



# BEAVER PUBLIC SCHOOL



## HANDBOOK

### WELCOME

The policies and procedures in this handbook are the result of a concerted effort on the part of the students, faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it. None of the items in this handbook are intended to inhibit the civil or educational rights of any person. Rather, they are intended to be an aid in answering the questions that arise about school in general.

Beaver Schools offers you many opportunities. Take advantage of them for you may never get another chance. It is our wish that your school years be both profitable and pleasant. The faculty and administration are here to help you and to be of service to you. Don't hesitate to ask for help.

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## ABSENCES AND ILLNESS

We will not allow a student who is ill to go home without notifying the parent. Please make sure that you have phone numbers on file in the office so that we may contact you in the event that your child is ill. If your child must be absent or leave the campus during the school day for any reason, please be sure you have given oral or written permission to the office.

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## ACTIVITIES CALENDAR

Official school calendars are located in the offices of the superintendent, the elementary principal and the high school principal. All school activities will be scheduled only by the sponsors of the activities WITH THE APPROVAL OF THE ADMINISTRATION. When an event has been approved, the sponsor must notify the high school secretary, who will arrange to have the activity put on all calendars.

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## ACTIVITY TRIPS

All students going on school-sponsored activity trips and participating in extra-curricular activities must meet the eligibility requirements set forth by the Oklahoma Secondary School Activities Association (OSSAA). Students who are "behind" in class work or who have delinquent makeup assignment may lose the privilege of attending activity trips which cause them to be absent from regular classes. It will be the responsibility of the student to give teachers advance notification of absences caused by activity trips. Beaver Schools will abide by the OSSAA rule that no student will be allowed to miss more than 10 times in any one class for a school-sponsored activity. Records will be kept in the high school office of student's absences and each student will be expected to check on and keep up with his/her activity absences. Activity absences will become a fixed part of school attendance registers.

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## ADMISSION PRICES

### FOOTBALL ADMISSION PRICES

General admission will be taken at the west side of the stadium ONLY!

High School Varsity Games	Adults & College Students .....	\$5.00
	Public School Students .....	\$3.00
Grade/Junior High/JV Games	Adult & College Students .....	\$5.00
	Public School Students .....	\$3.00

Varsity games begin at 7:30 p.m. Grade, JV & Junior High games begin at 5:00 P.M.

National anthem: 10 minutes prior to kickoff.

Introduction of players: 5 minutes prior to kickoff.

### BASKETBALL ADMISSION PRICES

High School Games	Adult & College Students .....	\$5.00
	Public School Students .....	\$3.00
Junior High Games	Adult & College Students .....	\$5.00
	Public School Students .....	\$3.00
5th & 6th Grade Games	Adult & College Students .....	\$5.00
	Public School Students .....	\$3.00

We will honor the following 14-15 passes: Season activity tickets, OSSAA passes, OEA cards,

Tri-County passes, Laverne School passes, complimentary passes issued by Beaver Schools, Beaver County School Board passes, Senior Citizen passes, and two scouts from other schools.

*For Senior Citizens passes that are requested, age must be 65.*

For family passes, immediate family is considered mother/father or LEGAL guardian(s), children living with them attending Beaver Schools or attending an accredited college/Vo-tech and taking the minimum required hours, (usually 12 credit hours per semester) and is age 22 or below.

**Pass recipients should be aware that these passes will NOT usually be honored at tournaments and/or play-off contests during the school year.**

Board approved: September 6, 2005

Season Activity Tickets	Family .....	\$100.00
	Individual Adult .....	\$45.00
	Individual Student .....	\$25.00

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## ALCOHOL AND DRUGS

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, the Beaver Board of Education, in their regular meeting on August 6, 1990 adopted the following policy statements concerning all students of the district:

- A. The unlawful possession and use of illicit drugs or alcohol by students is wrong and harmful.
- B. Age-appropriate, developmentally based drug and alcohol education programs will be established for all students served by Beaver School, from early childhood level through grade 12. Such programs will include, but will not be limited to, the following:
  1. Information concerning the legal consequences of illicit drug and alcohol use or possession.
  2. Information concerning the social consequences of illicit drug and alcohol use or possession.
  3. Information concerning the health consequences of the use of illicit drugs or alcohol.
  4. Information concerning effective techniques for resisting peer pressure to use illicit drugs or alcohol.
- C. The unlawful possession, use, or distribution of illicit drugs or alcohol by any student is prohibited on school premises or any student activity.
- D. Disciplinary sanctions consistent with local, state, and federal law will be imposed on students who violate the standards of conduct in paragraph "C". Such sanctions may include, but are not limited to, the following:
  1. Temporary suspension from school.
  2. Referral for prosecution to the proper legal entity.
  3. Long-term suspension from school.
  4. Required completion of an appropriate counseling or rehabilitation program.
- E. Beaver Schools will furnish or secure, to any student or parent/guardian of a student, information about any drug or alcohol counseling or rehabilitation and re-entry program that are available.
- F. Parents and students will be given copies of these policies and any additions or changes that might become necessary.
- G. Parents and students are hereby informed that compliance with these policy statements is mandatory of all students.
- H. A biennial review of these policies will be conducted to:

1. Determine the effectiveness and implement changes to the program as needed; and
2. Ensure that any disciplinary sanctions are consistently enforced.

In compliance with the above policy, procedures found elsewhere in this handbook and the following procedures will be observed:

The use of alcohol and drug during the school day, on school grounds, and at school activities, is prohibited. Violators will be suspended further: It shall be the policy of the Beaver Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or said students has in his or her possession:

1. Alcoholic beverages; or a
2. Controlled dangerous substance;

As the above are new defined by state law, shall immediately notify the principal or his or her designee or such suspicions. The principal shall immediately notify the superintendent of school and a parent or legal guardian of said student of the matter. Reference: O.S. Title 70, Section 133.

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

Every teacher employed by the Beaver Board of Education, who has reasonable cause to suspect that a student is under the influence of, or has in his or her possession alcoholic beverages, or a controlled dangerous substance, and who reports such information to the appropriate school official, shall be immune from all civil liability. Reference: O.S. title 70, Section 24-132.

See also "Search Procedures," "Conduct and Discipline," "Detention," "Suspension and Reinstatement."

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## **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. All teachers and students are expected to attend. Assembles provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers or speakers are very conscious of their audience. Talking and whispering are discourteous. Yelling and whistling are appropriate only at pep assemblies. The following rules are to be observed for assemblies:

1. Do not take books to assemblies unless instructed to do so.
2. Proceed to the assembly area quietly and promptly. Find your seat quickly.
3. When the chairperson of the assembly asks for your attention, give it immediately.
4. Be courteous to the performers and to your neighbors. Do not use an interval of applause or the short time in between numbers to start conversations.
5. Applaud in keeping with the occasion. Applause should be generous and courteous.
6. Do not eat food during the assembly.
7. Leave the floor clean.
8. Do not leave the assembly until dismissed.

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## ATTENDANCE POLICIES

MINIMUM (80%) ATTENDANCE POLICY - Students should attend school at least 80% of each nine weeks in order to earn passing grades. Regardless of the classification of absences (excused or unexcused), absences in excess of 10% will probably have a negative effect on the student's grades and will affect eligibility to participate in co-curricular activities. Exceptions to this policy may be made only by the principal.

NOTE - ABSENCES AND TARDIES MAY NOT BE EXCUSED IF THE PROPER PROCEDURES HAVE NOT BEEN FOLLOWED. IN SPECIAL SITUATIONS THE PRINCIPAL MAY INITIATE CHANGES OR VARIATIONS TO ATTENDANCE POLICIES.

EXCUSED ABSENCES - The school recognizes as an excused absence those which are accompanied by the parent or guardian and must be due to personal illness, death in the family, necessary medical appointments, or an emergency situation acceptable to the school administration. Absences due to pleasure trips, shopping trips, and social engagements which could be delayed until school is not in session will be discouraged and may be classified as unexcused. An excused absence entitles the student to make up his/her work and receive full credit. In order for a student to receive an excused absence, the proper verification must be provided by the parent or guardian. Verification in the form of phone calls or personal communication with the principal's office must be provided as soon as possible when the absence is known about, **preferably before. The parent or guardian must state specific reasons for the absence.** Written notes will not be accepted unless the parent has no access to a phone. If the parent has not notified the school before the student returns to classes, only one day will be allowed for verification to be provided. If it is not provided in the next school day, absence/absences will be classified as unexcused.

1. **When the absence is known about beforehand,** the student is issued the appropriate form. The student will carry the form throughout the day having each teacher sign it and make the necessary assignments. The form is to be brought to the office at the end of the day.

2. **When an illness occurs or an unforeseen emergency arises** which prevents the student from coming to school in the morning, the parent should call the principal's office. When returning to school, the student must come to the office and obtain an admit slip before being admitted to class. It must be carried throughout the day, with each of the teachers signing and making necessary assignments. The form is to be brought to the office at the end of the day. Students returning to school after an absence will be required to arrive at the principal's office early enough to get an admit slip before the first hour begins (or sixth if returning at noon) No matter when the student arrives at school after an absence s/he must check in at the office, in order for attendance records to be kept correctly.

