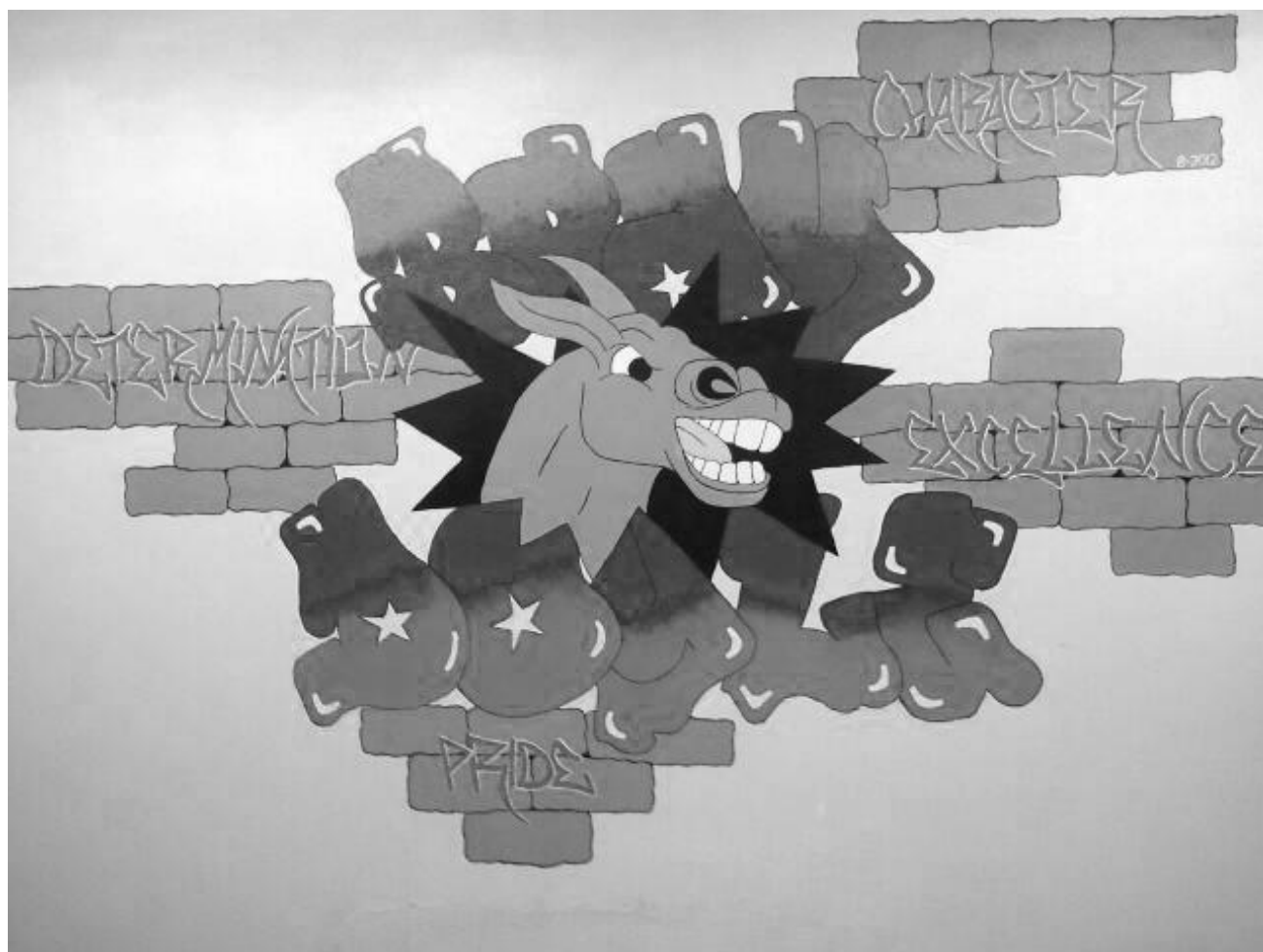


# Bray-Doyle Public Schools

*STUDENT / PARENT HANDBOOK*  
*8<sup>th</sup>-12<sup>th</sup> Grade*

**“2018-2019”**



**Superintendent:**  
**David Eads**

**High School Principal:**  
**James Vines**

# **Bray-Doyle Board of Education**

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# Table of Contents

Opening of Building.....	4
Moment of Silence & Pledge of Allegiance.....	4
Care of School Property.....	4
Class Schedule.....	4
Cafeteria.....	4
Meal Tickets.....	4
Visitors.....	4
Use of the Telephone.....	4
Truancy.....	4
Attendance.....	5
Tardiness.....	5
Admit Slips.....	5
Tobacco.....	5
Gum.....	5
Soft Drinks.....	5
Regulations on Students Dress/Appearance.....	5
Bullying, Harassment, & Intimidation.....	6
Withdrawal from School.....	6
Staying After School.....	6
Pocket Knives/other Weapons.....	6
Electronic Equipment.....	6
Cell Phones.....	6
Lockers.....	6
Book/Gym Bags.....	6
Off Limit Areas.....	7
Administering Medication to Students.....	7
Medication Concerning Athletes.....	7
First Aid.....	7
Student Insurance.....	7
Class Officers/Homecoming Queen Candidates/Mr. & Mrs. BDHS/Class Favorites.....	7
Grading System.....	7
Academic Load.....	8
Requirements for High School Graduation.....	8
Graduation Ceremony.....	9
Examinations.....	9
Concurrent Enrollment.....	9
Change of Schedule.....	9
Scholastic Eligibility Requirements for Athletic and Extracurricular Activities.....	9
Physical Education Policy.....	9
Bray-Doyle School Discipline Policy.....	9
Corporal Punishment.....	10
Suspension of Students.....	10
Suspension Regulations.....	10
Reporting Students Under the Influence of or Possessing Nonintoxicating Beverages, Alcoholic Beverages, or Controlled Dangerous Substances.....	11
Bus Rider Rules.....	12
Extracurricular Trips.....	12
Visitor Expectation of Conduct Policy.....	12
Bray-Doyle School Annual Notification to Parents Family Education Rights and Privacy Act.....	13
Bray-Doyle Policy Title VI, Title IX, Section 504, & Sexual Harassment to Include Boy Scouts Act.....	13
Bray-Doyle Career Tech Transportation Policy.....	14
Bray-Doyle Forms.....	15-18
Homeless Youth Enrollment Questionnaire (English/Spanish).....	19-22

# 8th thru 12th Bray-Doyle Faculty

<b>Holly Anderson</b>	8th Keyboarding / Desktop Publishing / Computer Applications I, II, III / Yearbook
<b>Ron Booth</b>	Oklahoma History / Government / World History / Current Events / Athletics
<b>Vickie Carden</b>	8th FACS / Marriage & Family Life / Parent & Child Development / Personal Financial Lit. / FACS Basics / Food Prep / Touring Oklahoma Alternative Education / FCCLA Advisor
