

# **Bokoshe Public Schools**

2020-2021  
Student Handbook



## **BOKOSHE SCHOOLS**

We want to take this opportunity to extend to each of you a warm and sincere welcome to the 2019-2020 school year. The faculty and administrators of Bokoshe Schools are very proud of our school and thankful to be serving this community.

It is our mission to provide our students with a safe, orderly learning environment and rigorous, engaging academic lessons. The staff and administration of Bokoshe Schools will work diligently to ensure that this task is successful.

Every one of our students is unique and we will do everything we can to assure that each child receives the caliber of education needed for success. Your child learns in many places, and in a variety of ways. School and home are the major sources of your child's learning. A partnership between home and school is essential for a child's success. We share a common goal—the best possible education for your child. Here are some ways you can help:

- ✓ Attend parent/teacher conferences
- ✓ Communicate often with teachers
- ✓ Know what your child is studying
- ✓ Take an active role in your child's activities and studies
- ✓ See that your child attends school regularly and follows the rules.

Thank you for working with us to build a better school, community and state, one student at a time.

## **Faculty and Staff**

### **Certified Staff**

### **Duties**

|                       |   |
|-----------------------|---|
| Diana Hames.....      | Superintendent/Coach  |
| Celia Abernathy ..... | Guidance Counselor  |
| Debra Restine.....    | Pre-Kindergarten  |
| Gayla Martin.....     | Kindergarten  |
| Kenny Pierce.....     | First Grade   |
| Tina Crase .....      | Second Grade  |
| Kelly Parker .....    | Third Grade   |
| Sabra Ross.....       | Fourth Grade  |
| Angela Rosa.....      | Fifth and Sixth Grade   |
| Cindy Arnwine.....    | Special Education   |
| Tami Swindle .....    | Yearbook / Library / 7 <sup>th</sup> /8 <sup>th</sup> English |
| Kaylee Walden.....    | Vocational Agriculture  |
| Barbie Weaver.....    | Vocational Family and Consumer Science                        |
| Tammy Bray.....       | English / Speech & Drama                                      |
| Zane Garrett .....    | Science   |
| Cory Crase .....      | Social Studies  |
| Beth Watkins.....     | Math  |

### **Support Personnel**

### **Duties**

|                          |                              |
|--------------------------|------------------------------|
| Suzzanna Brassfield..... | Superintendent's Secretary   |
| Cindy Crase.....         | Student Information          |
| Royce Lynne Bell.....    | Technology/ Federal Programs |
| Denise Davis .....       | Distance Learning Asst.      |
| Carla McFarland .....    | Cafeteria Manager            |
| Mary Collins .....       | Cook                         |
| Ina Cox.....             | Cook                         |
| Harold Crase .....       | Maintenance                  |

All of the employees listed above are employed by the Bokoshe Board of Education for the betterment of the school system. Each student is expected to obey any reasonable request or directive given by anyone on the school staff.

# Daily Bell Schedules

## Elementary

| Class begins at 7:50 |             | BOKOSHE ELEMENTARY CLASS SCHEDULE 2020-2021 |  | Class ends at 3:40   |  |
|----------------------|-------------|---|--|----------------------|--|
| 1st Grade            | 10:00-10:55 | Lunch 10:55-11:20 AM                        |  | Lunch 1:45-2:30 P.M. |  |
| PK-Kindergarten      | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 1st-2nd              | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 3rd-4th              | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 5th-6th              | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 7th-8th              | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 9th-10th             | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 11th-12th            | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 13th-14th            | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 15th-16th            | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 17th-18th            | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 19th-20th            | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 21st-22nd            | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 23rd-24th            | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 25th-26th            | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 27th-28th            | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 29th-30th            | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |
| 31st                 | 10:00-10:55 | Lunch 10:55                                 |  |                      |  |

## High School

| Time          |            |
|---------------|------------|
| 7:40          | First Bell |
| 7:50 – 8:45   | Period 1   |
| 8:45 – 8:55   | Breakfast  |
| 9:00 – 9:55   | Period 2   |
| 10:00 – 10:55 | Period 3   |
| 11:00 – 12:00 | Period 4   |
| 12:00 – 12:20 | Lunch      |
| 12:25 – 1:25  | Period 5   |
| 1:30 – 2:25   | Period 6   |
| 2:30 – 3:40   | Period 7   |

## Admission Policy

Bokoshe Public Schools admits students of any race, sex, color, national or ethnic origin without regard to disability and offers to all the rights, privileges, programs, and activities which are made available to all other students at the school. The school does not discriminate on the basis of sex, race, color, religion, national or ethnic origin or disability in the administration of its educational policies, admission policies, and athletic and other school administered programs.

## **Attendance**

Regular attendance in school and being in class on time are important habits to form. It is almost impossible to do satisfactory work without regular attendance in every class. If a student is not in school, he/she will be counted absent unless he/she is excused to represent the school in a school-sponsored activity. School-sponsored activity absences will be limited to 10 per school year.

When a student is absent, he/she will have one day for every day absent to turn in the work missed. Day one will start the first day the student returns to school. It is the responsibility of the student to find and consult the teacher before or after class concerning make-up work. In the event of an out-of-school suspensions, school work will be allowed and credit given. If a student is suspended or absent for five days or less, he/she is responsible for getting missed work when returning to school. If a student is suspended or absent for more than five days, the school work may be requested and picked up by the parent or guardian. **The work will be turned in on the day the student returns to class.**

Students who miss more than 9 days in an 18 week period (semester) will automatically receive an F for insufficient attendance, unless otherwise authorized by school administration, and will not receive credit for those subjects that 18 week period (semester). This determination will be made on an hour by hour basis.

If a parent or guardian wishes to appeal because of attendance, a five (5) member teacher committee (composed of elementary and junior high/high school teachers) will be formed to hear the appeal and any possible extenuating circumstances will be taken into account. The decision reached by the committee will be final. Any student who is suspended during the semester will not be eligible for semester test exemptions.

## **Attendance / Extra-curricular Activities**

A student must be present four periods of the school day to participate in extra-curricular activities for that day. Exceptions to this policy may be made for special circumstances but **prior approval** must be obtained from the administration.

## **Tardies**

Students who accumulate a total (periods 1-7 combined) of three unexcused tardies during a quarter will receive one absence.

## Arrival Time

School supervision of campus begins at 7:20 am. Elementary students are encouraged to arrive by 7:25 am if they plan to eat breakfast.

## Dress Code

No student will be allowed to attend school barefoot or dress in any manner that will distract from the educational climate of the school. No hats will be worn during school hours unless designated by the principal (such as “Hat Day”). All students must maintain their hair in a neat, clean, and well-groomed manner. All clothing must be neat and clean as well.

The wearing of shorts/skirts will be permitted provided the shorts/skirts meet the following criteria: **Shorts and skirts are to be no shorter than the width of a dollar bill from the end of the garment to the top of the knee while sitting.** Students who are found in violation of this policy twice in one semester will lose their privilege to wear shorts for the remainder of the current semester. All shorts must be hemmed.

The wearing of leggings, tights, yoga pants or any other form fitting outfit (tight stretchy material that takes the place of pants) is prohibited unless a skirt, shorts, or a shirt is worn over them that meets the length criteria mentioned in the paragraph above.

Tank tops, shirts with thin straps, or accessories with writing or pictures which are profane, vulgar, repulsive, obscene or which are suggestive or symbolic of drugs, alcohol, tobacco, sex, or anything illegal or immoral will not be permitted. No shirt or blouse which reveals a bare midriff or back, or any see-through blouses or shirts shall be worn in school.

Jeans may be worn provided that they are neat, clean, and not patched in a disruptive manner. Jeans that are cut, torn, or are generally ragged will not be permitted. If deemed inappropriate by the principal. Jeans that drag below the heel will not be permitted. All jeans and/or pants will be worn at the waist, not the hips.

The wearing of baggy clothing or chains will not be permitted. Trench coats or any long jacket/coat will not be allowed.

All students are required to wear shoes. Shoes that have rollers or wheels in the soles are prohibited. Elementary students will not be permitted to wear flip flops (between the toes or single strap over the top of foot).

Hair which is dyed an unusual color which causes a substantial and material disruption to the educational process will not be permitted.

Adornments of any kind which are excessively large, attention-getting, and are likely to cause a substantial and material disruption to school operations may be declared a distraction to the educational process and the wearer directed to remove them by the administration.

