

BETHEL PUBLIC SCHOOLS

Achieving Excellence in a School of Excellence



HIGH SCHOOL/MIDDLE SCHOOL STUDENT HANDBOOK 2011 - 2012

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FORWARD

This booklet is not intended as a legal document, but rather is an attempt to provide students with guidelines. These guidelines will provide for the maximum operational efficiency of our school. This booklet is not all-inclusive in that it does not contain a complete list of policies and procedures of Bethel Public Schools. The complete book of policies and procedures is located in the Board of Education Building, 16803 Bethel Road, Shawnee, OK.

NON-DISCRIMINATION STATEMENT

The Bethel School District does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap or veteran status.

BETHEL PUBLIC SCHOOL MISSION STATEMENT

Bethel Public Schools consider the total student. This requires careful consideration of each child's emotional, physical, intellectual, social and economic well-being. We further encourage the mastery of learning skills through educational opportunities which include accessing and processing information, dealing with change, thinking, reasoning and problem solving, developing creativity, and positive human relationship.

The development of each student's positive self-esteem and attitude toward himself/herself and the work which he/she must learn to function is an important element of education. Students should have educational experiences that will help them to live productive lives. Students will be provided every opportunity possible to learn in a safe environment. Individual differences will be recognized while assuring equity for all. The development of each child's potential shall be the goal of each teacher, administrator, board member and all others concerned with education in the Bethel Public Schools.

Bethel Public School will continue to actively involve school district patrons in the educational process.

PURPOSE

The purpose of this handbook is to provide student information concerning Bethel Public Schools. Read and carefully study this handbook as it contains policies and procedures to follow this year.

Any additions or deletions to this handbook may be suggested to the building principal.

When it is necessary for a large number of people to work together, the success of that work depends on mutual understanding and responsibility. This school system cannot operate efficiently without a certain amount of rules and uniformity. Only through the cooperation of parents, students and teachers can Bethel Schools provide the best educational opportunity.

The primary importance of the educational program will be to encourage self-discipline and responsibility, which are characteristic of the mature person. The obligation of each student to become useful members of society will be encouraged. Since an orderly atmosphere is essential if learning is to take place, these guidelines are for the personal welfare of the student as well as the common good of the entire school. The written policy as set forth in this handbook has been developed by the school administration and provided for each student by your local board of education. The policies and information contained herein have been reviewed and approved by the Bethel Board of Education on June 7, 2011.

ACCREDITATION

Bethel Public School is a fully accredited institution, being accredited with the Oklahoma State Department of Education.

LETTER TO PARENTS

Welcome to Bethel Public School, an institution of learning, recognized for its academic and extracurricular activities.

New students will find that Bethel offers a wide range of courses and extracurricular activities aimed at meeting the needs and interests of all students.

You are the beneficiaries of Bethel traditions--spanning many generations--and a school of which you can be proud to attend and graduate. The success of this school, as all schools, depends upon and will be insured by the contributions each person makes, not only toward his/her individual objectives, but also toward the common goals of the total school community. Education is a two-way street. We ask that you take pride in your school and express the required effort on your part to take advantage of the opportunities.

The faculty, administration and Board of Education are sincerely interested in each student receiving a well-rounded education and are dedicated to doing everything within reason to see that provisions are made for achievement.

We (all) are here to help you. The staff of Bethel Public School is vested in many areas of learning and continuously strive to progress.

Parents are encouraged to visit our school and feel free to discuss any problems or questions they may have. All visitors will be required to sign in at the building administrator's office.

We have also initiated a new student software package which enables you as parents to keep up with your child's grades and progress from your home computer. Please contact your child's school site to sign up for this service.

Bethel Public Schools
Administration

ANNUAL NOTIFICATION OF RIGHTS (FERPA & PPRA)

On August 11, 2003, the School Board of the Bethel Public Schools revised the adopted student records policies and procedures policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office, each principal's office and each school counselor's office. Copies may be obtained at the superintendent's office.

In the course of a child's education, the Bethel Public School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files and data related to his /her child within forty-five (45) days of the day the District receives a request for access. These records will be available for such review at any time upon prior request. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of that concern.

It is the right of a student's parents or an eligible student to seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This record should be changed if the district decides not to alter it according to the parent's or eligible student's request. The procedures for this are part of the student records policies and procedures policy.

It is the intent of the Bethel Public School District to limit the disclosure of the information contained in a student's educational records except: (1) by the prior written consent of the parents of the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by the FERPA.

