19 or above is required to take any collegiate course.**

F. Valedictorian & Salutatorian

Valedictorian and Salutatorian recipients will be chosen each year for the purpose of 8th Grade Promotion and High School Graduation. The 8th grade student with the highest GPA will be Valedictorian and the second highest will be Salutatorian. The previous three semesters (7th grade 1st & 2nd semester and 8th grade 1st semester) are used in determining 8th grade Valedictorian and Salutatorian. The High School Valedictorian and Salutatorian are determined by using the student's overall high school GPA. The spring semester of the senior year is the only semester not included when determining Valedictorian and Salutatorian. A student must have been a student at Balko Public School for at least one full year prior to January 1st their 8th grade or senior year to be considered for these honors.

G. Grades

Grading Scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 or below	F

A minimum of 2 grades per week must be taken.

Semester Grade = 40% 1st 9 wks + 40% 2nd 9 wks +20% semester test.

H. Honor Roll

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the close of each of the four quarters. To qualify for the Superintendent's Honor Roll a student must earn an "A" in each subject. A student must have no grade below a "B" to qualify for the Principal's Honor Roll.

I. National Honor Society

The object of this organization shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of the Balko High School.

Membership shall be based upon Scholarship, Service, Leadership, and Character. Candidates for membership shall have spent at least one semester in the Balko High School, and be members of the sophomore, junior, or senior class. Candidates eligible for election to the chapter shall have a minimum scholarship average grade point of 3.50 with no "D" or "F" appearing on their transcript. The election of members to the Balko Chapter of the National Honor Society shall be by a chapter council, consisting of no fewer than four members of the faculty, who are to be chosen by the principal.

J. Grade Classification/Graduation Requirements

Credit Requirements for Grade Classification

- Freshman (9th Grade) – 6 courses in the 8th Grade
- Sophomore (10th Grade) – 7 high school credits (cumulative)
- Junior (11th Grade) – 14 high school credits (cumulative)
- Senior (12th Grade) – 19 high school credits (cumulative)
- To Graduate – 27 high school credits (cumulative)

K. Proficiency Based Promotion

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency for advancing to the next level of study will be demonstrated by a 90 percent performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided twice each school year. For further information about these tests, contact the school counselor or principal.

M. Schedule Changes

Students may change their schedule until the end of the first week of each semester as long as it does not create a scheduling problem in other classes and the principal agrees to the change. Students need a note from parents to change his/her schedule.

N. Textbooks

Students will be checked out free textbooks. These will be numbered and the student will be responsible for the book if it is lost. He/She is also expected to take responsibility for making sure that the book is not marked in or damaged, or he/she will have to pay for the damage. Textbooks must last for five years. Upon receiving each textbook, the student should note any damage and report such damage to the teacher immediately.

P. Lockers

A student will be assigned a locker in schools where lockers are provided. Students will not change lockers unless approved by the principal. Lockers must be kept clean at all times. When the school provides a lock for the locker, students will not place additional locks on the locker or in any way alter the combination to differ from the master list kept by school officials. Each student is expected to guard the confidentiality of the combination and not allow other access to the combination or the locker. Lockers are not to be written on, defaced, or damaged in any way. Students may not change or share other students' lockers. Lockers are school property and may be inspected any time by school officials.

Q. Leaving School Campus

No student is to leave school without permission from the building principal's office.

R. Leaving Classrooms

Students will not leave classes without the teacher's permission. This excuse will be granted only in an emergency situation. Any student in the hall during class time must have a pass from the teacher.

S. Bulletin Board

A bulletin board is maintained in the hall to inform the students of coming events and other information of interest to the students. Students are not to change or place material on the bulletin board without the permission of the principal. Students are responsible for reading and keeping informed of all notices posted on the bulletin board.

T. Transportation

Permission for any student to ride the bus is conditioned on his/her observance of the safety and behavior regulations for bus riders. Any student who violates any of these regulations can be denied permission to ride a bus. For the first 3 offenses, the site principal will notify the student and the parent and will take whatever action deemed necessary. Upon the 4th offense, the student's bus riding privilege will be suspended 3 to 5 days. Upon the 5th offense, the student's riding privilege will be suspended for 10 days. For the 6th offense and each offense thereafter, bus riding privileges may be suspended for as many as 9 weeks.