3. **Absences of less than one day or leaving the school grounds -** No student is allowed to leave the school grounds during school hours except by permission of the principals. Students who are absent less than one full school day must obtain an "Excuse to Leave the School Grounds" form. Instructions for using the form are printed on the form. The parent must communicate with the principal's office in order for the student to leave the school grounds. **The student must always go through the office when leaving the school grounds and returning.** In case of illness, students should report to the office and parents and/or the nurse will be contacted.

4. **School-connected Absences** - Students representing Beaver Schools in school-sponsored activities will be given excused absences for the time they are absent from classes. However, this policy does not relieve the student from the responsibility of making up the work missed and communicating beforehand with the teacher whose class s/he will miss. The following policies are observed:

a. Students participating in a school-sponsored event will be counted absent in the teacher's class record attendance. This absence will not require an admit. These students

will not be counted absent in the attendance records compiled by the principal, but each absence in each class will count toward the maximum often activity absences the student is allowed by OSSAA rules.

b. Only students qualified to participate may be excused from class and the teacher sponsoring the event is responsible for checking the eligibility of the students.

c. Each teacher of the student will be notified in advance of the absence by the office and by the student. (This is preferred unless it creates a hardship on the teacher.)

More information concerning school-connected absences is found under "Activity Trips" and "Eligibility for Co-curricular Activities." Illnesses of four or more consecutive days may require a doctor's verification.

TARDIES - Tardies caused by bus problems will be excused. If the student does not ride the bus to school and s/he arrives late, report to the office for a tardy slip. Students who walk or come to school in private vehicles should be responsible for the condition of their vehicle and the time needed for travel. Therefore, vehicle problems are not valid excuses for tardies to school.

**Students are to report to the office for tardiness the first and sixth hours only. Teachers can be the judge of subsequent tardies and report only unexcused tardies to the office.** If the students has been detained in the office or by a teacher s/he should ask for a note by the person who caused the detainment.

Teachers will keep record of tardies to their classes. **Three unexcused tardies will result in one unexcused absence with the imposed penalties of a 5% grade reduction. Three unexcused tardies may also constitute a one day in-school detention.**

MAKE-UP WORK - Students will be given extra time for make-up work due as a result of illness or emergency absences. Following an absence, the work missed the first day will be due the third day the student is back in class. The work missed the second day absent will be due the fourth day the student is back in class. This will continue until all make-up work is completed. If a student is absent because of a school-sponsored activity and work is due while s/he is absent, s/he will be required to turn in that assignment the first day s/he is back in class. **If a student is absent during a test and s/he was present in class when the test was announced, s/he will be required to take the test the first day s/he is back in class.**

UNEXCUSED ABSENCES - Students and parents should realize and understand that unexcused absences will have a serious effect on the student's grades. The following policies will be observed:

1. For each unexcused absence involving regular class work, FIVE percent will be deducted from the student's average for that quarter.

2. An unexcused absence from a final test will result in a zero for the test.

3. In addition to the penalty, the student may be required to do the assigned work (or substitute assignment) at the option of a teacher. This would be given a regular grade. If the teacher opts to waive the assignment, it will not be counted in computing the average for that grading period.

CUTTING CLASSES - BEING ABSENT FROM A CLASS OR CLASSES UNDER FALSE PRETENSES OR WITHOUT PERMISSION IN AN UNEXCUSED ABSENCE AND AN ACT OF TRUANCY. THERE IS NO LEGITIMATE REASON FOR CUTTING OR SKIPPING. CUTTING WILL RESULT IN LOSS OF GRADE POINTS, FAILING GRADE, DETENTION OR SUSPENSION. SEVERITY OF DISCIPLINE WILL DEPEND ON THE RECORD OF THE STUDENT AND THE FREQUENCY OF THE OFFENSE. A STUDENT WHO IS A MEMBER OF THE STUDENT COUNCIL OR NATIONAL HONOR SOCIETY OR HOLDS CLUB OR CLASS OFFICE WILL AUTOMATICALLY BE REMOVED FROM HIS/HER POSITION WITH THE FIRST OFFENSE. A STUDENT WHO ASSUMES THE RESPONSIBILITY OF LEADERSHIP ALSO ASSUMES AN OBLIGATION TO SET A CORRECT EXAMPLE FOR HIS/HER PEERS.

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## BREAKFAST/LUNCH PROGRAM

### Costs:

Milk: Grades Pre-K - 6 <sup>th</sup> -----	\$29.75 (1st Semester)
	\$28.70 (2nd Semester)
	\$.35 (per carton)
Extra Milk with breakfast or lunch-----	\$.35 per carton

Pre-K through 6th Lunch -----	\$2.00 per meal
Jr. High and High School Students -----	\$2.00 per meal
Approved Reduced -----	\$.40 per meal
Staff -----	\$2.00 per meal
Substitutes -----	\$2.00 per meal
Adult Visitor -----	\$2.50 per meal
Student Visitor -----	\$2.50 per meal

### BREAKFAST PRICES

Students -----	\$1.00 per meal
Approved Reduced -----	\$.30 per meal
Staff-----	\$1.00 per meal
Visitors-----	\$1.50 per meal

## 2016-2017 PER MONTH LUNCH AND BREAKFAST COSTS

Month	# Meal	Grades 1-6 Lunch	Grades 7-12 Lunch	Grades PreK-12 Breakfast	Reduced Price Meals
August	10	\$ 20.00	\$ 20.00	\$ 10.00	\$ 3.00/4.00
September	21	42.00	42.00	21.00	6.30/8.40
October	18	36.00	36.00	18.00	5.40/7.20
November	19	38.00	38.00	19.00	5.70/7.60
December	12	24.00	24.00	12.00	3.60/4.80
1 <sup>st</sup> Semester	80	\$ 160.00	\$ 160.00	\$ 80.00	\$24.00 bkf 32.00 lunch
January	22	\$ 44.00	\$ 44.00	\$ 22.00	\$ 6.60/8.80
February	20	40.00	40.00	20.00	6.00/8.00
March	17	34.00	34.00	17.00	5.10/6.80
April	15	30.00	30.00	15.00	4.50/6.00
May	13	26.00	26.00	13.00	3.90/5.20
2nd Semester	87	\$ 174.00	\$ 174.00	\$ 87.00	\$26.10 bkf \$ 34.80 lunch
Year Total		\$ 334.00	\$ 334.00	\$ 167.00	50.10 bkf \$66.80 lunch

Breakfast will be served in the cafeteria every morning from 7:35 - 7:55 when school is in session. The breakfast program will be available to all Pre-School and Kindergarten students, including the afternoon class. Parents of the afternoon pre-school and kindergarten classes will be responsible for providing transportation for their children to and

from breakfast. No exception. Pre-school and kindergarten students will not be served lunch, but will have a daily milk break. Parents will be required to pay for daily milk for pre-school and kindergarten students even if they qualify for free and reduced meals.

The primary/elementary students will also have a daily milk break in the afternoon. Children are not required to drink afternoon milk. This is a parental option. All students must pay for the daily milk they drink regardless of their free/reduced meal status.

**Lunch Schedule:**

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Kindergarten .....	10:55		
1 <sup>st</sup> Grade .....	11:05 - 11:50	2 <sup>nd</sup> Grade .....	11:10 - 11:50
3 <sup>rd</sup> Grade .....	11:15 - 11:50	4 <sup>th</sup> Grade .....	11:25 - 12:05
5 <sup>th</sup> Grade.....	11:30 - 12:05	6 <sup>th</sup> Grade .....	11:35 - 12:05
Junior High.....	12:35 - 1:10	High School .....	12:32 - 1:10

**BUS RIDER RULES**

By Oklahoma State Law, the driver of a regular route school bus is responsible for the safe operation of that bus. A student who causes discipline problems on a bus will be reported by the driver to the administration and that student will be denied the privilege of riding the bus.

While on the bus, students should keep hands and heads inside the bus at all times. Loud talking and loud laughter divert the driver's attention and make safe driving difficult. "Horseplay" is not permitted around or on the bus.

All buses going to games, field trips, or activities are scheduled by the school, and each bus is under the direction of a faculty member or sponsor. All students are required to return to the school on their assigned bus unless prior arrangements have been made with the sponsor or principal by the student's parents or guardians.

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**CANDY, FOOD, BEVERAGES, ETC.**

**Because of the possible "housekeeping" problems, food, candy, beverages, and other such items are not allowed in the school building.** The Student Council sells candy and pop in the student center and may be consumed only in the student center. Students who are frequent violators of this policy will be subject to disciplinary action. Also do not store these items in your lockers.

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**CARE OF SCHOOL PROPERTY**

The building and the grounds reflect our pride in our school. The help of the student body maintaining the appearance of the school is encouraged. Each student should feel an individual responsibility to keep the school clean and neat. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. Students who mark on the walls, lockers, desks, or in any way deface or destroy any school property will be required to pay for the damage or to replace the item. This policy will also apply to the private property of students or school employees.