Sponsors of extra-curricular activities shall establish regulations governing student dress and appearance while participating in extra-curricular activities. These regulations shall be no less stringent than those required by the student body at large.

### **Blanket and Bedding**

Student will not bring blankets or bedding to school. Jackets or Coats are allowed for warmth.

### **Progress Reports**

Each nine weeks students will receive a report card. Progress reports will be sent home after five weeks in a quarter have been completed.

### **Grades**

Grades will be calculated on a "total points" system. The semester grade will be cumulative and the semester test administered by each teacher will be worth 20% of the semester grade.

The quarter report card provides a snap shot of where that student is in regards to the semester grade. The semester grade will be a running total. Semester grades ***are not*** calculated by averaging the two quarters together. An "I" will be issued if a student's work for the semester is incomplete, but this "I" must be changed to either an earned grade for completed work or "F" by the end of two weeks.

In each class teachers will provide a minimum of 1800 points per quarter. K-2 teachers will provide a minimum of 900 points. per quarter.

### **Grading Scale**

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

If a parent should have any question regarding his/her child's progress, please call 918-969-2341. Parents may also request access to their child's grades via the internet using an assigned WenGage login and password.

### **Procedures for Dealing with Problems / Concerns**

If, for any reason, a parent or student feels that a problem has come up in a class or with a teacher, the following is the correct procedure to be followed: First, contact the teacher of the class and address the issue. If this does not get the problem corrected, then the second step is to proceed to the building principal.

### **Conferences**

There will be four scheduled Parent/Teacher conference nights throughout the school year. If a parent needs an additional conference with a teacher, the conference should be set up by appointment.

### **Visitors**

A visitor is any person who is not a student or employee of Bokoshe Public Schools. All visitors must check in at the office upon arrival. This procedure is for the safety of our students. Any visitor who disrupts the peaceful activity of the school will be ordered to leave school grounds and may be banned for a period of up to 6 months.

### **Promotion and Retention**

The Bokoshe Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same rate. Therefore, for some children, more than twelve years of public education are necessary to achieve the minimal standards of an appropriate education.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program as created by their IEP team.

Grade level placement in the elementary and in the junior high school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. Assignment of grade marks will not be used as a means of discipline or reward under any circumstances.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not receive a passing grade in a course; the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying

with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting a child's progress to the child's parent(s) or guardian. Informal notes and personal conferences are necessary to help the teacher and the parent(s) or guardian understand the child's development and progress. The parent(s) or guardian shall be informed, and a conference scheduled if the parent(s) or guardian desire, when it becomes apparent that a child may need to remain at a grade level.

Upon request of the student, or the student's parent(s) or guardian, a student who has been recommended for retention, is failing a grade, or seeks advancement will be given the opportunity to demonstrate proficiency in the Priority Academic Student Skills (PASS) for the applicable grade level or course. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: semester test, portfolio, criterion-referenced test, thesis, project, product, or performance.

Students demonstrating proficiency in a set of competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical, and mental growth. The school will confer with parents or guardians in making such promotion/acceleration decisions.

Elementary, middle level or high school students may demonstrate proficiency in the Common Core State Standards for grades 9-12 high school curriculum areas. Appropriate notation will be placed on the high school transcript. The unit(s) shall count toward meeting the requirements for the high school diploma.

### **Promotion and Retention Appeal Process**

**First Level of Appeal:** The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the initial decision, the initial decision will be final and non-appealable.

**Second Level of Appeal:** The parent may request review of the principal's decision by letter to the Superintendent. If no request

is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and non-appealable.

**Final Level of Appeal:** The parent may request review of the Superintendent's decision by letter to the Superintendent or the Clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of the Superintendent's written notification of his or her decision, the Superintendent's decision will be final. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and non-appealable.

### **Honor Roll**

The honor roll will be published at the end of each nine week grading period. To be eligible for the honor roll, a student cannot make a grade lower than a "B" for the principal's honor roll and an "A" for the superintendent's honor roll.

### **Preparation for Class**

It is the student's responsibility to come to class with the tools needed for work-books, pencil, paper, etc., and any equipment or assignment that is required for class. Homework will be assigned at the teacher's discretion.

### **Late Arrivals / Early Withdrawals**

All students who arrive late or leave early must sign in / out at the office.

### **Leaving School**

A student will not be allowed to leave school without proper notification, nor will a student be allowed to get off the bus except at his/her normal place without proper notification.

If a student is to leave with another child or adult, the school must be informed either by telephone or in writing by the parent or legal guardian.

Students will not be allowed to leave campus for lunch.

Students will no longer be allowed to check out by telephone or text messages from parents between the hours of 11:30-1:00. If circumstances dictate differently students may be checked out by parents in person and signed back into school by parent in person.

### **Parking Lot Procedures (High School Students)**

Once a student has arrived at school for the day he/she must stay on campus until the end of the day or he/she has been checked out through the office. Students are not allowed to sit in their cars once they have parked on school property. Upon dismissal

students who park on the South parking lot behind the cafeteria will be allowed to leave. Students will park in the North parking lot will wait until the buses have left to leave campus

### **Walkers and Parent Pick-ups**

Students walking home will be released from school after the last bus has left the school grounds. Students who are normally walkers or parent pickups need to make verbal or written permission by the parent/guardian, in the office or to the teacher, if different after school arrangements are needed. Any student without the verbal or written permission for changes to their normal schedule will be sent home as usual.

### **Parents/Guardians Parking After School**

To provide a safer environment for students all traffic during pick-up and drop off times will be one-way. Parents, who are picking up their children regardless of age, should do so behind the cafeteria.

### **Cafeteria**

Our cafeteria serves nutritious meals each day. Students may pay their lunch bills monthly. The cost per day is .75 cents for breakfast and \$1.00 for lunch. All charges must be paid by the 15<sup>th</sup> of each month for preceding month's charges. Applications for free and reduced meals are available from the office upon request.

### **Discipline**

All students are expected to conduct themselves appropriately during the school day, on school property, including school vehicles, and at or going to or from school functions, or any sponsored or authorized activities. Each student is responsible for his/her behavior. All disciplinary action will be recorded in the school's computer system for future reference.

### **Student Discipline**

The school's primary goal is education, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others or the orderly operation of the educational system, corrective actions are necessary for the benefit of the individual and the school.

In recognition of this fact, the Oklahoma Legislature has amended the Oklahoma School Code, Okla. Stat. Title 70, 6-114 to read as follows: "Each district board of education shall adopt a policy for the control and discipline of all children attending public school in the district. Such policy shall provide options for the methods of

control and discipline of the students and shall define standards of conduct to which students are expected to conform. In developing the policy, the district board of education shall make every effort to involve the teachers, parents and students affected. The students, teachers and parent or guardian of every child residing within a school district shall be notified by the district board of education of its adoption of the policy and shall receive a copy upon request. Provided, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.”

The goal of this policy is to correct the misconduct of the student and to promote adherence by the student and by the other students to the policies and regulations of the district.

In response to the legislative call for each district to develop its own discipline policy, the Bokoshe Board of Education adopts the following Disciplinary Actions. The intent of these actions is to provide students with a definition of the limits of acceptable behavior and to provide those responsible for administering the discipline policies of the board with acceptable options for the control and discipline of students.

It is not the intent of this policy to dictate every disciplinary action that will be taken before each specific offense but to outline those acceptable actions that may be taken. Disciplinary action should be based on a careful assessment of the circumstances surrounding each offense.

Nothing in this discipline schedule shall be construed to deny the student’s right to due process in cases that may end in out-of-school suspension.

These actions shall be interpreted by the administration in a manner that they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action that they find warranted by situations not covered in the Disciplinary Actions.

This disciplinary policy may cause the removal of a student from an extracurricular activity if the student fails to comply with reasonable rules established by the activity sponsor or administration.

Any student suspended from school shall not be on the school grounds at any time during the suspension except to confer with school officials.