The Bethel Public School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information", and it will disclose that information without prior written consent:

1. The student's name, address, telephone listing, and date and place of birth;
2. The names of the student's parent(s) or lawful custodian(s);
3. The student's dates of attendance, dates of enrollment, withdrawal, and/or re-entry;
4. The student's class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's photograph;
7. The student's achievement diplomas, certificates, awards or honors;
8. The student's weight and height if a member of an athletic team;
9. The school or school district the student attended before he/she enrolled in this school district.

If a parent or eligible student wishes to refuse the release of this directory information, he/she has ten (10) days from the notification date to submit in writing this refusal. This request should be submitted to the building principal.

In case a parent of a student, a student or former student 18 years old or a citizen of the Bethel Public School District believes that the district is violating the Family Educational Rights and Privacy Act (FERPA), that person has a right to file a complaint with the United States

Department of Education at the address listed below:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue S.W.
Washington D.C. 20202-4605

A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.

The following educational records are maintained by Bethel Public Schools (in the following locations):

| <u>RECORDS</u> | <u>LOCATION</u> | <u>RESPONSIBLE PERSON</u> |
|--|----------------------|---------------------------|
| 1. Health Records | Individual Buildings | Principal |
| 2. Permanent Records (Transcripts) | Individual Buildings | Principal |
| 3. Confidential (Special Education) | Individual Buildings | Principal |
| 4. Attendance Registers (Current) | Individual Buildings | Principal |
| 5. Attendance Registers (Prior Years) | Individual Buildings | Principal |

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Bethel Public Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include student survey, analysis, or evaluation that concerns one or more of the following eight (8) areas (“protected information surveys”):

- Political affiliations or beliefs of the student or student’s parents;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

***The above entry in no way suggests that Bethel Public Schools will solicit any items mentioned above. Bethel Public Schools is mandated to present the above information by the federal government. In instances where “sensitive” information is requested of students we will contact parents and request permission.**

BETHEL PUBLIC SCHOOLS 2011-2012 SCHOOL CALENDAR

AUGUST 2011

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

SEPTEMBER 2011

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

OCTOBER 2011

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

NOVEMBER 2011

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

DECEMBER 2011

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

IMPORTANT DATES

AUGUST

- 8 & 9 - TEACHERS REPORT (PROF. DAYS)
- 9 - OPEN HOUSE (ALL GRADE LEVELS)
- 10 - FIRST DAY OF CLASSES

SEPTEMBER

- 5 - LABOR DAY (NO CLASSES)
- 15 - PARENT/TEACHER CONFERENCES (LATE AFTERNOON & EVENING)

OCTOBER

- 18 - REPORT CARDS GO HOME
- 19 - NO CLASSES DUE TO EARLIER P/T CONF.
- 20- 21 - FALL BREAK (NO CLASSES)

NOVEMBER

- 23- 25 - THANKSGIVING BREAK (NO CLASSES)

DECEMBER

- 15- 16 - SEMESTER TESTS
- 19- 30 - CHRISTMAS BREAK (NO CLASSES)

JANUARY

- 3 - PROFESSIONAL DAY (NO CLASSES)
- 4 - CLASSES BEGIN AFTER CHRISTMAS BREAK AND 2ND SEMESTER BEGINS
- 6 - REPORT CARDS GO HOME
- 16 - MARTIN LUTHER KING DAY (NO CLASSES)

FEBRUARY

- 20 - PRESIDENT'S DAY (NO CLASSES)

MARCH

- 15 - PARENT/TEACHER CONFERENCES (LATE AFTERNOON & EVENING)
- 15 - REPORTS CARDS GO HOME
- 16 - 23 - SPRING BREAK (NO CLASSES)

APRIL

- 6 - GOOD FRIDAY (NO CLASSES)
- 20 - NO CLASSES
- 27 - NO CLASSES

MAY

- 4 - NO CLASSES
- 11 - NO CLASSES
- 18 - NO CLASSES
- 22- 23 - SEMESTER TEST
- 23 - LAST DAY OF CLASSES
- 24- 25 - PROFESSIONAL DAYS (NO CLASSES)

☐ INDICATES NO CLASSES

JANUARY 2012

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

FEBRUARY 2012

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | | | |

MARCH 2012

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

APRIL 2012

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

MAY 2012

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

**GRADUATION/GENERAL CLASS
INFORMATION**

Elementary classes begin at 8:05 a.m. and dismiss at 3:20 p.m.; lunch period is 11:00a.m. to 11:50 a.m. Middle School classes begin at 8:15 a.m. and dismiss at 3:20 p.m. and High School classes begin at 8:05 a.m. and dismiss at 3:20 p.m. The Middle School lunch period is from 12:00 p.m. until 12:30 p.m. High School lunch begins at 12:20 p.m. and ends at 12:50 p.m.