<b>Danny Fisher</b>	8th Ag / Intro to Ag / Equine Science / Environmental Science / Ag Power & Tech / FFA Advisor
<b>Dian Gensamer</b>	Library Media Specialist / Spanish I and II / National Honor Society / Oklahoma Honor Society
<b>Janna Hampton</b>	Special Education
<b>Kyle Holman</b>	Algebra I / Algebra II / Trig / ACT Prep
<b>Beth Ann Hough</b>	English III / English IV / Speech / Drama / Creative Writing / Student Council
<b>Marcus Knight</b>	Computer Programming I / Health / Athletics
<b>Latesha Margerum</b>	8 <sup>th</sup> Math / 8 <sup>th</sup> Math Remediation / Math of Finance / Geometry
<b>Michael Mitchell</b>	8 <sup>th</sup> Math Remediation / Biology / Chemistry / Forensic Science
<b>Frank Moser</b>	8 <sup>th</sup> US History / Computer Programming / Athletics / HS PE / Athletic Director
<b>Bobbie Ramsey</b>	8 <sup>th</sup> Science / Physical Science / Biology II / Ecology
<b>Gary Shults</b>	HS Humanities / Band
<b>Matt Tillson</b>	8 <sup>th</sup> English / English I / English II / Journalism
<b>Tim Whaley</b>	US History / Economics / Athletics
<b>Mary Chambers</b>	Counselor
<b>James Vines</b>	Principal
<b>David Eads</b>	Superintendent

## **WELCOME**

*Welcome to the home of the Bray-Doyle Donkeys where spirit, pride, and tradition are the by-words of a school in which the entire community takes pride!*

## **OPENING OF BUILDING**

The school building will be open to students each morning at 7:45 a.m.

## **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

Each morning at 9:50 a.m. all classes will observe a moment of silence to reflect, meditate, pray or engage in other silent activity according to state law. Afterwards, the principal will make daily intercom announcements. No group activities may occur during this time.

## **CARE OF SCHOOL PROPERTY**

Any person who defaces or damages school property will be required to make restitution for damages. Disciplinary action may also be deemed necessary.

## **CLASS SCHEDULE**

7:45.....	Building Opens
8:00.....	First Bell
8:05-8:55.....	First Hour
9:00-9:45.....	Second Hour
9:50-10:35.....	Third Hour
10:40-11:30.....	Fourth Hour
11:35-12:20.....	Fifth Hour
12:20-12:50.....	LUNCH
12:55-1:40.....	Sixth Hour
1:45-2:35.....	Seventh Hour
2:40-3:20.....	Eighth Hour

## **CAFETERIA**

1. Deposit paper in wastebaskets.
2. Leave food on trays.
3. Clean tables.
4. Do not run to lunch.

## **MEAL TICKETS**

Meals are to be paid for in advance. Free and reduced meal applications are available and must be filled out as soon as possible. There will be no off-campus delivery of food to students from Pizza Hut, Taco Bell, etc., without prior permission from the principal.