Some of the unacceptable behaviors which might lead to some form of discipline include but are not limited to the following:

- ✓ Disrupting class or assembly programs
- ✓ Misconduct outside classroom setting
- ✓ Display of Affection
- ✓ Use of profanity, obscene gestures, vulgarity,
- ✓ Cheating / failing to do assignments
- ✓ Failure to attempt reasonable academic achievement
- ✓ Disrespect for school personnel
- ✓ Disrespect of school rules or classroom rules
- ✓ Leaving school without permission
- ✓ Truancy
- ✓ Bus misconduct
- ✓ Use of threats, (physical or verbal)
- ✓ Assault/fighting (physical or verbal)
- ✓ Damage to school property or personnel property
- ✓ Rock throwing or other such offenses
- ✓ Sexual harassment
- ✓ Possession, threat, or use of a dangerous weapon
- ✓ Possession, use, or possible selling of controlled substances or alcoholic beverages
- ✓ Inappropriate behavior
- ✓ Disruption of the educational process or operation of the school
- ✓ Failure to comply with state immunization rules
- ✓ CONDUCT THAT THREATENS OR JEOPARDIZES THE SAFETY OF OTHERS

### **Disciplinary Action Choices**

- ✓ To be used at discretion of administration as deemed appropriate
- ✓ Warn Student
- ✓ Advise Parent
- ✓ Removal from class, group, or activity
- ✓ Detention
- ✓ Parent Conference
- ✓ Conference with Principal
- ✓ Early Morning Detention
- ✓ Loss of recess time (K-6)
- ✓ Probationary Period

- ✓ Corporal Punishment
- ✓ Out of School Suspension (short term)
- ✓ Out of School Suspension (long term)
- ✓ Additional Writing Assignments
- ✓ Removal from extra-curricular activities
- ✓ Financial Restitution
- ✓ Involve Law Enforcement
- ✓ Refer to other social agencies
- ✓ Other disciplinary action as deemed appropriate by the administration

### **Refusal of Punishment**

Any student that refuses to receive punishment as prescribed by a teacher or administrator may be suspended from school for a period of three days. The parent/guardian will be notified to come and pick up their child within 30 minutes of the phone call. For any second offense of this nature, the student may be suspended for five days. This suspension is in addition to the initial punishment.

### **Corporal Punishment**

All teachers and other certified employees of Bokoshe Public Schools shall have the same right as a parent or guardian to control and discipline a child during the time the child is in attendance or in transit to or from our school or any other school function sponsored or authorized by school officials or in a classroom presided over by the teacher.

Our teachers have the authority to administer discipline that is reasonably necessary to manage their classes, including but not limited to spanking or paddling.

A student may be disciplined by any certified teacher during the school day or at any school sponsored activity. Students are expected to show respect to all faculty and staff personnel - all teachers, elementary and secondary, as well as other staff members, i.e. secretaries, cooks, custodians, etc.

Five factors will be considered before corporal punishment is administered. They are as follows:

1. The seriousness of the offense.
2. The attitude and past behavior of the student.
3. The nature and severity of the punishment.
4. The age and strength of the student
5. The availability of less severe but equally effective means of discipline.

Corporal punishment is never to be the first line of punishment for minor offenses. Minor offenses will always be given an alternative consequence in place of corporal punishment. Corporal punishment must be administered without malice and will not exceed five swats for any specific misbehavior, the maximum swats a student can receive in one day is five. If a student is to be exempt from paddling, he/she must have written documentation on file with the principal, signed by the student's parent or guardian. This documentation exempts the student from corporal punishment for that school year. It is the responsibility of the parent to provide the written request each school year if they want their child exempt from corporal punishment. Any student who does not have this request on file may receive corporal punishment. Parents who want to be notified before corporal punishment is administered must also file this request in writing each school year.

A request to exempt a student from corporal punishment will be granted on agreement by the parent that when corporal punishment would have otherwise been administered the following conditions will be met:

1. An alternative form of discipline, which may include Early Morning Detention or Out-of-School suspension, will be imposed.
2. Any student suspended from school shall not be on the school grounds at any time during the suspension except to confer with a school official. Any violation of these rules may result in a long term suspension.

The only appropriate place for a paddling on student's body will be the seat of the pants. Paddling shall not be administered in front of other classmates. An adult witness must be present whenever a paddling is administered.

Students are to be told what they have done and why they are being punished. The students will be allowed to respectfully give his/her version of the incident. A brief written report of the paddling shall be placed in the student's log entries in WenGage after the punishment is administered. The report should state the date, the misbehavior, and the number of swats given. It is the administering staff member's responsibility that notification be delivered by the student or mailed to the parent or guardian in a timely manner, if requested.

## **Fighting**

Fighting on campus during school hours or at school sponsored activities and events will not be tolerated. Fighting is defined as an individual who hits another person with his/her hands, feet, or another object with intent to do harm.

## **Kindergarten – 2nd Grade**

- \* First Offense Disciplinary measures as determined by administration.
- \* Second Offense 3 days – no recess
- \* Third Offense 3 days out of school suspension.

## **3rd -6th Grade**

- \* First Offense Three day out of school suspension or other disciplinary measures as determined by administration.
- \* Second Offense 10 days out of school suspension.
- \* Third Offense 45 days out of school suspension.

## **7th – 12th Grade**

- \* First Offense 5 days out of school suspension.
- \* Second Offense 15 days out of school suspension.
- \* Third Offense 45 days out of school suspension.

Law enforcement may be involved if deemed appropriate by the administration and fines may be imposed. Under certain conditions the administration may modify punishment if deemed appropriate.

## **Bullying Prevention**

This policy is provided to ensure the complete understanding that Bokoshe Public Schools prohibits harassment, intimidation and bullying. By signing that you have received these student policies, confirmation is made that you understand that these types of behaviors are prohibited and, if committed, will result in disciplinary action against all involved. Bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. Bullying may also be defined by any of the following categories: Physical bullying; Emotional Bullying (verbal threats or abuse); Social Bullying, and Sexual Bullying. Threats, intimidation, or harassment by use of electronic device will be considered bullying whether or not the communication originated at school.

## **School Activities**

1. On school activities students will be allowed to view G and PG movies. PG movies will be previewed according to policy.

2. Any student arrested and/or detained by a law enforcement officer for any reason, while on a school sponsored or authorized activity, will be subject to disciplinary measures when he/she returns to school. The parents will be notified and it will be the responsibility of the parent to provide transportation for their child back home.
3. During all school sponsored or authorized activities, students are expected to follow all school policies and rules. This includes class parties, fair trips, school trips, senior trips, Halloween carnival trips, club trips, ball trips, rodeos, and any other school sponsored or authorized activity.

### **Ineligibility Policy**

Students who wish to participate in extracurricular activities must maintain an average of 60% in each class.

Any student who reaches his or her 19<sup>th</sup> birthday before September 1<sup>st</sup> will not be eligible to participate in interscholastic sports and other extra-curricular activities governed by the Oklahoma Secondary Schools Activity Association (OSSAA).

### **Bus Misconduct**

Students are expected to follow the school rules and the instructions of the bus driver anytime they are being transported on a school bus for any activity or route.

The student's parent and principal shall be notified of the first occurrence of misconduct. The principal shall take whatever reasonable action he/she deems necessary. For the second or third occurrence, in addition to the above notification, bus privileges may be withdrawn for five days. For a fourth, and subsequent offenses, a student's privileges may be withdrawn for the equivalent of one semester.

If a student is to be denied transportation for any reason the parent must be notified. The bus driver shall not put a child off the bus.

### **Responsibility of the Parents**

The responsibility of parents whose children are transported at public expense:

1. To ascertain and insure that their children arrive at the bus stop on time in the morning.
2. To ascertain and insure that an adult will be present when the student is drop of after school hours.
3. To provide necessary protection for their children when going to and from the bus stops.

4. To accept joint responsibility with the school authorities for proper conduct of their child.
5. To make reasonable efforts to understand and cooperate with those responsible for pupil transportation.

### **Use of Tobacco**

The use or possession of tobacco in any form or tobacco products is prohibited on school premises or a school sponsored or authorized activity. Possession and/or use of tobacco by students attending any school sponsored or authorized event outside school premises, or while being transported to or from such an event is prohibited.

### **Locker Rules**

Lockers will be issued the first day of school by the class sponsors (grades 5-12). After the first day of school, there will be no changing locks or lockers except through the office. Any changing not done through the office may result in disciplinary action against the student or students involved. Students are urged to not share their combination with other students, because this could result in loss, damage, or theft of your belongings. Locks will remain on the student's lockers at all times.

Laser Locks will not be permitted to be used. In the event a student uses a non-approved lock, the lock may be cut off.

If a student brings their lunch from home to be placed in their lockers, they must keep the items in spill proof containers. Glass bottles or containers are not allowed.

### **Searches**

To maintain discipline and to insure the proper functioning of the educational process, school personnel must have access at all times to all school property, including lockers, desks, student bags/backpacks, pockets, purses, etc., may be searched if there is a reasonable clause. Students have no expectation of privacy for items in their locker. School officials may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time. Vehicles on school property are subject to random searches.