School grounds will not be supervised and buildings will not be open, including cafeteria, before 7:40 a.m. The administration requests, therefore, that students not arrive before 7:40 a.m.

Students should leave the building and grounds when school is dismissed unless involved in other school sponsored activities.

GRADING SCALE

| | |
|--------------|---|
| 100 - 90 | A |
| 89 - 80 | B |
| 79 - 70 | C |
| 69 - 60 | D |
| 59 and below | F |

GRADUATION REQUIREMENTS

Minimum requirements for units or sets of competencies of coursework to be earned for graduation from Bethel High School shall be as follows: **total credits, 53**

Required units or sets of competencies are:

| | |
|----------|---|
| 4 units | English (must include 1 grammar and comp and 3 other courses from specific list) |
| 1/2 unit | Oklahoma History |
| 1/2 unit | Government |
| 1 unit | World History |
| 1 unit | U.S. History |
| 1 unit | Geography |

| | |
|----------------|--|
| 3 units | Math (must include Algebra 1 and 2 other courses from a specific list) |
| 3 units | Science (must include Biology I and 2 other courses from a specific list) |
| 1 unit | Computer Science |
| <u>2 units</u> | Arts (general music and visual arts) |

17 units required (34 credits)

9½ elective units (19 credits)

FOREWORD

Additional Requirements:

Actions enacted through state legislation, which increase requirements for graduation, may alter the above-required courses.

- A. No more than one English class per year may be taken, except to make up a failed English class.
- B. No English class may be taken until the previous level is completed and passed.
- C. All classes will be given 1 credit per semester.

Units may be earned by completion of traditional course work, correspondence, or proficiency testing. No more than one correspondence course per year will be approved for credit purposes and then only to make up required coursework that was failed or for an elective course, which is not required. Credit gained through proficiency testing must meet the Bethel School Proficiency Based Promotion Policy and Procedures. Units earned for Algebra I in the 8th grade will be placed on the student's transcript in the 9th grade, but will **not** count towards the student's GPA.

CAREER TECH CREDITS

All students attending Gordon Cooper Career Technology Center for ½ school day will be awarded 4 units or 8 credits for the entire school year. (1 unit = 2 credits)

GRADUATION INFORMATION

Grade point average (GPA) will be weighted in an attempt to encourage students to continue their education in advanced courses. Students will be notified of courses in advance of enrollment. All changes will be explained in orientation. All class grades will be figured into GPA including athletics.

LIST OF WEIGHTED CLASSES

Accelerated English II
Algebra III
Pre Calculus
AP Calculus
AP English IV
AP Human Geography
AP Physics
AP Music
AP Studio Art
Chemistry I
Human Physiology
Physics I
Pre-AP English III
Trigonometry
Zoology

VALEDICTORIAN HONORS

The valedictorians shall be selected from the senior class. Valedictorians will be determined at the conclusion of the first calendar semester of the students' senior year. All students earning a cumulative weighted GPA of 4.1 or more will be named valedictorians. Each credit grade earned is given the following points: A=4 points, B=3 points, C=2 points, D=1 point, F=0 points. In weighted classes: A=5 points, B=4 points, C=3 points, D= 2 points, F=0 points. All valedictorians will be designated as such on their transcripts.

Students ranked number 1 and number 2 using quality points will present the valedictory addresses at commencement. The “valedictorian speakers” must have been in attendance at Bethel for at least 3 calendar semesters and cannot be mid-term graduates. Grades awarded based on passing a Proficiency Based Exam will not be used in calculating valedictorian status. Class rankings based on quality points will be determined by the computerized student information system at the conclusion of each calendar semester. These rankings will remain on the transcripts of all students regardless of co-valedictorian status.

Note: Quality point rankings will be used only for Valedictorian speaker selection. All other academic honors and class rankings will be based upon weighted grade point averages.

CAREER TECH CREDITS/VALEDICTORIAN SPEAKER

Any student attending Gordon Cooper Career Technology Center in the **afternoon** who wishes to be a valedictorian speaker can only count 3 out of 4 units towards their quality point class ranking. (A full time Bethel student can only receive 3 units during the afternoon and all students competing for valedictorian speaker must have an equal opportunity to earn the same amount of credits)

CONCURRENT ENROLLMENT CREDITS/VALEDICTORIAN SPEAKER

Any student taking concurrent enrollment college classes who wishes to be valedictorian speaker can only be awarded 8 units for the school year, therefore the combination of high school units plus college credit units cannot go over 8 units (16 credits).