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**CHANGES IN SCHEDULE**



During the first week of school, requests for schedule changes may be made to the principal or counselor. **After the first week of school, requests will not be considered.** If you withdraw from a class after the second week of school, you will be given an "F" on your permanent record. If you are dropped from a class for disciplinary reasons, you will be given an "F". Late enrollees will be scheduled to help make classes uniform in size. The principal reserves the right to transfer students to another class when the change will benefit the student, the class, or the school.

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## **CHEERLEADERS**

The basic objective of cheerleading is to develop good school spirit and to promote good sportsmanship. In doing so, cheerleaders must integrate a cooperative spirit between the student body, athletes, faculty, administration, fan and community. This is a tremendous responsibility as well as a privilege. It takes a very special type of person to become an effective cheerleader. Cheerleaders are subject to all the rules and regulations of the Cheerleader Constitution and the Oklahoma Secondary Schools Activity Association.

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## **CLASS LOAD AND REQUIRED SUBJECTS**

All junior high school students will take four required subjects plus three electives.

Since some of the courses in the senior high school are not required, students should exercise care in selecting elective courses. If you are considering advance study in college, university, or technical school, select those courses that would be most helpful. Keep in mind the requirements for high school graduation and the entrance requirements for any school you may be planning to attend.

Any deviations from or additions to the normal class load must have the approval of the principal. The principal and the counselor are both ready to help with any question or problem concerning your schedule.

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## **CLASS STANDINGS, GRADE POINT AVERAGES, WEIGHTED GPA, SPECIAL CLASSES**

Grading is relative. This means your grades are compared to those of other students. Colleges especially want to know how well you have done in comparison to the others in your class. To obtain a grade point average the final semester in each of your solid subjects is interpreted as follows:

STANDARD		WEIGHTED	
A =	4	A =	5
B =	3	B =	4
C =	2	C =	3
D =	1	D =	2
F =	0	F =	0

Your total points divided by the total number of grades will give your grade point average (GPA). Your class standing is determined by your GPA. 5/42 would indicate that you rank #5 in a class of 42 students.

You should remember that all final semester grades are a permanent part of your records. Failing grades in required subjects must be made up for graduation. However, the original failing grade will remain on your transcript.

Certain class grades will receive more grade points than others. These classes are considered "weighted." These grade points will be used for "in house" class rank determination. For a listing of the weighted grade point average you may contact the counselor or principal.

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## **CLASSES AND ORGANIZATIONS**

Most classes and organizations will elect officers at the beginning of each school year. The following guidelines will be observed:

1. A student must have a "C+" (2.5) grade average to be elected as an officer of any class or organization. The requirements for National Honor Society and Beaver High School Student Council are different and officers for those organizations must meet those averages.
2. A student may serve as the president of only one class or organization during a given year.
3. Class officers for grades 7 through 12 will consist of a president, vice-president, secretary, treasurer, reporter, and student council representative.
4. All class or organizational meetings must be scheduled by the sponsor through the principal. All meetings will be conducted according to Robert's Rules of Order.
5. Class sponsors will be appointed by the administration and the sponsor will be present at all meetings.
6. Removal from an organization may be based on criteria set forth by OSSAA.
7. Dues will not be in excess of:  
**7<sup>th</sup> - \$7.50 8<sup>th</sup> - \$7.50 9<sup>th</sup> - \$7.50 10<sup>th</sup> - \$7.50 11<sup>th</sup> - \$7.50 12<sup>th</sup> - \$5.00**
8. **CLASS AND ORGANIZATIONAL MONEY** - All fundraising projects must be cleared with the principal before beginning. All money collected by any organization or class shall be turned in to the activity fund secretary. A receipt will be issued for the deposit and the money credited to the account of the class or organization. Any withdrawals from class or organizational funds must first be approved by the sponsor or the principal. No student is to charge anything to the school, a class or an organization without purchase order and permission from the principal and the approval of the class sponsor.

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## **CODE OF ETHICS**

As a member of the Beaver Public Schools, I should know and discharge my obligations by:

Having pride and loyalty to my school,  
making constructive use of school facilities,  
being responsible for the care of school property and books,  
demonstrating good sportsmanship, and  
exhibiting appropriate behavior at all times.

As a member of the school family, I should contribute to the happiness of the school home by:

sharing in work and in recreation,  
having respect for other members of the group,  
appreciating the efforts made by others, and  
realizing the values of family life.

As a individual with infinite capacities, I should build character of lasting value by;  
practicing courteous behavior always,  
being honest and trustworthy in all things/  
knowing that I must make choices between right and wrong,  
seeking answers to my spiritual needs, and  
developing moral courage to do what is right even when it is unpopular.

As a member of society, I should contribute to the excellence of the group by:  
having respect for every person and his ideals,  
being punctual and dependable,  
understanding and practicing graciousness and generosity,  
taking advantage of all educational opportunities, and  
realizing that concern for others is the key to true happiness.

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## **CONCURRENT ENROLLMENT**

### Regulations

1. Twelfth grade students enrolled in an accredited high school may be admitted provisionally to a college or university in the Oklahoma State System of High Education as special students if they meet the following requirements:

(a) Students must meet the published criteria of the State Regents (other than high school graduation and curricular requirements) for admission to the institution for which application is being made. This includes having participated in the American College Testing (ACT) program or the Scholastic Aptitude Test (SAT).

(b) Students must be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as attested by the high school principal.

2. Eleventh grade students enrolled in an accredited high school may be admitted provisionally to a college or university in the Oklahoma State System of High Education as special students if they meet the following requirements:

(a) Students must meet the published criteria of the State Regents (other than high school graduation and curricular requirements).

(b) Students must achieve a composite score at the 90th percentile or above on the American College Test (ACT) using Oklahoma norms, or achieve a combined verbal and mathematical score on the Scholastic Aptitude (SAT) at the 90th percentile or above using national norms.

(c) If the student's ACT or SAT composite score does not meet the 90<sup>th</sup> percentile requirement, but the subscore(s) is at the 90<sup>th</sup> percentile, the student may enroll in coursework in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

3. A high school student admitted under the provisions set forth in Section 1 or 2 above may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Student's wishes to exceed this limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The collegiate portion of the student's workload must be taken from regular faculty members of the institution and may be provided off campus if approved by the State Regents, and may use alternative delivery systems if approved by the State Regents. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment. High school students enrolling concurrently in off-campus classes may only enroll in liberal arts and sciences courses.

4. A student who is otherwise eligible under this policy may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. Students

wishing to exceed this limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term.

5. The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. (Students may only enroll in curricular areas where the student has met the curricular requirements for college admission.) Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to removed high school deficiencies.

6. Following high school graduation a student may continue enrollment at the institution to which they have been admitted or may transfer to another institution in the State System, provided that during the provisional enrollment period the student has achieved a college grade-point-average of 2.0 or above on a 4.0 scale and meets the entrance requirements of the receiving institution, including the high school curricular requirements.

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## **CONDUCT AND DISCIPLINE**

All students who attend Beaver Schools or participate in school-sponsored activities outside of the regular school day are representatives of Beaver Schools. Students should use the ideas in this handbook as a guide for conduct at school or at school activities. A student whose conduct is unacceptable will be required to accept the appropriate punishment/discipline deemed necessary by the Beaver Board of Education.

Most of us have the misconception about the meaning of the word "discipline." While definition does relate to the idea of punishment, it is certainly not the only meaning of the word. One of the most important lessons to come through education is that of self-discipline. While it does not appear as a subject, it underlies the whole educational structures. It is this training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct, productivity, and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restrain which will make you a better person.

Unfortunately, it sometimes is necessary to impose punishment on a person whose actions or conduct is not acceptable. The teachers and administrators of Beaver Schools may administer appropriate punishment to any student who causes or is involved in a situation that is in violation of school policy. Reasonable corporal punishment, pursuant to board policy may be used.

According to HB 1816, all Oklahoma schools are required to have a written policy for the control and discipline for all children attending school. The Beaver Board of Education adopted the following policy at the regular meeting of October 4, 1982:

All students enrolled in Beaver Schools will be expected to abide by the rules and regulations set forth by administration, teachers, and board of education while in attendance at school; school-sponsored activities; or being transported to or from school or school-sponsored activities, in district-owned transportation equipment. Any student that is found to be disobeying the rules or showing disrespect for any teacher and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations. In according with S.B. 992 April, 2002, Beaver School Discipline policy shall specifically prohibit harassment, intimidation, and bullying by students at school and address prevention of and education about such behavior.

The student may accept the punishment, as designated by the administration and/or teacher, or he/she may have the option of being suspended from school until he/she returns with the parent/guardian, for a conference with the administrator and teacher involved. If at this conference, the parent/guardian and administrator cannot arrive at a mutual agreement as to the punishment the student is to receive for this offense, the student will be suspended from school until an agreement can be reached.

The parent/guardian may appeal, in writing, to the Beaver Board of Education, and a hearing will be held before said board, in accordance with the laws of Oklahoma.

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## **CORRESPONDENCE COURSES**

Sometimes students decide they are interested in taking courses by correspondence. Correspondence courses are available through state-accredited schools. These programs are usually designed for seniors or drop-out students who need extra credit to graduate. High school students will not be allowed to take correspondence work unless it is absolutely necessary. All correspondence work must be approved by the principal before the student enrolls. All such work will be subject to the requirements of the Oklahoma State Board of Education.