U. Activities

For school activities, the participating students must ride school arranged transportation only. If a student participates in the activity, he/she must travel to and from the activity with the group. **Release from this will be only to parents and only with prior approval of sponsor and/or the principal.**

If sponsors need a bus for an activity trip, it is essential that the sponsor contact the school transportation director a week (if possible) prior to the trip. This will assure bus preparation and driver readiness. Set a time...Be on time...Leave on schedule. Sponsors should also give notice of the activity trip to the office at least one week in advance. Establish rules and regulations. Remember...the student's actions reflect on the entire Balko School and community.

The student activities program is an integral part of the comprehensive educational experiences of our students. A list of school activities will be distributed each week. To be placed on the activity calendar, an activity needs to be turned in to the office by the Thursday of the preceding week. One week notice is needed for activities with students leaving the building. The form for listing students who will be participating in activities requiring class time is available in the office. This must be initiated by the sponsor.

School facilities will not be available for use after 6:00 p.m. on Wednesday and Sunday during the regular school year.

Activity schedules must be cleared through the office. All activities must have a school sponsor in attendance. School-sponsored activities held when school is not in session shall follow the same standards as those held during the school year.

There will be no class, organization or activity meetings during instructional time. They may be held before school, after school and during lunch.

All school organization moneys must be handled through the school sponsor. Outside accounts are illegal. *All fund raising must be approved by the Board of Education using forms provided in the office.* Activity account ledgers must be properly maintained. When collecting money, receipts must be given at every step and money deposited daily.

Rules and regulations governing the Oklahoma Secondary School Activities Association must be followed for all sponsored activities and organizations.

Any student absent during the day of an activity must have absence accounted for through the principal prior to being eligible.

V. Fundraising

All fundraising activities or projects must have the approval of the Balko Board of Education. The senior class will be given priority on fundraising.

W. Guidance

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school, and/or social concerns, or any question the student may feel he/she would like to discuss.

X. Student Appearance and Dress

Students should present a neat, conservative, and appropriate appearance during school hours. The administration will determine proper dress using the following guidelines:

- A. Shoes will be worn at all times (no house shoes).
- B. Clothes will not be excessively tight, baggy, or have inappropriate holes in them.
- C. The waistband of all garments will not be worn below the hipline (no sagging or dragging).
- D. Shorts, dresses, and skirts may be no more than 3” above the knees. No sport shorts, short shorts, or bicycle shorts may be worn. (Cutoff pants may be worn as long as they are hemmed and meet the requirements of mid-thigh length). **Elementary students may wear shorts until October 15th and after April 1st. Jr. High & High School students will not be allowed to wear shorts unless given special permission by the principal.**
- E. Hair must be clean and well groomed at all times. The boys’ hair will be neat and well groomed with it cut so that it will be out of the eyes and off the collar at the back. The hair on the sides can be grown to the bottom of the ear lobe as long as the hair does not get too bushy on the sides or in the back. The sideburns will not be grown below the bottom of the ear lobe. Mohawks at any age are not permitted. Keep in mind that the principal will have to make the judgment on whether a student has too much hair on top, on the sides, or in the back. Boys must be clean shaven and will not be permitted to wear earrings. Hair color other than a natural color (as judged by the administration) will not be allowed. It is the prerogative of the individual sponsors to make additional requirements of the students involved in the activity or organization that they sponsor or direct.
- F. See through clothing, Low cut blouses, bare midriffs, tank tops, crop tops, bare backs, (any clothing revealing bare shoulders) are not permitted. All shirts must have sleeves. Shirts must be long enough to tuck into waistband.
- G. No body piercing of any kind. (*Earrings are limited to ears only*).
- H. No head adornment worn inside the building.
- I. Garments that are intended as undergarments may not be worn as an outer garment. Pajamas, flannel pants, or lounging pants are not allowed.
- J. When multi-layered garments are worn, the outside garment will be considered as the primary garment for determining appropriate dress.
- K. Any article of clothing that graphically depicts scenes of violence, death, or cruel acts will not be permitted.
- L. Any article of clothing that depicts alcohol, drugs, tobacco, or sexually suggestive materials will not be permitted.
- M. Any clothing accessory that could be used as a weapon such as chains, handcuffs, studded gloves, studded bracelets etc. will not be permitted.
- N. Gang symbols can’t be displayed on clothing or body.
- O. Tattoos are not allowed to be visible (and should be covered) during school or any school sponsored activities.