### **Dangerous Weapons in School**

Possession by any student of a dangerous weapon, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm

any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle is prohibited.

Any student in violation of this policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities.

Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law.

### **Suspension Policies**

The principal shall have the authority to suspend out-of-school any pupil who is guilty of any of the following acts while in attendance at Bokoshe School or in transit by school transportation or under school supervision to or from school at any school function sponsored or authorized by the school district or when present on any property under the control of the school district:

1. Conduct calculated to disrupt the operation of the school.
  2. Immorality or profanity.
  3. Conduct which jeopardizes the safety of others.
  4. Possession, threat, or use of a dangerous weapon.
  5. Violation of written school rules, regulations or policies.
  6. Assault and battery
  7. Possession, use, distribution, sale, conspiracy to sell or being in the chain of sale or distribution or being under the influence of any narcotic drug, stimulant, barbiturate, alcohol, low-point beer, or hallucinogen.
  8. Truancy.
  9. Continued willful disobedience.
  10. Repeated failure to attempt a reasonable academic achievement.
- If for any reason a school administrator finds it necessary to suspend a pupil out-of-school, the following procedures will be accorded as minimum requirements of the due process clause of the Fourteenth Amendment of the Constitution of the United States.

### **Pre-Suspension Conferences:**

1. When a Student engages in conduct for which out-of-school suspension is a possibility, the principal will conduct an informal conference with the student.
2. At the conference with the student the principal will read the policy, rule or regulation which the student is charged with having violated and will discuss the conduct of the student which is a violation of the policy, rule or regulation.

3. The student will be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student will be advised that he/she is being suspended and the length of the suspension.
5. The principal will immediately notify the parent by phone and in writing that the student is being suspended from school by the principal and that the principal has considered and rejected alternative in-school placement options.

#### **Immediate Suspension without a Pre-Suspension Conference:**

1. A student may be suspended out-of-school without the above pre-suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute a danger to the health or safety of the students, staff or school property or an continued substantial disruption of the educational process.
2. In such cases, a suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

#### **Conferences with Parents:**

1. The principal will seek to hold a conference with the parent or guardian as quickly as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
2. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than an alternative disciplinary process. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the principal will state whether he/she will terminate or modify the suspension. In all cases the parent will be advised of his/her right to have the

suspension reviewed by committee and for suspensions of more than ten days, the Board of Education.

**Appeal to a Committee:**

The parent may request review of the initial decision by a committee by letter to principal. If no request is received within five (5) days of the parent's receipt of written notification of the principal's initial suspension decision, the initial decision will be final and non-appealable. The committee's decision is final and non-appealable for out-of-school suspensions of ten days or less.

**Appeal to the Board of Education:**

The parent may request review by the Board of Education of the committee's decision concerning an out-of-school suspension of ten days or more by letter to the superintendent or the clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of the committee's decision, its decision will be final and non-appealable. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and non-appealable. SB 0452 States that for students that have been suspended out-of-school and file an appeal, the district may utilize a hearing officer appointed by the board of education to conduct the hearing and render a final decision.

Student's suspended out-of-school shall not be on school grounds except to confer with the office. No suspended student will be allowed to attend any extracurricular activities of any kind. Any violation of the above policies may result in further disciplinary action.

**Field Trips**

A student must have written permission from their parent to leave the school campus for any trip or activity other than scheduled events. Sponsors and the students involved with the trip will be the only ones allowed to ride the bus on trips unless, prior approval is granted by the Administration.

Parents of the King and Queen winners from the Halloween Festival will have priority in riding with the students on the school bus for the Halloween Field Trip.

Radios, I-pods, CD players etc... may be taken on school trips (athletic contest, field trips etc...) with prior permission from the responsible sponsor/teacher/coach.

The school is not responsible for any theft or damage to personal property that a student chooses to take on school trips.

### **Senior Trip**

Seniors may be allowed to take a senior trip at the end of the year with the following restrictions:

- Fund raising activities conducted by the students must finance the senior trip. All expenses including travel, lodging, food, and activities will be financed by the fund raising activities.
- The senior trip will be limited to four hours or less of travel. The trips destination is limited to any place within a four hour time frame of Bokoshe School.
- The senior trip may be four a three day and two night period of time, if funds permit.
- The trip itinerary must be approved by the senior sponsors and administration.

### **List of School Sponsored Organizations and Extracurricular Activities**

|                 |       |                 |
|-----------------|-------|-----------------|
| Basketball      | FFA   | Mock Trial      |
| Baseball        | FCCLA | Science Club    |
| Softball        | FCA   | Academic Team   |
| Shooting Sports |       | Student Council |

Parents / Guardians can restrict their child from participating in any of the organizations / extracurricular activities listed above by submitting a letter to the High School Office.

### **Sports Related Concussion Policy**

1. A student who has symptoms of a concussion will be removed from the game or practice and will not be allowed to return.
2. Students who have been removed from a practice or game due to concussion symptoms will not be allowed to practice or to participate in future athletic events until he/she has been cleared by a medical doctor.

### **Food and Drinks**

Students are not allowed to have food or drinks in the classroom. The administration may grant permission to have food and drinks in the classroom for certain occasions or special activities.

Accommodations will be made for students with medical conditions that require the consumption of food or drinks in the school day.

If a parent wants to provide food or drinks for a class party etc... they will need to contact the responsible teacher/coach/sponsor. All items will need to be in sealed containers/packages with FDA food labels.

### **Personal Party Invitations**

Invitations to student's personal parties away from school are not to be handed out at school.

### **Telephone**

The school telephones are business phones and are to be used for that purpose. Students will not be called to the telephone or given a message except from the student's parent or guardian and only in the event of an emergency. Students are to request permission from the principal or person in charge before making calls. Students will be permitted to make calls only for illness or emergencies. Phone calls made to teachers should be done during the teachers planning period. The office will inform the caller of the particular teachers planning period if needed.

### **Student Relationships**

No public display of affection should occur during the time spent under the supervision of the school. Offending pupils will have their attention called to the matter and should it not stop, appropriate disciplinary measures will be taken.

### **Valentine Deliveries**

Valentine or gift deliveries to students during the school day are prohibited.

### **School Pictures**

Purchase of your child's school picture is entirely up to you. Each child will have his/her picture made for the yearbook, but you do not have to purchase the pictures or the yearbook.

### **Insurance**

Student insurance is not provided by the school. However, information about insurance coverage is available upon request.

### **Student Photos and Videos**

With the promotion of our students and school system in mind we sometimes use photos/videos of our school, staff and students on our school website. If a parent or guardian does not want their child's photo/video to appear on our web site we ask that you submit that request in writing.

### **Security Cameras**

The following areas may be subject to video/audio surveillance: buses, hallways, cafeteria, classrooms, parking lots, playgrounds and other outside areas.

## **Personal Property**

Students are advised not to bring personal property to school. The school is not responsible for any theft or damage of personal property.

If a student brings personal property to school for an after school activity (I-pod, CD player, digital cameras etc...), they must keep those items in their locker or gym bag during the school day. If these items are being used on campus during schools hours (7:40 am – 3:30 pm) they will be confiscated. The student will be allowed to pick up the property in the principal's office at the end of the day.

Students must have their teacher's permission before bringing any animal or insect to school. If permission is granted, the animal or insect must be brought in a plastic, metal, or wooden container - no glass containers.

## **Electronic Communication Device Policy**

### **Parents are asked not to call or text their child during school hours.**

Students who have cell phones must turn them off when entering the building and phones must stay out of sight. Students are not permitted to either have their phones out or to use them in any manner during school hours. Students needing to call their parents must come to the office and receive permission to use the school phone. Students violating this policy will have their phone confiscated and are subject to discipline. The phone will be returned to the parent/guardian.

### **No Student's Cell Phones Are To Be Seen Or Heard Or Used In Any Manner From 7:30 Until 3:30.**

During extracurricular events and activities, cell phones may be used only for communication purposes between student and parent/guardian. Under no circumstances may camera phones be used by a student at Bokoshe Schools during school hours or during any extracurricular event without permission from the administration or supervising faculty member.

Posting and/or recording of photos or videos to the internet or other public viewing media, taken during school hours or at extracurricular events is prohibited unless permission is granted by the administration. Disciplinary actions will be at the discretion of the administration.