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## **DANCES**

All Beaver Schools students in good standing, grades 7-12 will be admitted to regular school dances. Each student is allowed to invite up to one approved guests. These guests may be out of school or out-of-town guests, who shall not have reached their 21<sup>st</sup> birthday. For the Junior/Senior Prom, only Beaver High School Juniors and Seniors in good standing may attend. They may each have one approved guest, who must be a freshman or above in high school, but shall not have reached their 21<sup>st</sup> birthday. The ONLY out-of-town or out-of-school person who will be admitted is the spouse of a high school student or an approved invited guest. All students bringing an out-of-town/school guest MUST fill out a form accepting responsibility for his/her guest. This form MUST be turned in to the principal's office at least one day before the dance. ALL forms must be approved by parent(s) and by the principal.

Any persons breaking any school or dance rules listed below will be escorted out of the dance!

1. NO ALCOHOL OR DRUGS!!!
2. NO FIGHTING!!!
3. NO TOBACCO PRODUCTS!!!
4. NO VANDALISM!!!
5. NO INAPPROPRIATE DANCING (Grinding, etc.)!!!

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## **DETENTION**

The detention period is a time when the student is assigned to stay after school (or during the noon break) for frequent or specific infractions of unacceptable student behavior. Students should fully understand that any teacher, officer, or administrator in the Beaver Schools has the authority to correct misconduct at any time. A teacher might assign a detention period or use any other type of discipline to any student throughout the school system. Students assigned to a detention period are to report to the room designated at the time and for the number of days assigned. Each student is to have sufficient materials and books to study and is to cooperate with the detention supervisor.

A student who will not accept detention or who will not abide by the regulations of the detention period may be suspended from school and/or assigned Saturday School.

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## **DRESS CODE AND APPEARANCE**

The primary objective of Beaver Schools is to create an atmosphere in which each student can develop to the best of his/her individual potential. Basically, a student should appear in school in a manner which will allow him/her to function at the best level possible without interfering with the learning process of classmates. We are proud of the fact that a great majority of our students dress very well, and we recognize that although the dress and appearance problem is a small one in our school, it is still important. A certain minimum standard is desirable if it is to be possible for each

individual to develop to the fullest possible extent. Neatness and cleanliness are the basic requirements for good appearance.

Some forms of appearance which are appropriate for very casual occasions do not contribute to the desired atmosphere of most school learning situations.

The following are NOT proper school attire:

- No clothing with obscenity or implied obscenity
- No clothing depicting gangs, gang signs or gang association
- No clothing, especially pants, with holes in them, whether by design or not
- No "sagging" baggy trousers worn below waist line
- Hoods on hood sweaters must be worn down while inside facilities
- No sunglasses
- No visible body piercing, except ears. No gauges or large hoops or extensions
- No costume contact lenses
- No visible tattoos
- No clothing depicting nudity or partial nudity
- No clothing with slogans referring to drugs, alcohol, or cigarettes
- No see-through clothing and garments such as yoga pants, leggings, tights, form fitting pants or spandex may not be worn as the primary outer garments. These items may be worn, however, IF worn, must be appropriately covered in both front and back
- No tank tops/halter tops
- No revealing sleeveless shirts or shirts showing the midriff
- No spaghetti strap shirts
- No revealing necklines
- No short skirts
- No headbands/bandanas
- No marking of self or others
- No unnatural hair coloring and/or hair styles, haircuts, or etchings that detract or interfere with the learning process or environment of classmates and all students in the district
- No hats and/or caps are to be worn inside the school buildings
- No short shorts, athletic or bike shorts or unhemmed cut-off shorts
- No skate boards, roller skates or roller shoes allowed
- No billfold/wallet/purse chains

Students in Pre-K through 6<sup>th</sup> grade shall wear appropriate and safe foot wear. Flip flops/sandals may become caught in some playground equipment causing possible injuries. These are strongly discouraged.

No illegal and/or unsafe motorized/batter scooters are allowed on school grounds.

Students may wear conventional well-groomed hair styles consistent with cleanliness, neatness and current fashion.

Additions to the dress and appearance code may be made by the sponsors of co-curricular activities that are not a part of the classroom curriculum.

Students who violate these rules will be sent home to change clothes and receive an unexcused tardy or absence. Decisions made by the administration are final!

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## **ELECTRONIC DEVICES**

Students are prohibited from bringing to school and using the following electronic devices during the school day:

1. Cellular Phones
2. Personal CD's, Stereos, Etc.
3. Pagers
4. Video Games
5. Laser Lights
6. Any other device which may disrupt the class, students, or the learning process in general.

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## **ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES**

You are not eligible if:

- You were 19 years of age before September 1st (Age 21 for activities other than sports).
- You have not attended classes 90% of the time for the current semester.
- You are not passing in all solid subjects or did not pass in five solid subjects the preceding semester that are counted toward graduation. Junior high students must be passing in all of their subjects and must have passed five solid subjects the preceding semester.
- You have been disqualified from a contest because of unsportsmanlike conduct or a flagrant foul, or are under school discipline. The principal may reinstate a student following a conference and a written report of details and actions taken has been filed with the OSSAA.
- You have participated in a contest where professionalism is being practiced or cash or merchandise prizes were offered, given or paid to individuals or to the team.
- You have reached a maximum of ten absences from any one class due to school activities.
- You have participated in a contest under an assumed name.
- You have attended school eight semesters in grades nine through twelve.
- You have participated in the activity four seasons or have had three seasons of opportunity in the activity after attending two semesters in the ninth grade.
- You parents are not bona fide residents of the high school district where you are attending (sports only).
- You belong to a fraternity, sorority, or a secret society in violation of the State Law of Oklahoma or the regulations of the local board of education.
- Your conduct or character is such as to reflect discredit upon the school.

The Beaver Board of Education adopted the following policy at the regular meeting on October 6, 1986:

Any student who is placed under discipline for, or convicted of the possession or use of alcohol or unlawful drugs, theft, or destruction of property by any legal entity, shall be put under suspension and not allowed to represent Beaver Public School in all extra-curricular activities. The length of that suspension will be for one competition, or performance, or event, in each of the extra-curricular activities in which the student participates. Those competitions, performances, or events will be determined by the chronological order of activities. (Example: the next sports event, the next music event, the next student council event, etc.). A student who is placed under discipline or convicted a second time for the above offenses during the same school term, shall become ineligible in all extra-curricular activities for the remainder of the school year. Situations involving the offenses listed above, or other acts of undesirable conduct, while on an activity trip, in which legal entities do not have jurisdiction, shall be resolved by a committee comprised of the high school principal, the junior high school principal, the athletic director, and the parents of the student involved. This policy does not replace any current Beaver Public School statement relating to the offenses listed above, nor does the policy restrict or prohibit any coach, sponsor, or teacher involved in a specific extra-curricular activity from imposing reasonable disciplinary actions upon the student guilty of these offenses.

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## **ENTERING AND LEAVING THE SCHOOL BUILDING**

All regular entrances to the school will be locked when school is in session starting with 2007-8. Visitors and non-school personnel will need to call ahead before coming to the school for entry OR knock on the doors OR ring in with the buzz/bell on the main entrances to the High School, Junior High, Elementary//Primary. All visitors will still need to sign in and get permission BEFORE making contact with students and staff. ALL JUNIOR HIGH STUDENTS MUST ENTER IN THE MORNING AT THE SOUTH JH ENTRANCE WHICH WILL BE OPENED BY A SUPPORT PERSON AND THEN LOCKED WHEN THE BELLS RING. Students are allowed in the hallways before the bell rings in the morning ONLY for

tutorials or with teacher or principal approval. NO other hall traffic is allowed before school. High school and junior high students will not be allowed in the hallways during lunch times (12:35 p.m. until 1:03 p.m.) except for meetings or with teacher/principal approval. Elementary, Primary, and Junior High students will remain outside before the halls are open in the morning and after lunch unless bad weather or duty teacher allows entry.

Students are to exit the building(s) by 3:20 p.m. each day unless they have permission from teacher or principal to remain longer. ALL DOORS TO THE SCHOOL WILL BE LOCKED BY 4:00 P.M. APPROXIMATELY.

West entry doors to the lunchroom will be opened for those students participating in the Breakfast Program. When students are finished, they must go to their respective MAIN entrance for entry to the school building(s).

**STUDENTS ARE NOT PERMITTED TO BORROW KEYS FROM TEACHERS OR SCHOOL EMPLOYEES FOR ENTRY INTO ANY SCHOOL BUILDINGS DURING TIMES WHEN SCHOOL IS NOT IN SESSION.**

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## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION TO PARENTS (FERPA)**

You have the right to inspect and review your or your student's education records.

You have the right to exercise limited control over other people's access to your or your student's education records. The school will limit the disclosure of information contained in education records except: (1) by prior written consent of the student's parents or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by FERPA.

You have the right to see correction to a part or parts of educational records if you believe the records to contain inaccurate, misleading information, or if the record otherwise violates the student's rights. Your rights include the right to a hearing to present evidence that the record should be changed.