- P. Bandanas of any color are not permitted at school or at any extracurricular activities.
- Q. Any method of dress other than these listed that interferes with or disrupts the normal educational process is not permitted.

If an article must be pulled or stretched in order to meet the requirements, they will be deemed inappropriate.

Y. Assault of a Balko School employee

Any student who throws any object and hits an employee with that object and/or makes any physical contact by hitting, pushing, intentionally tripping or causing the employee to fall against their will, or any other act that may be construed as an assault, will be placed in the custody of the local law enforcement authority. **Furthermore, the school will file felony assault charges immediately with the local authorities.**

Z. Immunization Requirements

No student entering school for the first time will be admitted without an up-to-date immunization record.

Immunizations required are:

- Five (5) DTP (Unless the 4th was received after the 4th birthday)
- Four (4) Polio (Unless the 3rd was received after the 4th birthday)
- Two (2) MMR (Measles, Mumps, Rubella) received after the child's first birthday
- Two (2) Hepatitis A
- Two or Three (3) Hepatitis B
- TDAP booster before 7th Grade

AA. Firearms on School Property

In the Gun Free School Zones Act of 1990, Congress made it a federal offense "for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone." 18 U.S.C. § 922(q)(1)(A)

This includes bringing a firearm onto school property during any school sponsored event or to any school sponsored event.

BB. Weapons Policy

Any student in this school district who brings a firearm or other weapon, as defined by Section 921 of Title 18 of the United States Code, to school, to any school sponsored event or to or in or upon any school property, including school transportation, will be removed from school for the remainder of the current semester and for the total of the following semester. The firearm or other weapon will be confiscated and released only to the parent or to police authorities. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

CC. General Discipline Policy

- A. 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, corrective actions are necessary for the benefit of the individuals and of the school.

The teacher of a child attending a public school shall have the same rights as a parent or guardian to control and discipline such a child according to 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.

All students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are examples of these circumstances: the student's attitude, the seriousness of the offense, the effect of the offense on other students, whether the offense is physically or mentally damaging to other people, and whether the incident is isolated or habitual behavior. In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents or disciplinary measures that might prove most effective in particular instances.

In considering alternatives for disciplinary action, the faculty and administration of this school district will be using items from the following list. However, school staff is not limited to these alternative methods, nor does this list reflect an order of sequence of events in disciplinary actions.

- a. Conference with student
- b. Changing student's seating assignment
- c. Referral to counselor
- d. Behavioral contract
- e. Requiring the student to make financial restitution
- f. Conference with parents
- g. Requiring the student to clean or straighten items or facilities he or she has damaged
- h. Restriction of privileges
- i. Detention
- j. In school detention.
- k. Suspension
- l. Expulsion
- m. Involving the police
- n. Referring the student to an appropriate social agency
- o. Corporal punishment
- p. Picking up trash or cleaning school property
- q. Any other disciplinary action deemed appropriate to the situation

Each trip to the principal's office will result in progressive steps of discipline

The parents or guardian of every child residing in the school district shall be notified at the beginning of each school year that such a policy is in effect. A copy of this policy will be made available to parents or guardians upon request at any time during the school year.