## **ABUSE OF COMPUTER OR INTERNET**

Computers and Internet access are provided to enhance the learning environment for students.

The following discipline steps will be followed if a student chooses to abuse his/her Internet or computer privilege.

**1<sup>st</sup> Offense    Warning**

**2<sup>nd</sup> Offense    Three days out of school suspension from school**

**3<sup>rd</sup> Offense    One year suspension of all Internet use privileges**

### **Head Lice**

Head lice affect more people than all other childhood communicable diseases not including the common cold. But like a cold, when children come in close contact with each other, it is easy to pass head lice from one to another. Shared hats, clothing, brushes, pillows and other articles are perfect vehicles to transfer lice from one person to another

It is important to act immediately to prevent the spread to other classmates and family members. If you find head lice or nits on your child's head, keep your child at home for treatment of this problem. Please contact the school immediately so a classroom/school "head check" can be conducted.

If your child is sent home from school with head lice or nits or if you find head lice or nits on your child it is recommended that you do the following:

1. Treat your child/family with an effective head lice product.
2. Remove the nits (lice eggs). No product is 100% effective in killing eggs. You must remove all traces of lice or nits to prevent re-infestation.
3. All clothes, bed linens, towels, stuffed animals, and etc... must be washed.
4. Vacuum everything in your environment
5. Clean/treat combs and brushes
6. Check your child's head again in 7-10 days to make sure re-infestation has not occurred.

### **For your child to be readmitted:**

1. Parent/guardians must accompany the student and school age brothers and sisters to school to be checked in by the school nurse or designee.
2. Proof of treatment must be provided.
3. The student must be nit free

If your child still has nits after being checked, he/she will be sent home until all nits are removed. If properly treated, the problem should be resolved within 24 hours. Absences due to a head lice problem in excess of 48 hours per incident are unexcused.

### **Child Custody Issues**

According to state law both natural parents of a students shall have access to the student's records if the student is under 18 years old regardless of the parents' marital status unless a court order or divorce decree specifically removes one parent's right to have knowledge of and/or to participate in the child's education.

In cases where a student is not living with both natural parents, the school will recognize the custodial parent as the person with whom official school contact is made. If there are parental controversies or disputes, the school office must have legal documentation to enforce the wishes of the legal guardian.

Occasionally the school has been asked by a custodial parent not to allow their child to leave the school premises with the non-custodial parent. Without legal documentation on file the child will be allowed to be checked out by either natural parent.

School is not to be used as a location for visitation for non-custodial parents. We ask that any custody disputes between parents and/or other parties take place away from school grounds.

### **Public Notice**

Project Child Find is a project of the LeFlore County Special Education Cooperative designed to comply with Public Law 94-142, the Individuals with Disabilities Education Act. The goals of the project are to locate and identify disabled children, birth to twenty-one, living in LeFlore County, to increase public awareness of the services it provides for school age children, and to assist local schools in assessing the need to future programs and in planning programs that will provide a free appropriate education for all disabled children.

If you know of a disabled child who does not attend school please call collect (918) 658-7223, or contact your local school.

### **Annual Notice of FERPA Rights**

To Bokoshe School Patrons:

Parents and eligible students of the Bokoshe School District have the following rights under the Family Educational Rights and Privacy Act and the FERPA Policy approved by the Bokoshe School District Board of Education:

1. The right to inspect and review the student's educational records.
2. The right to exercise a limited control over other people's access to the student's educational records.

3. The right to seek to correct the student's educational record (in a hearing, if necessary).

4. The right to report violations of the FERPA to the U.S. Department of Education.

5. The right to be informed about FERPA rights.

Parents or an eligible student may request a copy of the FERPA policy in writing or in person from the Superintendent's Office of Bokoshe Public Schools. Copies of the educational records may be obtained from the appropriate Elementary or High School Principal's Office. If needed, the district will arrange to provide translations of this notice to non-English speaking parents in their native language. All rights and protection given parents under the FERPA and School District Policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. At that time, the student becomes an "eligible student".

### **Title I Parent Involvement Policy**

The Bokoshe Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community in this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education

Pursuant to federal law, the district will develop jointly with, agreement with and distribute to parents of children participating in the Title I program. A written Parent Involvement Policy meeting of parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program.

Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three additional parent meetings shall be held, at various times of day and/or evenings, for parents of the children participating in the Title I program. Notices will be sent to parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I.

2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at the meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and/or Title I staff and explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school

Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:

1. Describe the school's responsibility to continue to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards.
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.
3. Address the importance of parent-teacher communication on an on-going basis, with, at a minimum, parent-teacher conference, frequent reports to parents, and reasonable access to staff.

The following is a list of the discretionary activities that the school district, in consultation with its parents, may choose to undertake

to build parents' capacity for involvement in the school and school system to support their children's academic achievement.

1. Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
2. Training parents to enhance the involvement of other parents.
3. In order to maximize parental involvement and participation in their children's education the following may be used: arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
4. Adopting and implementing model approaches to improving parental involvement.
5. Establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.

### **Sexual Harassment**

All students, employees and school officials are strictly prohibited from engaging in any form of sexual harassment of any student, employee, school official or applicant for employment. Any student engaging in sexual harassment is subject to any and all disciplinary action that may be imposed under the school district's discipline policy. Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment shall report all such incidents to the building principal, the superintendent or any board member of the School District.

### **Rules for Students Regarding Drugs and Alcohol under the Drug-Free Schools and Community Act Amendments of 1989**

1. Illegal and Illicit Drugs and Alcohol
  - a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
  - b. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell, or being in the chain of sale or distribution of alcoholic beverages, low-point beer ( as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school sponsored event.
  - c. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when

they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. “Mood-altering substances” includes paint, glue, aerosol sprays, and similar substances.

d. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester

e. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

## 2. Necessary Medications

a. Students may not retain possession of and self-administer any medication at school for any reason, **Except In The Case Of Asthma Inhalers. In This Situation The Policy For Self-Administration Of Asthma Inhalers Will Be Enforced.**

b. Students who have a legitimate health need for Epi-Pen or over-the-counter prescription medication at school shall deliver such medications to the principal or designee with parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.

c. Violations of this rule will be reported to the student’s parents by the principal and may result in discipline which can include suspension.

## 3. Distribution of Information

a. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the counselor and/or principal at each student’s school.

b. Copies of these Rules shall be provided to all students and their parent at the beginning of each school year.

### **SB 0343 Self Administration of Medication**

This policy permits self-administration of asthma and anaphylaxis medication by students. The policy requires:

1. Parent or guardian of the student must authorize in writing the student’s self-administration of medication.
2. Parent or guardian of the student must provide to the school a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication;
3. Parent or guardian of the student must provide to the school an emergency supply of the student’s medication to be administered;

4. Bokoshe Public Schools and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; and
5. The parent or guardian of the student must sign a statement acknowledging that the Bokoshe Public School District shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

### **ASBESTOS HAZARD EMERGENCY ACT**

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed the three year re-inspection of our buildings that contained asbestos building materials.

As a result of our re-inspection, we are pleased to announce that areas that contain asbestos pose no health problems.

The management plan and the results of the re-inspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.

### **SECTION 504**

Celia Abernathy will be the section 504 coordinator for Bokoshe Public Schools.

All appeals may be mailed to the following address: P.O. Box 158, Bokoshe, OK 74930 or phone at 918-969-2341

### **TITLE IX**

Bokoshe Public School, District I-26, intends to comply with all provisions of Title IX. Non-discrimination because of sex is practiced both in employment and in the admission of students to school programs.

Students or employees who have complaints of discrimination based on sex should direct them to David Smith, Title IX Coordinator, P.O. Box 158, Bokoshe, OK 74930.

### **General Information on Meningococcal Meningitis**

*(Source: Center for Disease Control and Prevention)*

#### **What is meningococcal disease?**

Meningococcal disease is a bacterial infection that can cause meningitis, sepsis, pneumonia, or joint infections. Meningococcal disease can be quite severe and may result in brain damage, hearing loss, or loss of limbs. Meningococcal disease is one of the leading causes of bacterial meningitis in the United States.

#### **What are the signs and symptoms of meningococcal disease?**

Signs and symptoms of meningococcal disease include high fever, headache, stiff neck, or a development of a dark purple rash. These

symptoms at first may appear similar to other illnesses such as the flu, but the symptoms progress rapidly and persons with meningococcal disease can be seriously ill 12-24 hours after symptoms start. A small infant may only appear slow or inactive, or be irritable, have vomiting, or be feeding poorly.