You have the right to file complaint with the U.S. Department of Education if you believe that this school district has violated the FERPA.

You have the right to obtain copies of this school's FERPA policy. Copies of this policy are located in the Beaver School Superintendent's office and the Principal's offices.

The district will arrange to provide translation of this notice to non-English speaking parents in their native language.

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Beaver School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Beaver School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want Beaver School District to disclose directory information from your child's education records without your prior written consent, you must notify the District when



enrolling. Beaver School District had designated the following information as directory information:  
(Note: an LEA may, but does not have to, include all the information listed below)

- Student's Name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Major field of study
- Grade level

<sup>1</sup>These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National defense Authorization Act for Fiscal year 2002 (P.L. 107-107), the legislation that provides funding for the National armed forces.

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## **GRADING AND REPORT CARDS**

Grades are an evaluation of what you have earned. They become a part of a permanent record that lasts as long as you live. Teachers do not give grades; they only record the percentage that you earn. Many instruments are interested in your high school records. We only keep them; you make them. The Beaver Schools will use the following grading system.

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
I	Incomplete

If a student receives an "I" for a nine weeks or semester grade, opportunity will be given to do the make-up work. The length of time allowed for the make-up work to be completed will be reasonable and will be determined by the teacher. However, a student whose incomplete grade might be the determining factor for inclusion on the honor roll will be allowed only one week. If an incomplete is not made up, the "I" will automatically become an "F".

Report cards are issued at the end of each quarter (nine weeks).

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## **GRADUATION REQUIREMENTS, CREDITS**

Beaver High School currently requires twenty-seven (27) credits for graduation. These requirements include:

- Four units of English
- Three units of Math
- Three units of Science (two lab sciences for college entrance)
- Three units of Social Studies
- Two units of Arts (performing and visual)
- One unit of Citizenship Skills

## Eleven Electives

At least twenty of the twenty-seven units required for graduation shall be earned in the tenth, eleventh and twelfth grades. It shall be the responsibility of each student to be sure s/he has passing grades and credit in the subjects required for graduation. Students who need more than one unit for graduation shall not be permitted to participate in the graduation exercises. At least two units of the last three units completed for graduation shall be completed in attendance in the accredited high school from which the individual expects to receive his/her diploma.

A maximum of one-half (1/2) credit per semester, per course, will be counted towards graduation. This includes receiving credits for passing participation in high school band, vocal, athletics, and yearbook\*\*\*Students will NOT receive credit for being an office aide.\*\*\*

The top two ranked junior girls and top two ranked boys according to weighted grade point average, excluding band students, will serve as ushers for the senior class graduation exercises.

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## GRIEVANCE PROCEDURES (STUDENT/PARENT)

In developing procedures to handle parent and students concern, it is imperative that proper channels of communication be followed. Not, as some may say, "to build red tape barriers so complaints will die on the vine," but rather to assure that everyone's due process is considered equally. In addition to assuring equity, a systematic complaint process allows for airing of a problem and dealing with each issue at its initial stages so information can be communicated from all parties concerned and resolution reached. Without these channels much time is wasted on rumor, innuendo, and speculation that rarely assist and many times hinder sound problem solving procedures.

An example of the procedure at work would be as follows: A parent calls the superintendent to complain about something a teacher did or didn't do, and that concerned person has not discussed the issue with the teacher. A complaint at that level is inappropriate and unconstructive. In this instance, it is vital that the concerned person be directed back to the teacher and the superintendent not react. This will assure the teacher's due process and will get the complaining individual to the appropriate level, so the issue can be dealt with constructively. If the issue is not resolved at the teacher level, the complaining person should follow the appropriate channels of appeal.

Appeal channels for parent/student complaints: Teacher, principal, superintendent board of education.

The board of education is not an administrative body but rather a policy-making body. The board is the court of last recourse. Only after all administrative remedies listed above have been exhausted should the board deal with the issue.

## DEFINITIONS

**DISCRIMINATION COMPLAINT:** A written complaint alleging any policy procedure or practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.

**STUDENT GRIEVANT:** A student of the school district who submits a complaint alleging discrimination on the basis of race, color national origin sex, or qualified handicap.

**EMPLOYEE GRIEVANT:** An employee of the school district who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.

**TITLE IX AND 504 COORDINATOR:** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other State and Federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.

**RESPONDENT:** The person alleged to be responsible for the violations alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

**DAY:** Day means a working day; the calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

## **PRE-FILING PROCEDURES**

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the superintendent and a responsible effort should be made to resolve the problem or complaint.

## **FILING AND PROCESSING DISCRIMINATION COMPLAINTS**

1. GRIEVANT - Submits written complaints in Title IX/504 Coordinator stating name; nature and date of alleged violation; names of person responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation.

2. TITLE IX/504 COORDINATOR - Notifies respondent within 10 days and asks respondent to 1) Confirm or deny facts. 2) Indicate acceptance or rejection of student's or employees requested action: or 3) Outline alternatives.

3. RESPONDENT - Submits answer within 10 days to Title IX/504 Coordinator.

4. TITLE IX/504 COORDINATOR - Within 10 days after receiving respondent's answer, principal or designee. The Title IX/504 Coordinator also schedules a hearing with the grievant, the respondent, and the principal or other designee.

5. PRINCIPAL, GRIEVANT, RESPONDENT, AND TITLE IX/504 COORDINATOR - Hearing is conducted.

6. PRINCIPAL -Issues within 10 days after the hearing, a written decision to the student or employee, respondent, and Title IX/504 Coordinator.

7. GRIEVANT or RESPONDENT - If the Grievant or Respondent is not satisfied with the decision, s/he must notify the Title IX/504 Coordinator within 10 days and request a hearing with the superintendent.

8. TITLE IX/504 COORDINATOR - Schedules, within 10 days of request, a hearing with the grievant, respondent, and superintendent.

9. SUPERINTENDENT - Issues a decision within 10 days following the hearing.

10. GRIEVANT - If the grievant or respondent is not satisfied with the decision s/he must notify the Title IX/504 Coordinator within 10 days and request a hearing with the governing board.

11. TITLE IX/504 COORDINATOR - Notifies governing board within 10 days after receiving request. Title IX/504 Coordinator schedules hearing with the board. Hearing is to be conducted within 30 days from the date of notification of the governing board.

12. GOVERNING BOARD OR HEARING PANEL ESTABLISHED BY THE BOARD: GRIEVANT AND TITLE IX/504 COORDINATOR -Hearing is conducted.

13. GOVERNING BOARD - Issues a final decision within 10 days after the hearing regarding the validity of the grievance and any action taken.

## **GENERAL PROVISIONS FOR PROCESSING**

**EXTENSION OF TIME:** Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.

**ACCESS TO REGULATIONS:** This school district shall provide copies of all regulations prohibiting discrimination on the basis of race color, national origin, religion, sex, age, qualified handicap, or veteran, upon request.

**CONFIDENTIALITY OF RECORDS:** Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

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## **GUIDANCE AND COUNSELING**

Guidance and counseling services are available for students, parents and faculty. The School counselor is trained in the fields of psychology, sociology and education.

Guidance services involve helping the individual to make the best decisions concerning educational needs and the future. The standardized testing programs given to the students by the counselors and the teachers are designed to be helpful in making educational and career decisions.

Counseling services involve helping the individual through individual and group conferences. Counseling is available by arranging for an appointment with the counselor.

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## **HALL PASSES**

Junior high and high school students will not be permitted in the halls during class time without written permission from the teacher responsible for the student at that time. Hall passes for elementary and primary students will be at the discretion of their individual teacher and/or principal. It is the responsibility of the student to secure a hall pass. Teachers and administration will check for hall passes from students that are in the hall.

## **HONOR ROLL**

Each year, the upper ten percent of the enrollment in grades nine through twelve will be eligible for membership in the Oklahoma High School Honor Society. Membership will be based upon work done the first semester of the current year and the second semester of the preceding year. The standing of students enrolled in the first year of high school will be based on the work done during the first semester of the current year.

Membership in National Honor Society is based on screening by the Beaver High School NHS Faculty Council. A student needs to be a junior or senior with a cumulative regular GPA of 3.0 and a 3.25 on the weighted GPA scale. Screening will also consider three other NHS guidelines: character, service, and leadership.

Students who receive all A's on their report card for the nine weeks and/or the semester will be included in the Superintendent's Honor Roll list. Students with A's and B's will be added to the Principal's Honor Roll list.

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## **IMMUNIZATION (OKLAHOMA'S SCHOOL IMMUNIZATION LAW)**

**(a) No minor child 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 of Health, that such child has received or is in the process or receiving immunization against diphtheria, pertussis, tetanus, measles (rubeola), rubella and poliomyelitis or is likely to be immune as a result of the disease.**

(b) Changes in the Oklahoma School Immunization Laws now require all students entering the seventh grade in 1997 to have completed the Hepatitis B series. This series consists of three vaccinations given over a 5-month period. This is the law and the school will have to abide by this. Your child will not be allowed to attend school until proof of the immunization is shown to them. This proof will also be provided by the Health Department.