B. STUDENT DISCIPLINE THREATENING BEHAVIOR

Threatening behavior is defined as an activity which portrays that another person, persons, or property may or will be harmed or killed. As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage the student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

- C. Misconduct will not be tolerated. Pupils deemed guilty of disrupting ordinary procedure of any school activity (curricular or extra-curricular) will be punished. Teachers are urged to administer punishment that will inhibit the re-occurrence of such misconduct. A wide variety of punishment will be considered in order that the punishment fit the misconduct.
- D. Hall passes will be issued to students during classes. It is the responsibility of the student to have a hall pass issued by the teacher before leaving class. Hall passes will not be issued in the first ten (10) minutes of class or during the last ten (10) minutes of class.
- E. The failure of a student to cooperate with the teachers or the administration may result in indefinite suspension. Re-entry can be gained only by fulfilling the obligation which caused the suspension. Additional punishment may be administered at the Principal’s discretion.
- F. Any student deemed guilty of intimidating or harassing any student or teacher could be expelled for the remainder of the semester. Before such expelled student will be enrolled in another semester, the expelled student, along with his parents or guardian, must appear before the Board of Education. The Board of Education will have the responsibility to determine if the expelled student should have the privilege of resuming his studies in the Balko system.
- G. Any and all evidence of intimidation and/or harassment should be brought to the attention of the Principal or teacher immediately.
- H. Some causes for the suspension or expulsion of students are as follows:
 - a. continued willful disobedience
 - b. deliberate violation of school rules
 - c. damaging or defacing school property
 - d. repeated truancy
 - e. profanity or vulgarity
 - f. stealing
 - g. Immoral conduct
 - h. Gambling or bringing alcoholic beverages, non-alcoholic beverages, narcotics, drugs, etc., on the school premises, or under the influence of alcohol or drugs when in attendance at school or at school functions.
 - i. Fighting during school hours or at school activities
 - j. Possession of dangerous or illegal weapons (guns, Knives, etc...)
 - k. Not attending the regularly scheduled classes (playing hooky).
 - l. Cheating, plagiarism, etc...
 - m. Defiance of authority
 - n. Excessive tardies

- o. Extortion
- p. Violation of the dress code
- q. Any violation of federal, state, or local law or ordinance
- r. Verbal or physical abuse
- s. Use of tobacco
- t. Electronic devices
- u. Gang activity
- v. Sexual harassment
- w. Laser pens
- x. Inappropriate internet use
- y. Failing to comply with school bus regulations

DD. Public Display of Affection (PDA)

Students are not to show public displays of affection toward other students. This includes hugging, kissing, holding hands, etc. Display of affection is not appropriate at school. Repeated offenses will be dealt with by the principal and will involve the parent(s) or guardian of the student or students involved. Disciplinary action will be at the discretion of the administrator.

EE. Tardy Policy: Jr. High / High School

A tardy is defined as a student not being in the classroom at the time the tardy bell rings each period. If a student misses more than 15 minutes of class he/she will be counted absent.

Penalties for tardies (cumulative from the beginning of each semester) are as follows:

Second tardy	Warning – conference with principal
Third tardy	Unexcused absence – punishment Teacher will contact parent
Fourth Tardy	Detention
Fifth tardy	One week of detention
Sixth tardy	Unexcused absence - 3 days suspension Teacher will contact parent

FF. Tobacco Use

It is in violation of State Law for a minor to possess, use, or purchase tobacco products. The school personnel will strictly enforce this law. Violation of this law will result in the tobacco product(s) being confiscated, the student possibly being suspended from school. The use of tobacco products is **prohibited on all Balko Public School property**. No student will use tobacco at any school function (on or away from the school site) when a school employee is supervising the student. No student will provide tobacco or tobacco products for other students to use. Any other illegal use of tobacco products is strictly forbidden.

GG. Waiting Areas Before School

Students will be allowed to wait for school to begin in the following three areas only. Students are not to be in the parking lot or around the cars. Principal approval is required to go to other areas before school begins at 8:10.

Area 1: High school gymnasium

Area 2: Student lounge

Area 3: Students are allowed to be in the cafeteria before school only if they are eating breakfast.