### **Is meningococcal disease contagious?**

Yes, meningococcal disease is contagious, but only when a person has been in very close contact with a person who becomes sick, such as a household member or a girlfriend or boyfriend. The bacteria are spread through the exchange of respiratory and throat secretions (i.e., coughing, kissing). The bacteria are not spread by casual contact or by simply breathing the air where a person with meningococcal disease has been. Persons who have been in close contact with a person who develops meningococcal disease should receive antibiotics to prevent them from getting the disease. Meningococcal disease is a reportable disease and the local health department will work with the case's doctor and family to determine who should be treated with preventive antibiotics.

### **Can meningococcal disease be treated?**

Meningococcal disease can be treated with antibiotics and supportive care. It is important, however, that treatment be started early in the course of the disease. Even with appropriate treatment, there is a 5-15% chance the patient will not survive. Of people who do survive meningococcal disease, (10-20%) have serious long-term effects from the illness.

### **Policy Regarding Admission and Management of Students with AIDS**

Acquired Immune Deficiency Syndrome (AIDS) is one of a number of communicable diseases which require special precautions to prevent transmission in the school environment. Because there is no cure for AIDS and because it is a life-threatening disease, it is imperative that specialized procedures be followed in the management of a student who is diagnosed as a carrier of the AIDS virus.

### **Nature of the AIDS Virus**

AIDS is a disease which disables the body from fighting infection. The cause of the disease is infection by the Human Immunodeficiency Virus (HIV). Three categories of outcomes result from by HIV. The first, AIDS, is the most severe form of the infection. The second form of infection is AIDS - related complex (ARC), a milder form with less severe symptoms. The

third and most common form of infection by HIV causes the affected person to be an Asymptomatic Carrier, having no symptoms but still believed capable of transmitting the virus to others. Based upon medical evidence presently available, it appears that each of the three stages of HIV infection is contagious under certain conditions.

### **Transmission of AIDS**

Unlike many other communicable diseases, AIDS is not believed by most medical authorities to be transmissible through casual contact in the normal school environment. Present medical knowledge indicates that the AIDS virus is transmitted by the introduction of the virus into the blood stream through sexual contact, sharing of hypodermic needles among intravenous drug users, receiving blood transfusions from infected individuals, or at birth. Pending further research, however, any spill of body fluid—blood, tears, semen, saliva, vomitus, urine, or excrement—by an AIDS infected individual should be considered as a possible course of infection.

### **Cleanup of Body Fluids**

Since it is not always known whether a student is infected with the HIV virus, latex or vinyl gloves and one or more of the following solutions are to be used in cleaning up a spill of body fluid by any student: 1) Commercially-prepared germicidal disinfectants (for surfaces only); (2) Commercially-prepared disinfectants with isopropyl alcohol content of 40% to 70% (for surfaces only); (3) Commercially-prepared disinfectants with hydrogen peroxide content of 3% (for skin surfaces); or (4) An individually-prepared solution of one part chlorine bleach to ten parts water (for surfaces only). Insofar as possible, paper towels or other disposable products are to be used. Following cleanup, the rubber gloves and paper towels are to be sealed in a plastic bag and discarded. Used sanitary napkins are also to be sealed in plastic bags and disposed of in the same manner. Other materials used in the cleanup, such as mop heads, rags or clothing are to be thoroughly rinsed in a disinfectant solution or washed separately in hot water. Band instruments that are shared among student are to be thoroughly decontaminated between uses. Thorough hand washing with soap and water is also advised. These precautions will help to guard against the spread of not only AIDS but other more communicable, though less deadly, diseases.

### **Referral of AIDS Students**

When school administrators learn that a student may have AIDS, the Superintendent will refer the matter to the Oklahoma Department of Health and request that it convene a multi-disciplinary team for evaluation and recommendation on school placement for the student. The student's parents or legal guardian and physician and a representative of the Superintendent, a representative of the State Department of Health and a representative of the State Department of Education shall be included in the multi-disciplinary team.

If the case is verified by medical authorities as the HIV virus and if there is a possibility that other student or employees might become infected from the AIDS student, the Superintendent is authorized to arrange a safe, temporary placement for the student until permanent arrangements can be made.

Following a thorough analysis of the case, the multi-disciplinary team will make a recommendation as to whether and under what conditions the student should be permitted to continue school. If an alternative educational program is required, the program will be established in the least restrictive environment as possible.

The principal is to establish a separate file on the student to which only he and those identified employees have access. No entry regarding the AIDS condition is to be made on the student's cumulative record, health card, the computerized student data base or other record.

### **Moment of Silence:**

The Oklahoma Legislature has directed that the board of education of each school district ensure that the public schools within the district shall observe approximately one minute of silence each day. This policy is adopted to comply with that directive. Each day the principal will lead the moment of silence at a designated time by allowing for time to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.\

### **High school graduation requirements**

Beginning with the graduating class of 1997 and thereafter, **26 credits** will be required for graduation from Bokoshe High School.

Fourteen units of credit must be earned in grades 10, 11, and 12.

In addition to the credits, each student must fulfill all state and local required courses to be eligible for graduation.

Career-Tech students will enroll in six periods and will have their graduation requirements reduced one credit for each year completed at Vo-Tech school.

Beginning with the 2003-04 school year the local board of education has approved a policy which allows the use of web based learning from the Kiamichi Technology Center for students attending Career-Tech while in high school. Due to the passage of HB 2886 the technology centers are approved to offer web-based courses to high school students who are in need of credit recovery due to past failures or other circumstances that the student may encounter that would cause them to be lacking the required credits for graduation from high school. The student must be enrolled in either the morning or afternoon Career-Tech program and will be pulled from their course of study approximately 1 hour per day for the student to complete the requirements of the course/s the student may need for recovery.

### **College Preparatory for High School Graduation**

**4 Units English** to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

**3 Units Mathematics** limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

**3 Units Laboratory Science** limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

**3 Units History and Citizenship Skills** including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

**2 Units of the same Foreign or non-English language**, or 2 Units Computer Technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

11 Electives

26 Total Credits (Units or Sets of Competencies)

## **Core Curriculum for High School Graduation**

### **4 Units or Sets of Competencies Language Arts**

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

### **3 Units or Sets of Competencies Mathematics**

**1** Algebra I or Algebra I taught in a contextual methodology, and **2** which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability; Computer Science I; Computer Science II; Mathematics of Finance,\*Intermediate Algebra;\* contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

### **3 Units or Sets of Competencies Science**

**1** Biology I or Biology I taught in a contextual methodology, and **2** in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I; Physics; Biology II; Chemistry II; Physical Science; Earth Science; Botany; Zoology; Physiology; Astronomy; Applied Biology/Chemistry; Applied Physics; Principles of Technology; qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary

subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.

**3 Units or Sets of Competencies Social Studies**

**1** United States History, **1/2** to **1** United States Government, **1/2** Oklahoma History and, **1/2** to **1** which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

**2 Units or Sets of Competencies the Arts** which may include, but are not limited to, courses in Visual Arts and General Music.

**11 Electives**

**26 Total Credits (Units or Sets of Competencies)**

\* The standard minimum score for entrance to certain colleges or universities in the state of Oklahoma is a 20 on the ACT or a GPA of 2.7

If your plan to attend college, you need to see the counselor and/or your high school principal and they will assist you in planning your curriculum to fit your future studies. All colleges, universities, and tech schools are more than pleased to send information concerning their school.

**Fall Enrollment**

At the beginning of each school year all students will be required to enroll in eight (8) periods of class work which may include P.E. Exceptions will have to have prior approval through the office.

**Concurrent Enrollment**

Bokoshe High School seniors and juniors may substitute a unit of credit for each 3-hour concurrent enrollment class. Approved concurrent classes will be determined by the college. It will substitute a unit of high school credit. A total of three units (9 college hours) may be earned. More concurrent classes may be taken, but only three units will be awarded.

A Principal will determine approval of the institution granting the college credit, on-line class or distance learning class prior to student enrollment.

**End-of-instruction Examinations**

Beginning with the graduating class of 2003, student's individual EOI (End-of-Instruction) results will be posted on their high school

transcripts. At the completion of the following courses these students will have been tested for their competencies in the listed classes:

***Algebra I, Algebra II, Geometry, Biology I, U.S. History English II, English III***

\*Any student not satisfied with their results may re-take the exam at the designated time.