(c) Immunization tests required and the manner and frequency of their administration, as prescribed by the State Board of Health, shall conform to recognized standard medical enforcement of the required immunization program. The State Department of Education and the governing boards of the school districts of this state shall render reasonable assistance to the State Department of Public Health in the enforcement of the provisions thereof.

(d) The State Board of Health, by rule, may alter the list of immunization tests required after notice and hearing. Any child in the list of immunization tests required shall be submitted to the next regular session of the Legislature and such change shall remain in force and effect unless a concurrent resolution of disapproval is passed. Hearings shall be conducted by the State Board of Health, or such officer, agents or employees as the Board may designate for that purpose. The State Board of Health shall give appropriate notice of the proposed change in the list of immunization tests required of the time and place for hearing. The change shall become effective on the date fixed by the State Board of

Health. Any change in the list of immunization tests required may be amended or repealed in the same manner as provided for its adoption. Proceedings pursuant to this subsection shall be governed by the Administrative Procedures act.

At its June 18, 1998 meeting the Oklahoma State Board of Health approved two revisions adding hepatitis A and varicella (chicken pox) vaccines to school entry requirements. The two revisions become effective this fall (1998), and there is a 120-day grace period for students to comply with both.

Students entering kindergarten and seventh grade this fall (1998) will be required to have had two doses of hepatitis A vaccine, with the first dose on or after the second birthday and the second dose six to eighteen months later. Each year thereafter the requirement shall be extended one grade level so that in the school year beginning in 2004, all children entering school shall be required to have two doses of hepatitis A vaccine.

Students entering kindergarten this fall (1998) will be required to have had one dose of varicella (chicken pox) vaccine given on or after the first birthday, or a parent's statement of a history of the disease will be accepted. Each year thereafter the requirement shall be extended one grade level so that in the school year beginning 2010, all children entering school shall be required to have the one dose of varicella (chickenpox) vaccine or a parent's statement of a history of the disease.

Remember that children following a medically approved schedule for completion of an immunization series may be allowed to attend school; however, the school is responsible for ensuring that the series is completed. Parents or guardians are required to present a schedule for completion of the required immunizations that has been signed by a licensed physician or public health authority.

Oklahoma's School Immunization Law allows exemptions to immunizations for medical religious or personal objections. The exemptions forms are available from the Oklahoma State Department of Health (OSDH). Schools should maintain a supply of Certificate of Exemption forms for parents and guardians claiming an exemption from the immunization requirements for their children.

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## **INCLEMENT WEATHER**

**BEFORE THE SCHOOL DAY HAS STARTED:** Information concerning school closing will be announced over the following radio stations and television stations:

RADIO: KGYN (Guymon), KSLs (Liberal), K101 (Woodward)  
TELEVISION: KAMR (Amarillo), KAKE 13 (Kansas), KVII (Amarillo)

**AFTER THE SCHOOL DAY HAS STARTED:** School closing after the school day has started will be a very rare occurrence. In most cases, student safety is better insured by remaining at school until the normal school closing. If school should have to be dismissed during the day before the normal time, **parents should be sure the school has their home, work, and emergency phone numbers.**

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## **INSURANCE (STUDENT)**

The decision to purchase student insurance is the sole responsibility of the student and his/her parents. The school does not sell insurance, but merely acts as a medium in supply the insurance forms and assumes no liability, either for the injury or the subsequent negotiation with the company. Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, a claim form may be obtained from the superintendent's office. It must be completed by the parents and presented to the doctor or hospital.

### ***Dear Parent:***

*The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is*

*offered for your convenience. Neither the school nor any school official is compensated by the Insurance Company. We have selected an Insurance company that provides student accident insurance through approximately 400 school districts in Oklahoma.*

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## **JUNIOR AND SENIOR BANQUET AND PROM**

After putting aside enough money for the expenses anticipated during the senior year and the expenses anticipated for the banquet, the junior class may spend excess money on the prom and/or party as decided upon by recommendation of the class sponsors, class officers and a majority vote of the class. The Beaver Board of Education will not contribute district funds to be spent on these activities. Junior class sponsors are responsible for the banquet and prom preparations and all details there of. Rules and regulations for Student Council dances will also be used for the prom.

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## **KINDERGARTEN DAILY SCHEDULE**

The children will enter the elementary building from the west door and come directly to the kindergarten room. Kindergarten children are not permitted on the playground with older children.

Both groups will dismiss through the west door. Please park on the north side of the street (with the normal flow of traffic) so that your child will be have to cross the street. If your child rides the bus, the school will see that s/he gets on the proper bus. Make definite plans with your child concerning who will pick him/her up at dismissal time. Please send a note if your plans are different from your enrollment decision. The school will appreciate your promptness in picking up your child at the designated time. When dropping off your PK-6 student south of the Kindergarten in the morning **DO NOT** stop in the bus unloading area. This causes a back up when buses are trying to unload. If you need to exit your vehicle, pull forward or west all the way to the pole beside the curb so you won't cause a back up in traffic behind our unloading buses.

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## **KINDERGARTEN ENROLLMENT**

To enroll your Kindergarten child, you must bring the following;

- Birth Certificate (hospital certificate will not be accepted)
- Immunization record
- Social Security Number

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## **LIBRARY**

The main library serves students in grades four through twelve. It contains books, reference materials, magazines, computer software and audiovisual software and hardware. Books may be checked out for two weeks and renewed for an additional two weeks. Students may check out a maximum of two books at one time for recreational reading, but as many as needed for research purposes. Reference books may only be checked out for overnight and should be returned by the first hour of the following day. If books are lost or damaged, parents will be expected to pay a replacement cost.

Computer software and audiovisual materials may be used by students in the library or under the supervision of a teacher, but may only be checked out by teachers. The computers in the library may be used by students on a "first come, first serve" basis. If a student needs a computer to complete an assignment, this will take priority over recreational use.

The library is open during the regular school day, and students are expected to maintain orderly conduct. The library will not be used as a study hall or a detention hall. No more than three students per class should be sent to the library unless accompanied by a teacher. Students are expected to present a hall pass when coming to the library unattended by a teacher.

The Primary Library is located in the Primary Building and is used by kindergarten through third grades. Books are checked out for one week and may be rechecked for an additional week. The same rules of conduct apply to both libraries.

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## **LOCKERS**

Each student is assigned a locker for the storage of books and equipment. You should keep your material in the locker assigned to you at enrollment. It is the student's responsibility to see that the locker is kept in order at all times.

Lockers are a permanent part of the building, and students are expected to keep them in good, usable condition. **Student should not keep money and valuables in lockers.** Lockers will be inspected periodically at the discretion of the administration.

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## **MISSION STATEMENT**

To provide students the educational and social foundations that will promote personal success.

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## **NONDISCRIMINATION STATEMENT**

The Beaver Public Schools does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, qualified handicap, or veteran.

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## **NOTICE**

Date: August 2004

To: Students, Parents and Employees

From: Beaver Board of Education

This is to inform you that Beaver Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will insure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility.

If you have any questions, please contact the Office of the Superintendent. A copy of the management plan is also located in this office.

THIS ANNUAL NOTICE IS PRESENTED IN COMPLIANCE WITH REGULATIONS ESTABLISHED BY AHERA.

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## **OKLAHOMA HIGHER LEARNING ACCESS PROGRAM NOTIFICATION TO PARENTS (OHLAP)**

The Oklahoma State Board of Education has approved the policies and procedures for the Oklahoma Higher Learning Access Program (OHLAP). The OHLAP was authorized by Senate Bill 156. It proposes to provide tuition-free post secondary education opportunities for students who have applied during their eighth, ninth, or tenth grade of school and fulfill the terms of a contractual agreement and enroll in an Oklahoma high education institution.

For purposes of this program, the student's parent(s), custodial parent(s), or guardian(s)' income from taxable and non-taxable sources may not exceed \$50,000 per year. Applications are available from the school counselor.

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## **PERSONAL DELIVERIES**

All personal deliveries (candy, balloons, flowers, etc.) will be delivered to the principal's office only. The office needs to be notified of any deliveries so that they can get the messages to the recipient. Students may pick up these at the end of the school day.

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## **POLICY NOTIFICATION**

It is the policy of the Beaver Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to admission, educational services, financial aid, and employment. Inquiries concerning application of the policy may be referred to Shanna Weber, Compliance Coordinator.

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## **PROFICIENCY-BASED PROMOTION**

### **I. Proficiency-based Promotion**

(a) 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.

(1) Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory science courses will require that students are able to performance relevant laboratory techniques.

(2) Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. Section 11-103:6:

- (A) Social Studies
- (B) Language Arts
- (C) The Arts
- (D) Languages
- (E) Mathematics
- (F) Science

(3) Proficiency for advancing to the next level of study will be demonstrated by a 90% or comparable performance on an assessment or demonstration.

(4) The opportunity for proficiency assessment will be provided at least twice each school year--during the third week of August before the beginning of school and during the third week of April in the second semester.