## **VISITORS**

Students are not to bring visitors to school. We do, however, encourage parents and members of the community to visit the school throughout the year. All visitors must check in at the principal's office upon arrival.

## **USE OF THE TELEPHONE**

Unwarranted 911 calls will result in suspension. No calls will be made during class time. Persons calling students while the students are in class will be asked to leave a number or a message for the students except in emergencies.

## **TRUANCY**

If a child is absent without valid excuse for four days or parts of four days within a four week period, the parent will be notified. If a student is absent without excuse for ten days or parts of ten days within a semester, the attendance officer must notify the parent and report such absences to the district attorney.

## **ATTENDANCE**

A student will be marked absent according to the ruling of the State Department of Education, which states: "Any student must be counted absent if he/she is not actually present for classes even though the cause of his/her absence is beyond his/her control." A student absent for a school activity or a homebound student is not included in the above statement.

The only legitimate reason for school absence is illness, extreme emergency, or court related absence. STUDENTS WHO DO NOT ATTEND AT LEAST 90% OF A NINE WEEKS' GRADING PERIOD IN A GIVEN CLASS MAY RECEIVE FAILING GRADES. Upon appeal to the principal by the student and/or the parent, exceptions may be made only after credit recovery courses have been completed.

Students may be gone from regular classes no more than 10 times each year for school sponsored activities. Appeals on attendance must be made through an attendance committee. School personnel will call parents to verify absences.

Vo-Tech absences will be treated the same as regular school absences.

## **TARDINESS**

Parents cannot excuse first period tardies unless it is for a legal absence reason (medical/dental, religious holiday or funeral). All other reasons are unexcused. Tardies due to traffic, over-sleeping, carpool trouble or any other "personal" reason will not be excused.

Students who are not in their assigned seats when the tardy bell rings should assume that they were marked tardy. Three tardies shall equal one absence.

Discipline Action:

4th unexcused tardy and every tardy after that shall result in Saturday School.

Suspension may result for continued defiance.

## **ADMIT SLIPS**

After an absence from school, pupils' parents must call or send notes indicating the reason for the absences before the pupil is readmitted to class. Students must report to the office for a permit (Admit) prior to entering class.

## **TOBACCO**

Use / possession (whether in vehicle or on person) of tobacco by students will result in the following:

- A. Parents notified.
- B. Punishment will be determined
- C. Third offense may result in suspension and notification of law enforcement officials for students 18 years of age and younger.

## **GUM**

Chewing gum on campus during the school day will be allowed at the discretion of the teacher. If the disposal of gum or gum wrappers becomes a problem, the privilege of chewing gum at school will be taken away.

## **SOFT DRINKS**

Drinks/waters can be purchased and consumed during lunch time. Purchases cannot be made from the pop machines until after the lunch bell rings. Drinks are also not allowed in the cafeteria, the classrooms, or the lockers.

## **REGULATIONS ON STUDENT DRESS / APPEARANCE**

\*Attire depicting or promoting alcohol, tobacco, or other controlled substances etc., whether by pictures or words, is prohibited

\*Spaghetti straps, halter-tops, and see-through shirts will not be permitted. All shirts, blouses, etc. will closely circle the armpits and not sag.

\*Bare midriffs and/or exposed undergarments are not appropriate.

\*Bicycle shorts, spandex shorts, boxer shorts, and pants with holes above the index finger are prohibited.

- \*Leggings are only permitted if worn with a long top that is no shorter than the bottom of the index finger.
  - \*Skirts and dresses must be no shorter than the bottom of the index finger when the student is standing with arms directly down at her sides or no shorter than mid thigh. Shorts may be measured the same way. Pants or shirts with slits or cutouts are measured from the top of the slit or cutout.
  - \*No sagging or dragging of pants.
  - \*Hats, caps, and other headgear such as bandannas may not be worn in the hallways, cafeteria, classrooms, or during assemblies. All hats and caps will be worn properly (not backward).
  - \*Shoes are a must for health and safety reasons. Shoes with built-in skates will not be worn.
  - \*Non-prescription sunglasses may not be worn in the classrooms.
  - \*Clothing depicting jails or prisons may not be worn.
  - \*Facial piercings of any kind are prohibited including eyebrow ring or stud, nose ring or stud, and lip or chin piercings. Tongue piercings that are obvious or distracting are prohibited.
  - \*Any clothing, jewelry, tattoos, or accessories not specifically mentioned above will be judged by the principals and determined if appropriate.
- Principals will make final determination as to what is appropriate and what might interfere with the educational process.

### **BULLYING, HARRASSMENT, AND INTIMIDATION**

These acts include, but are not limited to: offensive teasing, taunting, slanderous remarks, pushing, shoving, or hitting others. Acts of this type should be reported to the principal or a teacher. Harassment, (including sexual), in any form will not be tolerated.

### **WITHDRAWAL FROM SCHOOL**

If withdrawing from school, notify the principal and receive a withdrawal slip.