### **ACE Plan**

Beginning with the 2008 ninth grade class, students will be required to pass four of the seven EOI tests to graduate high school. Of the four passed two must be Algebra I and Eng. II.

After a student has failed to pass an EOI they may elect to take an approved alternative test.

Students who do not score proficient on any EOI will be required to attend remediation the following year. Remediation tutoring will be provided after school by/or under the supervision of a highly qualified teacher. If a parent does not want their child to participate in remediation they must provide written notification to the office

Ms. Celia Abernathy is the ACE coordinator for Bokoshe Public Schools.

### **Drivers License Requirements:**

Students must be in regular attendance of being in school at least 80% of the time and meet the Reading Proficiency standards set at 70% or better/8th gr. Grade equivalency on the 8<sup>th</sup> grade achievement test or Reading proficiency exam given at the school for driver's license purposes.

### **State requirements for recognition as an Oklahoma Academic Scholar**

Students who meet all of the requirements listed below shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar.

- 1 Accumulate over grades 9, 10, and 11 and the first semester of grade 12, a minimum grade point average of 3.7 on a four point scale or be in the top ten of their graduation class.
- 2 Complete (or will complete) the number of required credits required for graduation from Bokoshe High School, which will include the following: ***3 Units English (Grammar,***

*Composition, Literature), 3 Units Mathematics (Algebra I, II, or III, Geometry, Trigonometry, Analysis, Calculus), 3 Units Science (Biology I or II, Chemistry I or II, Physical Science, Botany, Zoology, Physics, or Physiology), 3 Units of Social Studies (US Hist., Geography, OK Hist., W. Hist.), 2 Arts (music, art), and 11 electives.*

Students must score a 27 on the ACT or 1,100 combined score on the SAT. The SAT and ACT must have been taken on a national test date before the date of graduation.

## **ELECTIONS**

### **Class Officers**

Class officers will be elected at the beginning of the school year.

Each class will elect a president, vice-president, secretary, and treasurer. Please try to elect officers that would do the class a good job and represent the true spirit of the class. Class offices will be left vacant in the event there are not enough qualified students to fill these positions.

### **Student Council**

Student council members will be elected in the fall prior to the next school year. Student council members may be class officers.

### **Other Elections**

Other elections will occur from time to time during the school year.

The class or organization sponsor will announce a meeting whenever the need occurs for additional elections.

### **Academic Achievement Acknowledgement or "AAA"**

A method to recognize students who meet certain criteria as outlined in the "AAA" plan (it is possible for every student to make it).

Students must meet 2 of the following 3 requirements:

### **Academic Criteria**

1. Student with all A's (Superintendent's Honor Roll).
2. Student with all A's and B's (Principal's Honor Roll).

### **Attendance**

1. No absences per each semester (Perfect Attendance).

### **Discipline**

1. No discipline log entries per semester.

### **Reward**

A day of school will be taken after the third quarter for an educational trip. To qualify a student must have no discipline

entries in the WenGage system and either perfect attendance or be on the honor roll for the first semester and the third quarter.

### **Graduate Honors**

#### **High School**

The graduating senior who has the highest scholastic average (GPA) rounded off at the thousandths place of the decimal point for the first seven semesters based on the following criteria will be the Valedictorian of the graduating class. In all classes except increased course credit classes, four points will be given for an A, three points for a B, two points for a C, one point for a D, and no points for an F, correct to three decimal places. In the increased course credit classes, five points will be for an A, four points for a B, three points for a C, two points for a D, and no points for an F. The increased course credit classes will include the following:(any changes to the honors courses will be in effect beginning with the freshmen class of the 2003-04 School year.) The senior class honor students will be announced at the beginning of the second semester after first semester grades have been posted and the GPA figured.

1. Any OSSM Course
2. Any College Concurrent Enrollment Course
- 3 Any Advanced Placement Course

The Salutatorian will be the second highest average using the above system.

All teachers teaching the classes that are designated for increased credit ratings will require high academic standards for the classes they teach. These standards will be determined in a conference with the administration and the teacher, before the beginning of the school year.

To qualify for these honor awards a student must be enrolled in Bokoshe Public Schools by the beginning of the second semester of their junior year.

The class historian will be the student with the third highest average in the class based upon same standards as the other honor students.

GPA will be calculated by taking total points earned and dividing by total potential credit hours. Points for a class are calculated by taking the points earned for that class plus any added value and multiplying by the potential credit for the class.

## **6th Grade Graduate Honors**

The graduating sixth grade student who has the highest scholastic average (GPA) rounded off at the thousandths place of the decimal point will be the 6<sup>th</sup> grade Valedictorian. The second place student will be 6<sup>th</sup> grade Salutatorian, and third will be Class Historian. The fourth grade year, fifth grade year and first semester of the sixth grade year will be used to calculate the GPA for a student. To qualify for these honor awards a student must be enrolled in Bokoshe Public Schools by the beginning of the second semester of their fifth grade year.

## **Letter Jacket Policy**

- To earn a letter a student must complete one full season in an extra curricular activity that is sanctioned by Bokoshe Public Schools and the OSSAA.
- To order a letter jacket a student must letter one year in an extracurricular activity that is sanctioned by Bokoshe Public Schools and the OSSAA.
- The school will pay \$25 per year toward the jacket, \$50 for sophomores who lettered the previous year and are currently participating in an OSSAA and Bokoshe Schools sanctioned activity, \$75 for juniors who lettered their freshman and sophomore year and are currently participating in an OSSAA and Bokoshe Schools sanctioned activity and \$100 for seniors who lettered their freshman, sophomore and Junior year and are currently participating in an OSSAA and Bokoshe Schools sanctioned activity.
- If a student chooses to order a jacket early they will not be reimbursed for letters earned after a jacket has been ordered.
- OSSAA sanctioned competitive extracurricular activities are: Baseball, Basketball, Fast-Pitch Softball, Slow Pitch Softball, Academic Teams

## **Working Canine Searches**

For the safety of students and staff Bokoshe Schools has elected to implement a canine program to assist us in minimizing the presence of prohibited items on our campus. This program involves a private firm which will provide random safety sweeps for our district utilizing highly trained non-aggressive Working Canines. Random safety sweeps will include parking lots, lockers, sports facilities, commons, perimeters, and other areas as directed. Students are to make certain that their vehicles are free

from prohibited items while parked on school property. Students are responsible for the contents of their vehicle and locker.

**Bokoshe School District Policy On Extracurricular Activities, Student Alcohol And Drug Testing**

The Board of Education of the Bokoshe School District, in order to protect the health and safety of students participating in extracurricular activities and to educate and direct students participating in extracurricular activities away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District, adopts the following Policy for testing of students participating in extracurricular activities for the use of illegal drugs, alcohol and performance enhancing drugs.

**Statement Of Purpose And Intent**

- . It is the desire of the Board of Education, administration and staff that every student in the School District refrains from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of the Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in extracurricular activities. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.
2. Participation in school-sponsored extracurricular activities at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example or conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.
3. The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students who participate in extracurricular activities as to the serious physical, mental and emotional harm caused by alcohol and illegal or

performance enhancing drug use, to alert students participating in extracurricular activities who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student who participates in extracurricular activities and who is found to be in violation of the Policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of this Policy. Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy.

### **DEFINITIONS**

1. "Extracurricular" means any School District sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum. Extracurricular activities include but are not limited to: Football, Basketball, Softball, Baseball, Cheerleading, Academic Team, FCCLA and FFA.
2. "Student Extracurricular Activities Participant" means any student participating in any extracurricular activity in grades 7-12.
3. "Student Athlete" means a 7<sup>th</sup> – 12<sup>th</sup> grade member of any School District sponsored interscholastic sports team, including athletes and cheerleaders.
4. "Coach/Sponsor" means any person employed by the School District to coach athletic teams of the School District, to act as a sponsor or coach of a cheerleader team of the School District, or to serve as sponsor for any other extracurricular activity.
5. "Athletics" and "athletic activity" means participation by a student athlete on any athletic team or cheerleader team sponsored by the School District.
6. "In-season" means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student extracurricular activities participants.