HH. Driving/Parking Privileges

Students and parents should be advised that their car will be subject to search by contraband-sniffing dogs, and that by parking on school premises, he or she is consenting to a search of the entire car, including the interior and trunk. If the student refuses to allow the search of the interior or the trunk, then the student should be advised that it is a mandatory suspension from school and parking privileges will be revoked.

All drivers on the Balko School grounds will be expected to operate their vehicles in a safe and responsible manner. Drivers will not speed, they will move vehicles in established patterns of traffic flow, and they will park properly in established parking spaces. **The speed limit on school grounds is 15 mph.**

Upon arriving at school, the student must leave his/her vehicle parked until school is dismissed, unless permission is obtained from the principal. Students are not to return to his/her car during school hours without permission.

School administrators may suspend student-driving privileges at the school.

II. Internet Usage

BACKGROUND INFORMATION:

The Internet is a complex network of computer networks. It not only links computer systems in the United States but those around the world. The Internet offers a wealth of information on an infinite variety of topics. The Internet is largely unregulated—anyone with the technical expertise can add or modify content. The School is able to provide more information to its users by accessing the Internet but the school has no control over internet content. The Internet may supply useful ideas, information and opinion from around the world but it may also supply content that may be offensive, controversial or sexually explicit.

Our Internet terminals in the school may be equipped with filtering software but customers should be aware that filters may not protect users from all material that may be offensive to them or their children. Users are reminded that there is no guarantee of privacy associated with their use of the Internet. The Balko Public School, library staff and faculty will have access to a history of all sites that your child visits while on the Internet.

In using the Internet at the School, please be aware that:

- A. Not all sources on the Internet provide accurate, complete or current data.
- B. There are sexually explicit or other materials, which you may find offensive.
- C. Internet sites frequently change addresses or close down.
- D. The Balko Public School Library does not protect you from all information you may find offensive.

INTERNET POLICY

1. E-mail services will be provided to students.
2. Chat rooms are off-limits to students.
3. Use of the Balko Public School's Internet access terminals to engage in any activity, which constitutes a violation of local, state, or federal laws, is strictly prohibited.

4. Only students who have signed the Internet Access Form may use the schools Internet terminals.
5. To prevent the spread of computer viruses, students will not be allowed to download.
6. Students are expected to demonstrate good taste and sensitivity in their use of the Internet at the Balko Public School.

UNACCEPTABLE USE OF THE INTERNET

Use of the Balko Public School's Internet access terminals is a privilege which may be revoked for inappropriate conduct. Persons who violate School Internet use policies will be asked to cease those activities and are subject to revocation of privileges. Examples of inappropriate use include, but are not limited to:

1. Use of the Internet for any purposes which violate federal, state, or local laws, to transmit threatening, obscene, or harassing materials, or to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
2. Users representing themselves as another person.
3. Violation of copyright and/or license law.
4. Deletion, installation, or modification of installed hardware or software.
5. Accessing and viewing materials in a manner which creates the existence of a sexually hostile working environment.

Failure to use the school's internet terminals appropriately and responsibly, as defined in these policies and guidelines, may result in revocation of internet use privileges. Illegal activities will be prosecuted to the full extent of the law.

INFORMATION FOR PARENTS

The Internet is a valuable educational resource for children but because of its unregulated nature there are sites that parents may feel are inappropriate for their children. The School is sensitive to this fact but will be unable to monitor the Internet activities of each child using the Internet. Parents of minor children must assume full responsibility for their child's use of the Internet terminals. Parents must co-sign the School Internet Access Form for children under the age of eighteen (18) who want to use the School's Internet terminals.

JJ. Computer Use Policy

Students and teachers must adhere to the laws, policies, and rules governing computer use including, but not limited to: copyright laws, rights of software publishers, license agreements, and personal rights of privacy created by federal and state law.

Students using Balko Public School computers, programs, software, and networks are to understand that these items are for educational use only. Any activity that may interfere with the legitimate operation of the computer networks will result in disciplinary action. This action includes but is not limited to suspension of computer privileges for a minimum of one semester and a maximum of permanent termination of all privileges.