#### **LEAVING SCHOOL DURING SCHOOL HOURS**

**NEVER LEAVE SCHOOL WITHOUT FIRST OBTAINING PERMISSION FROM THE PRINCIPAL.** If you intend to leave during the day, a parent or guardian must contact the school office regarding the absence. **STUDENTS ARE NOT TO LEAVE SCHOOL GROUNDS AFTER ARRIVAL. STUDENTS LEAVING THE SCHOOL GROUNDS WILL BE CONSIDERED TRUANT AND DISCIPLINARY ACTION WILL BE TAKEN.** Students will not be allowed to call home to secure permission to leave unless directed by the principal.

### **STAYING AFTER SCHOOL**

Students in grades 8 thru 12 are not allowed to stay on campus after 3:20 unless under the direct supervision of an instructor /adult.

### **POCKET KNIVES / OTHER WEAPONS**

Student possession of pocketknives or other weapons are prohibited.

### **ELECTRONIC EQUIPMENT**

Electronic equipment such as pagers, laser pointers or laser devices, radios, stereos, I-pods, I-pads, MP3 players, headphones, etc. will not be permitted. Pagers for firefighters will be permitted with special permission from the principal.

### **CELL PHONES**

Students are not allowed to use cell phones on campus during school hours. Cell phones are also not to be used on the bus route to and from school. Visible cell phones will be confiscated and parents will be contacted to pick up the cell phone.

### **LOCKERS**

Hall lockers are assigned to students where coats, books, and personal items may be kept. Lockers are property of the school and will be examined periodically. Students are not to change lockers without permission from the principal. Students' lockers may be searched at any time. Students' should have no reasonable expectation of privacy rights in school lockers, desks, or other school property.

## **BOOK / GYM BAGS**

Gym / book bags must not be left in any hallway. If they do not fit inside of your locker, you must carry them with you to class.

## **OFF LIMIT AREAS**

1. South / East and West side of High School.
2. Grade School / Middle School
3. Parking Lot
4. Gym (except during class.)
5. Dressing Rooms (unless dressing out)
6. Upstairs coaches' offices are strictly off limits to students 8th thru 12th.

## **ADMINISTERING MEDICATION TO STUDENTS**

The school nurse, an administrator, or administrator's designee may administer the medication in compliance with regulations that follow:

- I. Prescription medication must be in a container that indicates the following:
  - A. Student's name
  - B. Name and strength of medication
  - C. Dosage and directions for administering
  - D. Name of physician or dentist
  - E. Date and name of pharmacy

Medication should be accompanied by a written authorization from the parent or guardian. Permission forms will be sent to parents at the beginning of the school year.

- II. Non-prescription medication may be administered only with the written permission of a parent or guardian. The parent or guardian must supply any medicine.

The nurse, administrator, or administrator's designee should:

- A. Inform appropriate school personnel of the medication being administered.
- B. Keep an accurate record of the administration of the medication.

The parent or guardian of the student is responsible for informing the designated official of any change in the student's health or change in medication. The school district retains the discretion to reject requests for administration of medicine.

## **MEDICATION CONCERNING ATHLETES**

Coaching staff may administer Acetaminophen, analgesic tablets for relief of pain and minor muscular aches, with signed permission from parent or guardian.

## **FIRST AID**

Students who become ill may be sent to the office. ALL CALLS TO PARENTS WILL BE MADE BY THE PRINCIPAL OR HIS DESIGNEE.

## **STUDENT INSURANCE**

Student insurance is available to all members of the student body from a private carrier. Claim forms may be obtained in the high school office. This is a private company and has no ties to Bray-Doyle Schools.

## **CLASS OFFICERS / HOMECOMING QUEEN CANDIDATES / MR. & MS. BDHS / CLASS FAVORITES**

Students must attend Bray-Doyle Public Schools for one full semester before being eligible for the above.

## **GRADING SYSTEM**

The following grade marks are given in the Bray-Doyle Junior-Senior High Schools:

Grading Scale:

- 90-100 = A...Excellent
- 80-89 = B...Above Average
- 70-79 = C...Average



60-69 = D...Passing Low Proficiency  
Below 60 = NC...No Credit

Teachers may grade on a curve, etc.

## ACADEMIC LOAD

The minimum load 8th thru 12th grade shall consist of (8) classes per day.

## REQUIREMENTS FOR HIGH SCHOOL GRADUATION

### **College Preparatory / Work Ready Curriculum (State Mandated)**

#### UNITS

**4 English:** Grammar, Composition, Literature, or any English course approved for college admission requirements.

**3 Laboratory Science:** limited to Biology, Chemistry, Physics, or any lab science course with content and/or rigor equal to or above Biology and approved for college admission requirements. Note: Science courses above Biology I may be taught at a High school or technology center.

**3 Mathematics:** limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements. Note: Math courses above Algebra I may be taught at a high school or technology center.

**3 History and Citizenship Skills,** includes 1 American History, ½ United States government, ½ Oklahoma History, and 1 from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admissions.