7. “Alcohol” means ethyl alcohol or ethanol and any alcoholic beverage and includes “low-point beer” as defined by Oklahoma law.
8. “Illegal drugs” means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. “Illegal drugs” includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.
9. “Performance enhancing drugs” include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.
10. “Drug or alcohol use test” means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student’s blood, bodily tissue, fluids, products, urine, breath or hair.
11. “Random selection basis” means a mechanism for selecting student extracurricular activities participants for drug and/or alcohol use testing that:
  - a. results in an equal probability that any student extracurricular activity participant from a group of student extracurricular activity participants subject to the selection mechanism will be selected, and
  - b. does not give the School District discretion to waive the selection of any student extracurricular activity participant selected under the mechanism.
12. “Positive” when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.
13. “Reasonable suspicion” means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student extracurricular activity participants and

reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

14. "Games/competitions" mean regular season, tournament and playoff games/competitions and do not include practice and scrimmages. If a team/organization does not have a traditional season, "competition" refers to any formal event in which a student competes against students from other schools.
15. "Events" include: FCCLA Cluster meetings and FCCLA and FFA State Conventions.

### **Participation and Procedures**

1. Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District. For the safety, health and well being of the extracurricular activity participants of the School District, the School District has adopted this Policy for use by all participating students at the 3<sup>rd</sup> – 12<sup>th</sup> grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.
2. Each student extracurricular activity participant shall be provided with a copy of this Policy and the "Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.
3. The principal and sponsor, or, in the case of student athletes only, the athletic director and applicable coach, shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student extracurricular activity participant has been reported. If a violation of the Policy is determined to have occurred by a student extracurricular activities participant other than a student athlete, the principal will contact the student, the sponsor, and the

parent or custodial guardian of the student and schedule a conference. If a violation of the Policy is determined to have occurred by a student athlete, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial parent of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.

4. The Contract for alcohol and illegal or performance enhancing drug and/or alcohol use testing shall be to provide a urine sample: a) for student athletes, as part of the annual physical examination, and for all other student extracurricular activity participants either (i) prior to the start of the season for the extracurricular activity in which a student extracurricular activities participant competes, or (ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year; b) as chosen by the random selection basis; and c) at any time a student extracurricular activities participant is requested by the principal or athletic director or by the sponsor or coach, based on reasonable suspicion, to be tested for alcohol and illegal or performance enhancing drugs.
5. All student extracurricular activities participants may be required to provide a urine sample for drug use testing for illegal drugs as part of the annual physical examination for student athletes either (i) prior to the start of the season for the extracurricular activity in which a student extracurricular activities participant competes, or (ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year. Student athletes who have physical examinations performed by their personal physicians must nonetheless sign the Contract and comply with all Policy requirements.
6. Drug and/or alcohol use testing for student extracurricular activities participants will also be chosen on a random selection basis monthly from a list of all student participants. The School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs. All students that participate in extracurricular activities during a school year will be subject to this policy and the testing described in this policy the entire school year.

7. In addition to the drug and alcohol use tests required by paragraphs 4, 5 and 6, any student extracurricular activities participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.
8. The School District will set a fee charge to be collected from each student when the Contract is signed and returned to the coach or sponsor.
9. Any alcohol or drug use test required by the School District under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.
10. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student extracurricular activities participants to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal or athletic director shall designate a sponsor or coach or other adult person or the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may

list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

11. If an initial drug use test is positive, the initial test result will be subject to conformation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectroscopy technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that test positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months.
12. If the alcohol or drug use test for any student extracurricular activities participant has a positive result, the laboratory will contact the principal or the athletic director with the results. In the case of student extracurricular activities participants who are not athletes, the principal will contact the student, sponsor, and the parent or custodial guardian or the student and schedule a conference. In the case of student athletes, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the principal or the athletic director will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion, if any, of the specimen, the principal or athletic director will arrange for another test at the same laboratory or at another laboratory agreeable to the principal or athletic director. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian.
13. If the student extracurricular activities participant asserts that the positive test results are caused by other than consumption of

alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the principal or to the athletic director. The School District will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.

14. A student who has been determined by the principal or the athletic director to be in violation of this Policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and non-appealable.
15. Before a student extracurricular activities participant who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The School District will rely on the opinion of the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use.
16. All documents created pursuant to this Policy with regard to any student will be kept in a confidential folder and will never be made part of the student's cumulative folder nor be considered a "disciplinary" record.

### **Violation**

1. Any student who is determined by observation or by alcohol or drug use tests to have violated this Policy shall be subject to the loss of the privilege to participate in extracurricular activities and offered educational and support assistance to stop using.

2. **For the First Offense:** Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions/events) for 30 school days and attend four (4) hours of drug abuse counseling provided by the school counselor. A student extracurricular activities participant must miss a minimum of two games/competitions/events. If the student is not competing in an extracurricular activity during any suspension period due to injury, academic ineligibility or the games or competitions for that sport or activity are finished or have not begun for that school year and, therefore, does not miss a minimum of two games/competitions/events during the suspension period, then the student will be required to miss the next two games/competitions/events after he or she returns from the injury, becomes eligible or the games competitions resume in the following school year or begin later in the same school year. These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.
3. **For the Second or Subsequent Offense (in the same school year):** Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competition for eighteen (18) continuous and successive school weeks from the date of the determination of the violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year: the eighteen (18) week suspension from participation in all extracurricular activities shall come into play only when two (2) or more offense are committed in the same school year.
4. **Self-Referral:** As an option to the consequences for a first offense only, a student may self-refer to the principal or athletic director or to a coach or sponsor before being notified of a Policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities after the following conditions have been fulfilled: a conference has been

held with the student, the principal or athletic director, the sponsor or coach, and the parent or custodial guardian of the student to discuss the Policy violation; an alcohol or drug use test is provided by the student that is not positive, and a participation commitment by the student and parent for the student to attend four (4) hours of substance abuse education/counseling provided by the school counselor. Documentation of successful completion of this commitment must be provided to the principal or athletic director by the student or parent. A student who self-refers will, however, be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in the School District.

**Refusal to submit to alcohol or drug use test**

If, after signing the Contract, a student extracurricular activities participant refuses to submit to an alcohol or drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities including all meetings practice, performances and competition for 180 school days. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

**Bokoshe School District  
Extracurricular Activities Participant  
Alcohol and Illegal or Performance Enhancing Drugs Contract**

**Statement of Purpose and Intent:**

Participation in school sponsored extracurricular activities at the Bokoshe School District is a privilege and not a right. Such privilege is governed by the attached Bokoshe School District Policy on Testing for Alcohol and Illegal or Performance Enhancing Drugs. Alcohol and illegal or performance enhancing drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Bokoshe School District. Students who participate in activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, student extracurricular activities participants carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal or performance enhancing drugs.

**Participation in Extracurricular Activities:**

For the safety, health and well-being of the students of the Bokoshe School District, the Bokoshe School District has adopted the attached Policy and this Student Extracurricular Activities Participant Alcohol and Illegal or Performance enhancing Drugs Contract, which shall be read, signed and dated by the student, parent or custodial guardian and sponsor or coach before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract. All students that participate in extracurricular activities during a school year will be subject to Extracurricular Activities Participant Alcohol and Illegal Drug Policy and the testing described in that policy the entire school year.

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|---------------------|------------|----|-------------|
| Student's Last Name | First Name | MI | Grade Level |
|---------------------|------------|----|-------------|

I understand after having read the Policy and this Contract that, out of care for my safety and health, the Bokoshe School District enforces the rules applying to the consumption or possession of alcohol and illegal or performance enhancing drugs. As a student extracurricular activities participant, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal or performance enhancing drugs may affect my health and well-being as well as possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate the Policy regarding the use or possession of alcohol and illegal or performance enhancing drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the Policy.

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Signature of Student

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Date

We have read and understand the Policy and this Contract. We desire that the student named above participate in the extracurricular activities of the Bokoshe School District and we hereby agree to abide by all provisions of the Bokoshe School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

\_\_\_\_\_  
Signature of Parent or Custodial Guardian

\_\_\_\_\_  
Date

[If the student is 18 years or older he/she must also sign at this line in addition to the parent and line above.]

**BELOW PLEASE OBTAIN THE SIGNATURE OF ANY SPONSOR OR COACH OF AN EXTRACURRICULAR ACTIVITY IN WHICH YOU ARE INVOLVED:**

\_\_\_\_\_  
Signature of Sponsor/Coach

\_\_\_\_\_  
Team / Extracurricular Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsor/Coach

\_\_\_\_\_  
Team / Extracurricular Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsor/Coach

\_\_\_\_\_  
Team / Extracurricular Activity

\_\_\_\_\_  
Date