Criminal charges may be filed through the property authorities if the action deems it necessary. **In the case of computer hackers, this may include notification of the appropriate state or federal law enforcement agency.** The same shall apply to students working with non-district

computers while under the supervision of school officials. In addition, vandalism of computer hardware will not be tolerated and will result in severe disciplinary action.

KK. Behavior at Assemblies

Common courtesy and time limitations demand that all students follow assembly procedures and rules.

1. Students will not disturb performers. Students will sit in assigned areas (by grade level)
2. Once the assembly has begun, students will not be allowed to leave.

Appropriate behavior and common courtesy is also expected of all students during extra-curricular activities.

LL. Drug Policy

According to Balko Board of Education Policy, any possession, distribution, or use of illegal drugs on school property will result in a minimum of suspension from Balko School for the remainder of the semester, school year, or expelled. Alternative School is also an option if deemed appropriate by the administration. Any student who violates this policy is subject to be turned over to the proper authorities and charges may be filed by the county district attorney.

MM. Cell Phones

Cell phones may not be used during school hours unless given prior permission from the office. Phones SHALL be stored in lockers or vehicles during school hours. If the student does not follow these guidelines, the teacher will confiscate the phone and turn it in to the principal's office.

<p>1st Offense – Return with warning 2nd Offense – Return with a call to parents 3rd Offense – No phone for 1 week parent conference 4th Offense – 1 Day ISS no phone for two weeks 5th Offense – 2 Day ISS no phone for the semester</p>

NN. Eligibility Requirements

A student will be eligible if after the third week of a semester he/she is passing all subjects. If the student is not passing, they will be placed on probation for the following week. If the student is still not passing, they will not be eligible to participate in extra-curricular events for the following week. If at the end of that week the student is passing, they will be re-instated to participate. The grading period for the week ends at the close of school on Thursday. Teachers must have a list turned into the office before first period on Friday. Eligibility runs Monday to Sunday. Special occasions or short weeks may alter when eligibility grades are ran. All online classes count for eligibility.

OO. Semester Test Exemption Policy

Eligibility

1. Students who maintain an “A” average and who have no more than 3 absences.
2. Students who maintain a “B” average and who have no more than 2 absences.
3. Students who maintain a “C” average and have one absence.
4. The averages and absences are on an individual class basis.
5. **Three absences due to the death of an immediate family member and three doctor absences will not be counted against attendance for the purpose of semester test exemption. Students must bring back a funeral program or a note from the doctor.**

Ineligibility

Any unexcused absence (three tardies) and/or an office referral makes a student ineligible for participation in the Semester Test Exemption Plan. Any student caught cheating in any class will lose their exemption privileges in all classes.

PP. Extra Curricular Programs

All extra curricular activities have eligibility rules that will be followed and adhered to by all faculty. Students are strongly encouraged to work diligently to keep their grades in good standing in order to avoid being disqualified from their participation in athletics, band, and any other extracurricular activity.

If you believe that you are in jeopardy of not being eligible due to grades, it is advisable that you work with the teacher of each class to get the assistance necessary. Remember, the teachers are not responsible for your assignments.

QQ. Student Organizations

Students are encouraged to be active members in the organization(s) that they choose. Balko School provides students the opportunity to be members of the following student organizations.

FFA

Student Council

National Honor Society

Music

Cheerleading

Jr. 4-H

RR. Insurance

The school will make accident insurance available to all students. Whether students purchase this insurance is optional to them. The attorney General of the State of Oklahoma has ruled that a school district may not pay medical bills on its students. In making this insurance available, the school district assumes no obligations as an agent or representative of the insurance company, but will assist students and parents in filing claims.

SS. Medication Policy

According to state law, medicine brought to school or administered at school must abide by the following procedures.

1. Written instructions signed by the parent or guardian and physician shall be required to administer prescription medication and shall include:
 - a. Name of student.
 - b. Name of medication, including prescription number, if dispensed by a pharmacy.
 - c. Person administering the medicine
 - d. Time dispensed
 - e. Date dispensed
2. The school principal or designee shall:
 - a. Inform appropriate school personnel of the medication.
 - b. Keep a record of the administration of medication.
 - c. Keep medication in a locked cabinet.
 - d. Return unused medication to parents only.
3. The parents shall assume responsibility for informing the school principal of any change in the student's health or change in medication.
4. The school principal shall retain the discretion to reject requests for administration of medication.
5. Non-prescription medicine can be administered only with written permission from the parent(s) or guardian on file in the principal's office.