**2 units of the same Foreign Language or non-English Language or 2 units of Computer Technology** approved for college admission requirements, whether taught at a high school or technology center school, including Computer Programming, Hardware, and Business Computer Applications such as Word Processing, Databases, Spreadsheets, and Graphics, excluding Keyboarding or Typing courses.

**1 additional unit selected from any of the above** or career and technology education courses approved for college admission requirements.

**1 unit or set of competencies** of Fine Arts, such as Music, Art, or Drama, or 1 unit of Speech.

**12 ELECTIVES**-required by Bray-Doyle High School

**27 CREDITS**

### **Core Curriculum** (Parents must sign opt-out form)

#### UNITS

**4 Language Arts:** 1 Grammar and Composition, and 3 which may include, but are not limited to: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition.

**3 Science:** 1 Biology I or Biology I taught in a contextual methodology and 2 courses from the following: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses, and approved contextual science courses taught at a technology center.

**3 Mathematics:** 1 Algebra I or Algebra I taught in a contextual methodology, and 2 which may include, but are not limited to: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra; contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school or (2) technology center school when taken in the eleventh, or twelfth grade, taught by a certified teacher, and

approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State board of Education and the independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

**3 Social Studies:** 1 United State History, ½-1 United States Government, ½ Oklahoma History, and

½-1 which may include, but are not limited to: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

**2 Arts:** 2 units which may include, but are not limited to, courses in Visual Arts and General Music.

**12 ELECTIVES-** required by Bray-Doyle High School

**27 CREDITS**

**PASSPORT TO FINANCIAL LITERACY ACT OF 2007:** Effective with the 2008-2009 school year and beginning with the 7th grade (class of 2014), students shall fulfill the requirements for a Personal Financial Literacy Passport (P.F.L.P) in order to graduate from a public high school accredited by the The State Board of Education with a standard diploma. The requirements for a P.F.L.P. shall be the satisfactory completion and demonstration of satisfactory knowledge in all 14 areas of instruction during grades 7-12. Further information may be obtained from the website of the Oklahoma State Department of Education.

## **GRADUATION CEREMONY**

Students must have all course work completed to participate in graduation ceremonies. Seniors will wear a Bray-Doyle cap and gown for graduation exercises.

## **EXAMINATIONS**

Semester tests will be given only on days scheduled. All students will take 9-weeks tests and semester tests unless excused by the principal. If a student is absent during 9-weeks or semester tests, these tests must be taken the first day the student returns to school.

## **CONCURRENT ENROLLMENT**

Only seniors can concurrently enroll during the school year, unless otherwise approved by the administration.

## **CHANGE OF SCHEDULE**

Beginning the first semester, students will have limited time to change classes. Second semester classes will be changed under extreme circumstances. The principal will examine each case.

## **SCHOLASTIC ELIGIBILITY REQUIREMENTS FOR ATHLETIC AND EXTRACURRICULAR ACTIVITIES**

In compliance with eligibility as established by O.S.S.A.A.

## **PHYSICAL EDUCATION POLICY**

All students should participate in physical education. Being overweight and/or out of shape is a major cause of many life threatening diseases. Being physically fit contributes to good mental health and a positive self-image.

## **BRAY-DOYLE SCHOOL DISCIPLINE POLICY**

Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. Examples of these circumstances are: the student's attitude, the seriousness of the offense and its potential effect on the other students, among other things.

Students who continue to be disrespectful, fight, curse, disrupt classes, or endanger other students will receive one or more of the following:

1. Conference with student
2. Additional assignment
3. Parental conference
4. Suspension
  
5. Long Term Suspension
  6. In-school suspension from class
  7. Financial restitution
  8. Refer to other social agencies
  9. Involve law enforcement
  10. Supervised, extended or alternative day school

11. Other disciplinary action as deemed appropriate
12. Alternative School
13. Corporal punishment with parental consent
14. Stephens County Sanctions Program

### **CORPORAL PUNISHMENT**

Although other avenues will be used to correct misbehavior, corporal punishment will be used as an option or alternative when deemed necessary. An adult witness will be present when a student is paddled. An administrator or teacher will paddle students in an office. A maximum of three (3) swats will be administered.

A form will be sent home with the student handbook concerning corporal punishment. Parents may request that their child not be paddled. If parents choose this option, they should be available to come and pick up their child from school in case of misbehavior.

### **SUSPENSION OF STUDENTS**

It is policy of the Bray-Doyle Board of Education that the superintendent or designee may suspend a student whose conduct disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials, or damages the property of another.

Any student who has been adjudicated for a violent or non-violent offense may be suspended out of school by the principal of such school. Any student who violates the policies or regulations of the school may be suspended. No suspension will exceed the duration of the current semester and the succeeding semester except for violations of the Gun-Free Schools Act, in which suspension may be for one (1) calendar year.

Before a student is suspended out of school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or other appropriate "in-school alternatives. If alternative in-school placement options are considered inappropriate, the principal must provide written justification, which will become part of the student's permanent record. A student suspended out of school shall be placed in a supervised, structured environment in either a home-base school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education to and monitoring of the student. This plan shall be complied with by the parent or legal guardian.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspension of students to building principals. Students who complete work while suspended should receive no better than 60% on the work turned in.