- (5) Qualifying students are those who are legally enrolled in the local school district.
  - (6) The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
  - (7) Students will be allowed to take proficiency assessments in multiple areas.
  - (8) Students not demonstrating proficiency will be allowed to try again during the next assessment period.
  - (9) Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.
  - (b) Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum level.
    - (1) The school will confer with parents in making such promotion/acceleration decision. Such factors as social and mental growth should be considered.
    - (2) If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement which shall be included in the permanent record of the student.
    - (3) Failure to demonstrate proficiency will not be noted on the transcript.
    - (4) Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency.
    - (5) If proficiency is demonstrated in a grade 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
    - (6) Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.
  - (c) Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.
  - (d) Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
    - (1) Individualized instruction
    - (2) Correspondence courses
    - (3) Independent study
    - (4) Concurrent enrollment
    - (5) Cross-grade grouping
    - (6) Cluster grouping
    - (7) Grade/course skipping
    - (8) Individualized education program
  - (e) Each school district will disseminate materials explaining the opportunities of proficiency-based promotion to students and parents in the district each year. Proficiency criteria for each core curriculum area will be made available upon request.
- II. Appropriate Notation for Core Curriculum Area(s) completed
- Appropriate notation will be made for elementary, middle level, or high school level students satisfactorily completing grade 9-12 high school curriculum areas. Completion may be recorded with a letter grade or pass notation. This curriculum area will count toward meeting the requirements for the high school diploma.

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## **PROGRESS AND STATUS REPORTS**

Progress reports, in the form of warning (down slips) are sent weekly or commendations (up slips) are mailed to parents or guardians at mid-quarters. Warning notices are used when the quality of the student's work is at the failing point or when the work is considered below the level of expectation. Commendations are sent to parents when students are doing unusually good work, or when improvement is evident, but not necessarily when high grades are being made. Commendations are sent at the discretion of the teacher. Parents or guardians are encouraged to counsel with teachers concerning warning notices. Appointments may be set by contacting the individual teacher during the school day or by contacting the principal.

A status report is compiled every week. This report contains the names of those students who would receive a failing grade in the class if school were to end at that time. It is used for counseling purposes and for determining a student's eligibility to co-curricular activities. Students failing a class will receive confidential notification from the individual teacher. When the report is compiled, the student will be on probation the following week. If the grade is not brought up the next week, or a failing grade is made in another subject, s/he becomes ineligible to participate in extra-curricular activities. The sequence is: 1st week--report compiled, 2nd week--probation, 3rd week--ineligibility. The status report will not be made public nor will it be made available to the general student body. It is in no way intended to attach any stigma to the academic ability of any student.

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## **QUEENS AND QUEEN CANDIDATES**

The following are the requirements and qualifications for organizational queen candidates:

1. A student must have at least one semester membership in Beaver Schools before being chosen as queen candidate.
2. A student must have at least a "C" average and be passing all solid subjects before being chosen as queen candidate.
3. When possible, the queen candidate should be an active member of the organization she represents.
4. A student cannot be queen for more than one organization during one school year. However, if a student is the only class member in an organization, and she has already been chosen as a queen for a different organization, she may represent the class as their queen candidate. She may not be chosen by the organization as a queen.
5. If a student is a queen for an organization during one school year, she cannot be a queen for that same organization during a different year. However, if a student was chosen as a queen of an organization a previous year, and she is the only member of her class in the organization during the following year, she may represent the class as a candidate. She may not be chosen by the organization the following year.
6. If a student is a queen for an organization during one school year, she can be a queen for a different organization during a different year.

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## **RIGHT OF EDUCATION**

Beaver Schools abides by the state and federal laws requiring every child be given free and appropriate education.

State and Federal laws require that every child from birth to 21 years old be provided twelve years of free and appropriate education, regardless of the handicap. If you have a child, or know of a child, with a special need who is not now being served, you should contact your local school.

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## **SCHOOL CITIZENSHIP**

If you wish to be thought well of and successful in school, be loyal to yourself and your school by showing the following traits:

Do your work as well as you can.

Support varied activities.

Do nothing which will harm your school's reputation; refused to spread evil while check false rumors.

BE COURTEOUS: refer to teachers as Mr., Mrs., or Miss.

Thank those who do you a favor.

Keep moving in the halls instead of blocking passage by stopping to talk.

Do not shove or push one another. Walk, do not run.

Make no unnecessary work for the janitors by throwing paper or other discarded materials in any place other than the receptacles provided for such.

Remember that this school is loaned to us by the citizens of the Beaver community and we owe it to the incoming students to hand it to them as we found it.

BE RESPECTFUL. The golden rule is a good rule--others will act and think toward you as you act toward them.

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## **SCHOOL CREED**

I believe in the Beaver School as an organization which upholds those high ideals necessary to the well being of all. It is a school which develops loyal pupil citizenship and outstanding qualities of character in its student body. I, therefore, believe it is my duty to take advantage of its opportunities, to respect its faculty, to cooperate with its student body, to defend its good reputation, and to strive constantly to make it a better school.

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## **SCHOOL NURSE**

The District will make an effort to have a health nurse available each day at a specified time period. She will be located in the Elementary Building where minor medical services will be provided to all students and school personnel. Students who require medical advice or medication for headache and minor accidents may go to the nurse's office after obtaining permission from the teacher and the principal's office. Accidents and illnesses requiring a medical doctor's attention will not be handled in the school. The student's parents will be notified in such cases and the student sent home.

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## **SCHOOL OBJECTIVES**

To provide a competent staff qualified by professional training and distinguished by personal integrity.

To develop in the student the ability and desire to use his/her initiative and natural abilities to think critically to evaluate thoughtfully and to act intelligently.

To motivate the student toward a worthy vocation suited for his/her interests, abilities, and ambitions, and to help him/her become a good manager of time and resources.

To provide the opportunity for students to practice active citizenship and social adjustment in a supervised situation.

To help the individual through his/her own efforts to achieve his/her maximum.

To gain personal satisfaction in as many aspects of his/her life as possible, and to make his/her personal contribution to society.

To build and enlarge the foundation of ethical character in all students.

To encourage the student to cultivate a deep regard for democracy and an intelligent appreciation for democratic institutions, and to help students to understand that freedom is based upon individual responsibility.

To help students develop a sense of self worth, respect for others, and a desire for learning which will remain with them throughout life.

To help students care about personal health and safety, to learn proper use of leisure time, and to help them to understand family living.

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## **SCHOOL SONG (ALMA MATER)**

All Hail to thee our dear beloved high school.  
We love you more each day the sun goes down.  
Your hallowed walls bring memories ne'er forgotten  
Of days gone by and moments held so dear:  
And as we sing your praises to the sky,  
You'll live forever dear old Beaver High.

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## **SCHOOL SPIRIT**

School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does the utmost to keep his/her scholastic and activity standards at the highest possible level. School spirit involves COURTESY, PRIDE, AND SPORTSMANSHIP.

1. COURTESY toward fellow students, faculty, and officials and visitors at all school activities.
2. PRIDE in everything our school endeavors to accomplish and has accomplished.
3. SPORTSMANSHIP which includes the ability to win and lose gracefully.

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## **SEARCH PROCEDURES**

Any reasonable suspicion of a student having in his/her possession a dangerous weapon or controlled dangerous substance may cause the search of that student. Any search conducted will be in accordance with the State Law of Oklahoma.

The Beaver Board of Education adopted the following policy concerning the search of a student on November 2, 1987:

Beaver Board of Education Policy relating to detention and searches of students and reports by certain school officials and employees; modifying certain search procedures; modifying lists of items subject to such searches; limiting such searches; authorizing the preservation of certain evidence; authorizing certain suspensions; eliminating certain expectations of privacy.

The superintendent, principals, or teachers of Beaver Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, intoxicating beverages, or for missing or stolen property, if said property is suspected to have been taken from a pupil, a school employee, or the school. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this policy shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. No student's clothing, except cold outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, or teacher searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, or missing or stolen property.

Any pupil found to be in possession of the above may be suspended by the superintendent or principal for a period not to exceed the current school semester and succeeding semester. Any such

suspensions may be appealed to the Board of Education of Beaver Public Schools by any pupil suspended under this policy.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the content of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such searches. Search/Drug Dogs may be used!

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## **SPORTSMANSHIP**

Sportsmanship is found in that area above and beyond the requirements of those rules and is an expression of respect and good will by the attitude, words, and acts of those associated with our games and sports. Real sportsmanship is demonstrated in the grandstand as well as on the athletic field. Unsportsmanlike conduct such as "booing," yelling at the officials, and stomping on the bleachers while opponents are attempting free shots are acts that are unbecoming and will certainly never bring our teams nearer to victory.

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## **STATEMENTS OF BELIEF**

We believe that all students can learn.

We believe that students learn at various rates of speed.

We believe that students have various capacities and motivations to learn.

We believe that all students have the right to an education limited only by his/her abilities and ambitions.

We believe that school should be a pleasant place to go and students respond better to kind, considerate treatment than to autocratic orders from the top.

We believe that the school should give every assistance possible to each student in analyzing his/her aptitudes, abilities and adjustments to changing society.

We believe that education includes the development of appreciations, attitudes, ideals and habits as well as the acquiring of knowledge and skills.

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## **STUDENT CENTER**

The student center s open to high school students before school and during the lunch period.