No other medication, including such medications as aspirin, etc., shall be administered to students under any circumstances by school personnel except as outlined above.

TT. Parent-Teacher Conferences

All parents are encouraged to arrange conferences with teachers to discuss student problems and concerns at any time. Conferences will be arranged at the request of a student, teacher, parent, and/or administrator.

UU. Telephone Use

SCHOOL OFFICE TELEPHONES ARE FOR OFFICE USE ONLY. Only urgent telephone messages from parents will be delivered to the student by the principal's office. **Students will not be called to the telephone unless the office deems it necessary.**

If it is necessary for a student to use a telephone in an emergency, permission to do so will be granted by one of the school administrators.

When a student becomes too ill to remain at school, the attendance officer, an official designee of the principal or an administrator will call the parent. If the parent cannot come to the school to get the student within a reasonable amount of time, the student will be sent back to class if no other arrangements can be made. However, if the student is too ill, all attempts will be made to make the student as comfortable as possible until the parent or guardian arrives.

VV. CARE OF SCHOOL PROPERTY

A modern, fully-equipped school plant designed for beauty and utility is a part of the heritage of the student body. It belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one student body to appreciate fully, use carefully, preserve faithfully, and pass to future generations, the buildings, its grounds, and its equipment without blemish.

The state or any county, city, town, municipal corporation or school district, or any person, corporation or organization, shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or a county, city, town, municipal corporation, school district, person, corporation or organization. The amount of damages awarded shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00). (23-10).

Textbooks – A local school board is authorized to withhold transcripts, or other records of the school relating to any school child who fails to return a textbook or make payment for the textbook if not returned. The term “transcript” shall include any record of a grade or grades given to a student by a teacher.

WW. Transcripts

Students can receive free copies of their transcript for scholarship applications, employment purposes, or other official needs.

If prior notice is not given, a transcript may not be immediately available. Therefore, prior notice would be greatly appreciated and advisable.

XX. Visitors

Anyone not employed by the Balko Board of Education to work at Balko School is considered a visitor. *All visitors are required to report first to the Main Office before going to any other part of the school to sign in.*

Parents and other school patrons are welcome to visit the school at appropriate times. Parents are encouraged to visit their child at school as much as they would like. If possible, prior notice of your visit given to your child’s teacher(s) would be appreciated. Special programs and visiting days shall be planned to provide such visits.

The principal is responsible for protecting instructional time and the welfare of students. Office personnel should be aware of the purpose of any visit. If at all possible, visits should be pre-arranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

Parents and guardians may come on campus to drop off students in the morning or to pick up students in the afternoon without obtaining a visitor’s pass. All other persons are to remain off campus.

All unauthorized persons on campus will be asked to leave. Refusal to comply with instructions or repeated occurrences will result in legal action.

YY. Weather Related Delays or Cancellations of School

The Superintendent will make the decision as to whether school will be dismissed because of bad weather after consultation with administrators responsible for transportation services. The announcement of school dismissal will be made via radio and television stations that serve the area. Please do not call a teacher, principal or superintendent about whether we are having school or not. LISTEN TO THE RADIO AND WATCH TV! If cancellation is not announced by 7:30 A.M., you should prepare to come to school.

KGYN – Guymon KEYE – Perryton KSCB – Liberal KSLs – Liberal
K101 – Woodward KJIL/KHYM – Mead KXDJ – Perryton

ZZ. Drop Outs

Students who drop out of school will not be allowed to attend school-sponsored activities unless accompanied by a parent or guardian. Students must remain with the parent or guardian while in attendance at the event.

AAA. Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced breakfast and lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all litter in wastebaskets.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others.
4. No food may be taken from the cafeteria.