### **SUSPENSION REGULATIONS**

In accordance with the policy of the board of education, the following regulations shall govern the suspension of students from the school district and is delegated to the respective building principals.

#### **I. ANY STUDENT MAY BE SUSPENDED FOR THE FOLLOWING REASONS:**

1. Immorality, profanity, or abusive language.
2. Any act which disrupts the academic atmosphere of the school.
3. Endangering or threatening fellow students, teachers, or officials.
4. Damaging or defacing property
5. Students who have been adjudicated as a delinquent for a violent or non-violent offense
6. Possession, use or threat of use, of a dangerous weapon
7. Violation of school rules, regulations, or policies
8. Violation of the Gun Free Schools Act
9. Illegal possession, sale and/or use of any narcotic drug, stimulant, marijuana or alcohol
10. Assault and battery
11. Failure to accept prescribed punishment
12. Unwarranted 911 calls
13. Refusing to allow search of auto (see Student Vehicle Regulations)

**II.** A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun Free Schools Act, which provides suspension for up to one calendar year. (See policy FNCGA)

**III.** Except under circumstances that require the immediate removal of a student or students, the parents or legal guardians shall be informed before a student is released from school.

**IV.** Any student who has been adjudicated as a delinquent for a violent offense or non-violent offense and has been removed from a public or private school in this state or any other state for such act will not be enrolled in the district until such time that student no longer poses a threat to self, other students, or faculty.

**V. PROCEDURAL STEPS TO SUSPENSION:**

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative, in-school placement options that are not considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such an alternative is rejected, written justification must be filed in the student's permanent record.

**A. PROBATION.** A student may be placed on probation with or without additional disciplinary action. If the principal has a suitable alternative to suspension and elects probation, both the student and the parents shall be notified of the probation and the reasons thereof.

**B. In-School Placement** is an alternative to out-of-school suspension. The student principal will impose in-school placement, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parents shall be notified of the placement, the reason thereof, and the right to appeal the placement to the suspension committee.

**C. Out-of-School Suspension:** A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. If out-of-school suspension is prescribed, the building principal must justify in writing why in-school placement was not appropriate. Both the student and the parents shall be notified of the suspension, the grounds thereof, and the right to appeal the suspension to the board of education. A student suspended out of school will be placed in a supervised, structured environment in a home-based, schoolwork, assignment setting, or another appropriate setting in accordance with everything prescribed by the school administration that provides education for and monitoring of the student.

**Note:** 70 O.S. 24-102 states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act and/or act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such a student until the terms of the suspension have been met or the time of suspension has expired.

The primary goal of any type of student suspension is to correct improper behavior or actions. Suspensions of a student will be much more effective if there is cooperation among the student, parents, teachers, and principal.

**REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING  
NONINTOXICATING BEVERGES, ALCOHOLIC BEVERAGES, OR  
CONTROLLED DANGEROUS SUBSTANCES.**

It shall be the policy of the board of education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his/her possession:

- \*No intoxicating beverages
- \*Alcoholic beverages
- \*Controlled, dangerous substances
- \*Dangerous weapons
- \*Missing or stolen property if missing or stolen from school grounds

As the above are now defined by state law, the teacher shall immediately notify the principal or his/her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter. (70 O.S.A., 133)

Any suspension and/or search of said student shall be subject to any applicable school policy, state law, or student handbook regulations.

Every teacher employed by the board of education who has reasonable cause to suspect that a student is under the influence of or has in his/her possession no intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to other appropriate school officials shall be immune from all civil liability. (70 O.S.A., 24-132)

### **BUS RIDER RULES**

Riding a school bus is a privilege and may be removed for not abiding by the bus rider rules.

1. Sit down in a seat while bus is moving.
2. Do not throw anything on the bus or from the bus.
3. No loud talking or yelling.
4. Keep hands, feet, etc. to yourself and inside the bus.
5. Be courteous and respectful to the bus driver.

**Some bus drivers may have additional rules.**

### **AFTER EXITING THE BUS**

Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross the road.

### **CONSEQUENCES FOR VIOLATING BUS RULES**

First time- Verbal warning

Second time- Assigned seat for one week

Third time- Go to office.

Any Fighting or cursing- Students will be taken to the office.

Students will receive punishment at the principal's discretion. Punishment may include demerits, corporal punishment, suspension, or other measures. Students who endanger the safety of other students or constantly distract the driver may be suspended indefinitely from riding the bus.

### **EXTRACURRICULAR TRIPS**

1. Rules and regulations apply to trips under school sponsorship.
2. Students WILL NOT attend extra-curricular activities during the school day (ballgames, stock shows, scholastic meets, etc.) if they are not participating, unless they have permission from the principal. Students violating this policy will receive the same punishment as skipping school.