Candy and soft drinks are sold by the Student Council. Refreshments are to be consumed only in the student center. All students are responsible for helping to keep the student center clean. Keep waste paper and empty soda drink bottles and cans off the floor.

Keep in mind that proper behavior and respect for property must be exhibited at all times. As long as students maintain self-discipline, only a minimum or rules will be necessary.

Furniture and equipment are not to be removed from the student center.

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## **STUDENT TRANSPORTATION**

Students bringing any type of motor vehicle must have a registration of the vehicle on file in the high school office. Vehicles driven to school must remain parked until school is dismissed unless the student is going home for lunch. Permission to go home for lunch must be obtained from the principal's office. Students who bring motor vehicles to school will be expected to assume the following responsibilities:

Observe the speed limit.

Do not pass buses when they are loading or unloading.

Park only in areas designated for student parking.

Do not sit in or on cars while parked at school.

Do not overload your vehicle or allow people to ride on the fenders or in the backs of trucks.

Refrain from aimless cruising around the school neighborhood.

Do not drive any vehicle to any class or activity during the regular school day.

Observe all city and state traffic laws.

Students who repeatedly violate any of these rules may have their driving privileges revoked either temporarily or permanently!

Students may be excused from school to take a driver's exam. These exams should be taken during the time the student has a study hall scheduled. It will be the responsibility of the student to make all necessary arrangements. No other student will be excused to provide transportation to the examination point.

The parent or guardian must contact the principal's office before the student will be excused from school to take a driver's examination.

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## **SUSPENSION AND REINSTATEMENT**

According to the School Laws of Oklahoma, Article XXIV, Section 336, "Any student who is guilty of immorality or violations of the regulations of a public school may be suspended by the principal of such school, which suspension shall not extend beyond the current school semester and the succeeding semester; provided, the pupil suspended shall have the right to appeal from the decision of such principal to the board of education of the district, which shall, upon a full investigation of the matter, determine the guilt or innocence of the pupil and its decision shall be final."

Suspension from school is a serious penalty. Students may be suspended from Beaver Schools for:

1. Improper moral actions
2. Persistent discipline case
3. Reasonable proof of guilt in cases of stealing
4. Improper respect for teacher
5. Continued lack of interest in educational improvement.
6. Possession or use of alcoholic beverages or illegal drugs while they are in attendance on any school property or at any school function.
7. Deliberate destruction of school property or personal property of students or school employees.
8. Possession of a dangerous or illegal weapon, **including ammo or fireworks of any kind.**
9. Conduct which jeopardizes the safety of others.
10. Conduct calculated to disrupt the operation of the school.
11. Truancy.
12. Any other literal, symbolic, oral, written, physical or mental act that impedes school morale or disrupts the tranquility of the educational process. The parent or guardian of a student who has been suspended will receive notification of the suspension by a registered letter from the principal. This letter will also contain information concerning the student's right of appeal of the suspension to the superintendent and board of education.

Suspension is a "last resort" disciplinary procedure. Most suspensions will be from one to three days in length. However, in special situations, students may be suspended for longer lengths of time.

Absences incurred while a student is suspended will be unexcused.

A student who wishes reinstatement must meet all requirements set forth by the principal. See policy on reinstatement under "Conduct and Discipline."

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## **TELEPHONES**

The school telephone is a business phone and it may be used by students only in cases of emergency, or with the permission of the secretary or the principal. Students are not to use the telephone in the superintendent's or the counselor's office. Faculty and students will be called out of office for telephone calls or visits only from parents and only in an emergency. Also see Electronic Devices for rules on student cell phone use.

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## **TOBACCO**

Staff and students are prohibited from using tobacco, in any form, in or on any school property, at school activities, or any school functions. ABSOLUTELY NO TOBACCO PRODUCTS ALLOWED ON SCHOOL PROPERTY WHEN ANY PROGRAM FOR STUDENTS IS IN SESSION. HB 2529 11-01-00

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## **TORNADO, FIRE, and LOCK-DOWN DRILLS**

Fire, tornado, and lock-down drills are required by the Oklahoma State Law and will be scheduled at regular intervals. Rules of safety and instruction for evacuation will be reviewed regularly and posted in each classroom.

During drills or actual emergency, personal safety will depend upon the manner in which students carry out the regular procedures or modified instructions which the situation may dictate.

The fire signal will be a long siren sound. The tornado signal will be several short sounds, similar to an ambulance. The signal to return to class (all clear) will be a chiming sound.

Tornado and fire escape routes are given. All occupants of the school buildings will be expected to exit to the proper place in an orderly manner when the tornado or fire signal is given.

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## **TRAFFIC IN PRIMARY BUILDING AREA**

Parents are asked to drop their children off in the mornings in front. The road behind the Primary Building is to be used only to pick up your children after school. This is a one-way road and the entrance is between the bus barn and garage. Parents are expected to pick their children up at 2:30. No cars will be loaded at the front of the building. Only bus students will use the front. Students who walk home will be assisted across the street by the duty teacher. Because of the heavy traffic, we also suggest that 1st and 2nd grade students do not ride their bikes to school.

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## **USE OF OLD GYMNASIUM**

1. Each club, team, sponsor, etc., will contact the site principal and provide the name of the sole spokesperson in charge of the group. The purpose of each team, club, and organization having a single elected official is for communication purposes. That person will be responsible for helping to carry out district policy for use of this facility.
2. No school age child is to be in the area of physical activities without permission of a Beaver school administrator. All pre-school age children are to be supervised by a parent or responsible adult

who is not participating in the activity. No child may be allowed to run free without supervision. District liability makes this policy a very necessary part of the building-use policy.

3. Teams invited to take part in activities at the Beaver facility must adhere to district policy. Therefore, it is recommended that each visiting team or club or group of users have a responsible spokesperson to help with policy compliance.
4. Alcohol and illegal drugs are not permitted on school grounds --including 3.2 beer.
5. Tobacco in any form may not be used in the building(s) or anywhere on school property.
6. Coaches' offices, equipment storage areas, and supply rooms are off limits unless a school official is present to supervise the use of these areas.
7. Student lockers are off limits. Under no circumstances may any student's equipment be taken for use.
8. Only proper gym shoes may be worn on the gym floor. **NO STREET SHOES OR OUTSIDE SHOES ALLOWED ON THE FLOOR.**
9. **NO "DUNKING"** allowed. Rims and backboards are expensive to replace.
10. It is recommended that the group using the facility bring their own basketballs and/or equipment. School equipment will probably be locked up.
11. The area of facility use must be left clean, picked up, doors tightly closed and locked, with all lights turned off.
12. **RESTROOMS MUST BE CHECKED BY THE RESPONSIBLE PARTY TO MAKE SURE THEY ARE AS THEY WERE FOUND; CLEAN!!**
13. Admission fees may not be charged by community teams without prior permission of the Beaver Board of Education.
14. No community function may be scheduled to compete with the normal school program(s) for students. It is important that the spokesperson work closely with the school principals to avoid conflicts with school activities or regular practices.
15. No activities may be scheduled from Sunday a.m. until 2:00 p.m. or from 5:00 p.m. until 8:00 p.m. These hours are set aside for family, personal, or church time. Facility is open for use Sundays and Wednesday from 8:00-10:00 p.m. Facility is to be closed by 10:00 p.m. No exceptions. There is a two-hour time limit on gym use on checked out keys.
16. This agreement and policy is in effect during regular school session, August through May. During summertime months, the facility is being used for school-sponsored basketball camps, school football weight training for student/athletes, or is being cleaned and made ready for the coming school year. Outside use during this time may or may not be granted depending on facilities readiness.
17. The above facility use deals only with the upper gym floor. The downstairs rooms, office(s) and equipment are strictly off limits to outside users due to liability issues.
18. Each outside user or group will check with either the Elementary Principal or the High School Principal during regular school hours about using the old gym. The Principal(s) will check the activities calendar to make sure there is no conflict with regular school activities. Upon approval from the Principal, the user will get a key and a copy of the use policy and be required to sign for the key. There will be a fee of \$100 charged for a lost, misplaced, or damaged key. The person given the key and policy will be held responsible for any misuse or damage to the facility. They key must be returned by the responsible party directly to the Principal the next school day during regular hours. The key will be of non-duplicate form. Attempts to duplicate the key will assure the user of no further use of the facilities. Observance of these rules and regulations is a condition of continued use of the facility.

See “Request for Use of Old Gymnasium” form [here](#):

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## **VISITORS**

Visitors are welcome, especially parents. You should obtain permission, however, before bringing a guest to school. No visitors are allowed on exam days, or without priori arrangements. If you have an authorized guest, you must accompany your guest throughout the entire day and you will be responsible for his/her conduct. Visits will be limited to one day and will receive an ID Tag.



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## **WITHDRAWAL FROM SCHOOL**

When it becomes necessary for a student to withdraw from school, the parent or guardian should notify the counselor or principal. The student should then report to the counselor's office where a withdrawal permit will be issued. This permit is to be signed by the teacher. A student must return all books and equipment and should have all bills paid at the time of withdrawal. Teachers are not to sign a withdrawal slip until the student's record is clear.

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