Full price meals for students are \$1.50 for breakfast and \$2.25 for lunch. Applications for free/reduced meals may be obtained in the school office. Meals for school staff will be \$1.50 for breakfast and \$3.25 for lunch. Meals for visitors will be \$2.50 for breakfast and \$4.25 for lunch.

BBB. Class and Organization Funds

All class, organization, and activity funds are to be deposited with the school secretary. They will be credited to the proper accounts and receipts given. A class or organization wishing to make a purchase, a donation, or contract with any agency for service or merchandise must have approval of its sponsor. The sponsor, in turn, must verify that funds are available in the account, and acquire approval and a purchase requisition. Please avoid buying at several places for one activity and do not pay cash. Charge all purchases to the class or organization, not to the school. The person who makes the purchases will sign the bill. Bills will be paid by check. Individual class and organization treasurers are responsible for keeping accurate records of all deposits and purchases.

CCC. Education Rights and Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the District has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
600 Independence Avenue, SW
Washington, D. C. 20202-4605

DDD. School Report Card

The previous years' school report card showing the school's API and test scores is available on the school website and office.

EEE. Junior/Senior Prom

Students who are members of the Balko Junior or Senior class and are in good standing will be eligible to attend the Balko Junior/Senior Prom. Students must be academically eligible and should not be under disciplinary action. Students may invite a date from another town as long as they provide the information requested by the principal and they are not over 20 years of age. All students must obey the dress code as listed in the student handbook and set by the school administration.

FFF. College Visitation Days

Students who are seniors will be allowed three days for the sole purpose of visiting colleges of interest. Juniors are allowed one day during the school year. College days cannot be taken during the last two weeks of the semester and must be approved by the Principal in advance. Students must bring back documentation from the school that they visited. College days count as an activity absence and will not count against Semester Test exemptions.

Grading Periods: 2017-2018

First Semester

First Nine Weeks.....August 17- October 18
Second Nine Weeks.....October 19 – December 15
End of First TermDecember 15, 2017

Second Semester

Third Nine Weeks.....January 2 – March 8
Fourth Nine Weeks.....March 19 - May 11
End of Second Term.....May 11, 2018

Rules for Good Stewardship

1. If you open it, CLOSE IT.
2. If you turn it on, TURN IT OFF.
3. If you unlock it, LOCK IT.
4. If you break it, REPAIR IT.
5. If you can't fix it, CALL IN SOMEONE WHO CAN.
6. If you borrow it, RETURN IT.
7. If you use it, TAKE CARE OF IT.
8. If you make a mess, CLEAN IT UP.
9. If you move it, PUT IT BACK.
10. If it belongs to someone else and you want to use it, GET PERMISSION.
11. If you don't know how to operate it, LEAVE IT ALONE.
12. If it doesn't concern you, DON'T MESS WITH IT.

BALKO PUBLIC SCHOOL

Route 1 Box 37
Balko, Oklahoma 73931

2017 Football Schedule

High School

Aug. 18	(Scrimmage)	Home	6:00
25	(Scrimmage)	Away	6:00
Sept. 1	Moscow	Away	7:00
8	* Rolla	Home	7:00
15	OPEN	TBA	TBA
22	Tyrone	Away	7:00
29	Timberlake	Home	7:00
Oct. 6	Kremlin	Away	7:00
12	Boise City	Home	7:00
19	Sharon-Mutual	Home	7:00
27	Buffalo	Away	7:00
Nov. 3	Waynoka	Home	7:00

* Homecoming

Head Coach Rusty Thomas

Asst. Coaches: JJ Manning/ Galen Towner/ Ben Clubb

Grade School & Jr. High Football

Sept. 5	Goodwell	Home	5:00
14	Boise City	Home	4:00
25	Tyrone	Away	5:00
28	Boise City	Away	4:00
Oct 2	Turpin	Away	5:00
9	Moscow (JH only)	Home	5:00
16	Goodwell	Away	5:00
23	Tyrone	Home	5:00

Coaches
Gary Tice
JJ Manning
Ben Clubb