### **Visitor Expectation of Conduct Policy**

It is the goal of the Bray-Doyle School District to provide the best educational opportunity and experience possible for the students of the district in an effort to provide the students of the district with the tools necessary skills and abilities to pursue higher levels of education, and to be a productive member of society. With these goals in mind, it is imperative that we maintain structure and discipline to facilitate these goals. This is not limited to students of the district. This must also apply to any visitor of the district.

All visitors of the district, regardless of age, race, ethnicity, nation of origin, gender, or disability, must abide by the following guidelines:

1. All visitors must check in through the appropriate administrative office. Example: If you are visiting the district to meet with a lower Elementary teacher, you would check in with the lower Elementary administrator's office.
2. All visitors must maintain a professional behavior. Outburst, threats of violence, or disruptive behavior will not be tolerated, and may result in action ranging from being asked to leave the district property, to possible charges being filed and being banned from the district for a period of no less than 6 months (with an appeal process before the Board of Education as required by law).
3. All visitors wanting to hold a meeting with a teacher employed by the district will first schedule the time of the meeting, the reason for the meeting, and notice of who will be attending the meeting without disrupting the routine or educational process of our students.
4. Visitors who do not check in with the appropriate office will be asked to do so.
5. The administrators retain the right to ask visitors to leave should their behavior, language, or actions cause disruption to the educational process, and/or the overall safe environment of the educational setting. Should it become necessary, police officials will be involved.

This policy was approved through agenda item and board vote in the regularly scheduled Bray-Doyle Board of Education meeting held on the 14th of January, 2013.

## **BRAY-DOYLE SCHOOL ANNUAL NOTIFICATION TO PARENTS FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The philosophy of Bray-Doyle School concerning student records is that they should be kept accurately, orderly, and confidential, according to the law. All records are kept in the principal's or counselor's office. In accordance with the Family Education Rights and Privacy Act of 1974, parents and eligible students have the following rights:

1. They may inspect and review the student educational records. This should be done in the presence of a school official that can answer any questions or help clarify understanding of records being reviewed.
2. They may request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. This request should be made in writing to the Superintendent of Schools.
3. They may consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent. One exception will be directory information. (see below)
4. They may file with the U. S. Department of Education a complaint under section 99.64 concerning alleged failures by the agency or institution to comply with their requirements of the Act and this part.
5. They may obtain a copy of the policy adopted under section 99.6. This annual notification will be sent home with each student in their native language at the time of their enrollment. A copy of the complete policy will be kept in the principal and superintendent's office.

### **DIRECTORY INFORMATION**

The following items are designated as Directory Information: Student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards and honors received, the most recent previous educational institution attended by the student, and the student's photograph as published in the school annual.

Students who do not want to participate need to notify the principal.

### **Bray-Doyle Policy Title VI, Title IX, Section 504, and Sexual Harassment to include Boy Scouts Act**

It is the policy of the Bray-Doyle School District to provide equal opportunities without regard to race, color, national origin, sex, age, or qualified handicap in its educational programs and activities, and to provide equal access to the Boy Scouts and other designated youth groups. This includes but is not limited to, admissions, educational services, financial aid where applicable, and employment.

Inquiries concerning applications of this policy may be referred to Mr. James Vines, High School Principal, Bray-Doyle Public School, 1205 Brooks Road, Marlow, OK. 73055, or by telephone (580) 658-5071.

The above policy was approved by agenda item and vote of the Board of Education of Bray-Doyle Public School in the administrative office of the school, also known as the 4th -6th grade building. The Board of Education also directed the Superintendent to have it placed on the school website as a notice to parents and all patrons of the district.

# **Bray-Doyle Public School Career Tech Transportation Policy**

In an effort to promote or nourish existing attributes of responsibility, in preparation of a successful life beyond High School graduation, of the Bray-Doyle Public School students;

It shall be the policy of the Bray-Doyle Public School system to allow Senior Students to drive their own vehicle to and from the Red River Career Tech School provided they have a valid driver's license, and the proper insurance for the vehicle they are driving. All other students are required to utilize the bus transportation to and from the Red River Career Tech facility, provided by the Bray-Doyle School District.

The Red River Career Tech (Vo-Tech) will provide the district with tardy or absent lists for each student driving to and from the Red River Career Tech facility for classes.

Students will be required to sign in upon return to the Bray-Doyle campus. Should a student receive two tardy slips from either, the Red River Career Tech campus, the Bray-Doyle campus, or a combination of the two facilities in a semester, that student will lose their driving privileges to and from the local career tech facility for a period of:

- \*First set of two tardy slips – Three Weeks
- \*Second set of two tardy slips – Semester
- \*Third set of two tardy slips – Remainder of the Year

Students are required to have a parental permission form on file allowing them to drive to and from the Career Tech Center. Students are not allowed to transport or pick up any other student to or from the Career Tech Center. Students may apply for an exemption before the Board of Education if there are two siblings that are seniors and are attending the Career Tech.

Any student found transporting another student will lose their driving privileges to the Career Tech Center for a semester. Students must be seniors to drive.

This policy does not negate any policy on absences in accordance with Oklahoma law and District requirements.

Students must still provide proper proof of their driver's license, insurance and any other associated paperwork to have driving privileges.

## **BRAY-DOYLE DRIVING REGULATIONS**

I, \_\_\_\_\_ hereby certify that I am a licensed driver, with a current drivers license (number \_\_\_\_\_) and agree to abide by all of the laws and rules as set by the State of Oklahoma and the Bray-Doyle School Board of Education.

If you drive/park on the Bray-Doyle school campus, you **MUST** obtain a parking permit from the H.S. office and show liability insurance. **UNDERSTAND** that by parking on Bray-Doyle school grounds you give permission for your auto/truck/cycle, etc. to be searched by drug sniffing dogs, dogs searching for bombs, or other contraband or illegal substances. Also, parking on Bray-Doyle school grounds gives **CONSENT** to a search of the entire auto, including interior, trunk, and toolboxes. Refusal to allow search of any of the above **WILL** result in a mandatory suspension from school.

Vehicles are to be parked in an orderly fashion (not blocking other vehicles or roadways) in the parking lot west of the high school building. **AT NO TIME DURING THE DAY SHOULD STUDENTS GO TO OR ENTER A VEHICLE UNLESS THEY HAVE PERMISSION FROM THE PRINCIPAL.** The parking lot is off limits. Students will exit vehicles after arriving at school (no sitting on/in vehicles). Students will use the road north and west of gym between the hours of 7:30 a.m.- 3:40 p.m. every school day. Students driving on school grounds must have a valid driver's license and driving permit. Students are to observe all speed limits and drive in a manner that is proper and reasonable at all times. Driving privileges on the school grounds may be suspended at principal's discretion.

**I understand that any violation of these rules will forfeit my privileges to drive on school grounds, and I further agree to release the Bray-Doyle School District, its Board Members and Employees from any liabilities, which might occur as a result of a traffic accident.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### **VEHICLE REGISTRATION:**

**YEAR & MODEL** \_\_\_\_\_

**COLOR** \_\_\_\_\_ **TAG** \_\_\_\_\_

**INSURANCE COMPANY** \_\_\_\_\_

**EXPIRATION DATE** \_\_\_\_\_



**BRAY-DOYLE PUBLIC SCHOOLS**

**PARENTAL REQUEST ON CORPORAL PUNISHMENT  
AND  
STUDENT HANDBOOK ACKNOWLEDGEMENT**

**Student's Name:** \_\_\_\_\_ **DOB** \_\_\_\_\_

**Do not write additional comments on this page. It will void this form and require a new form to be sent for you to sign.**

**Check one of the options below:**

- \_\_\_\_\_ **1. School officials have permission to administer corporal punishment to the above named student for misbehavior or failure to follow school policies.**
  
- \_\_\_\_\_ **2. I request my child not receive corporal punishment at school.**

**I have read and reviewed the student handbook with my child.**

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE**

**To: PRINCIPAL at BRAY-DOYLE HIGH SCHOOL**

I am the parent with legal custody or the legal guardian of

\_\_\_\_\_ a student attending this school. This student requires or may require medication at intervals during the school day.

I hereby authorize and give my consent to the school principal, or the school superintendent, or other employee designated in writing to:

Administer \_\_\_\_\_, a non-prescription medication which I am hereby supplying you or will supply when required, in accordance with the instructions for administering such medication.

Administer \_\_\_\_\_, a filled prescription medication which I am hereby supplying you or will supply when required, in accordance with the directions for administering the medication as listed on the label on the vial or according to any written instructions of the physician prescribing the medication.

I understand that under state law the Board of Education, the school district, or employees of the District shall not be liable to the student or the student's result from acts or omissions of administering the medicine I have hereby authorized.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Phone Number**

# MINOR PHOTO RELEASE FORM

**Bray-Doyle Public Schools  
1205 South Brooks Road  
Marlow, OK 73055**

I give Bray-Doyle Public Schools permission to publish in print, electronic, or video format the likeness or image of my child. I release all claims against the school with respect to copyright ownership and publication including any claim for compensation related to use of materials.

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MINOR'S (STUDENT'S) NAME

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PARENT/GUARDIAN NAME – PRINT

---

PARENT/GUARDIAN SIGNATURE

---

DATE

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**General Guidelines:** It is recommended that a release be obtained when photographing or videotaping a minor (under 18). Parent or guardian signatures are required; signatures of minors are not sufficient. When images are published, the school will take precautionary steps to provide minimum identifying information and will not use specific street or mailing addresses, e-mail addresses, or phone numbers. Signed release forms are not needed when subjects are in public places, such as fairgrounds or parks. Photographs or videotaping in private or public schools must be done only with school permission and with signed release forms from a parent or guardian of each child. Release forms should be included in school registration materials. It is the responsibility of the photographer or videographer to obtain signed release forms and maintain records. If you have questions, please contact Bray-Doyle Public Schools, 580-658-5076.