HONOR GRADUATES

To be recognized as an Honor Graduate a student must earn a cumulative weighted GPA of 3.75 or more. This will be determined at the conclusion of the first calendar semester of the student's senior year. Honor Graduates will be recognized at commencement and designated as such on their transcript. Students earning a cumulative weighted GPA of 3.75 or more after the second calendar semester of their senior year will also be designated as an Honor Graduate on their transcript. Grades awarded based on passing a Proficiency Based Exam will not be used in calculating Honor Graduate status.

ADD OR DROP CLASSES

Students in grades 6 - 12 will have three days at the beginning of each semester to add or drop a class. This must meet the approval of the principal or counselor. After the 4th week of each semester, any student who chooses to drop a class to become an aide or to graduate during the second semester will receive an F in that class or classes for that particular 9-week grading period.

CHANGING CLASSES

Movement to and from class should be done in a courteous manner. Students in grades 5 - 12 will change classes at the end of each period. Students will not leave the classroom until the teacher has dismissed them. Because of our crowded condition, it is necessary that more care be taken in behavior during passage in the halls. Care should also be taken in the opening and closing of lockers.

WORK RELEASE

Senior students may apply for work release permits for first and/or second semester(s) under the following conditions. Seniors must be able to meet all graduation requirements without enrollment in the last period of the day. The student must provide verification of employment during the last period.

Employment must continue through the entire semester or school year. Verification of continued employment must be confirmed monthly by having the student sign a form stating the student is still employed. This form may be picked up in the principal's office by the student. If the student stops working he or she must return to school and attend a 1st or 5th period class.

CONCURRENT ENROLLMENT

A junior/senior student who is enrolled in an accredited high school may, if he/she meets the requirements set forth below, be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student.

The requirements are as follows:

The student must meet the published criteria (other than high school graduation) for admission to the institution to which application is being made.

The student must be enrolled in less than a full-time load (fewer than five course units per semester) at the high school that he/she is attending. This must be attested to by the high school principal.

(INTERPRETATION: A high school student admitted under the provisions set forth above may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 18 semester credit hours. For purposes of calculating workload, one high school unit course shall be equivalent to three semester credit hours of college work.)

The student must be eligible to complete requirements for high school graduation no later than the spring of their senior year. This must be attested to by the high school principal. A student is eligible having completed his/her junior year, i.e., this includes summer prior to senior year.

STUDENTS ENTERING FROM NON-ACCREDITED SCHOOLS

Students entering Bethel Public Schools from an elementary, junior high/middle or secondary school not accredited by the State Board of Education may be required at the discretion of the principal to take comprehensive, written examinations in the subject areas pursued in the non-accredited school. Results of the examinations will be used in determining academic units for which a student is to receive credit. All examinations shall be administered by the receiving school. Copies of the exams given and the results shall be kept on file for one year.

Students entering Bethel Schools from any non-accredited school who are taking an exam will have one week to take scheduled exams for any courses they wish to have accredited. These tests will be tests from our approved curriculum which will measure the student's knowledge of the material taught in the school's course. The class grade will be figured on the basis of averaging the student's previous six- or nine-weeks' grades and the grade from the administered test. This grade will be recorded and become a part of the student's permanent record. Students will be advised within one week of the final grade recorded on the permanent record.

ALTERNATIVE EDUCATION

Bethel Public Schools offers an alternative education program for those students that qualify and are in need of such a program. Classes will be held on the campus of Bethel Public Schools in the middle school building. Students will be placed in the alternative school after a review of a committee which will consist of the following individuals:

Administrator
Counselor
Teachers (2)
Parents

It is the goal of Bethel Public Schools that this program will act as an alternative to those students in which the regular school day is not an option. Students will be encouraged, however, to attend the regular school day if at all possible and placement in the alternative program will only be used as last result. Students will be able to pursue appropriate curriculum and achieve graduation status through the successful completion of this program.

This program will be offered as long as funding is made available.

PART-TIME STUDENTS

Bethel Public Schools will not enroll students for credit on a part-time or class-by-class basis. This policy includes, but is not limited to, students who attend other public schools such as Vo-Tech on adult status, home schools, or private schools. Students who have an Individual Education Plan (IEP), which calls for a shortened day or week due to special education considerations, are defined as full-time students.

Classes may not be monitored for no credit under any circumstances due to class size, security and insurance purposes.

Senior students who have met all other requirements for graduation and are approved by the principal may be assigned work release 1st or 5th period.

REGULATIONS FOR PROFICIENCY BASED PROMOTION

1. Students must request permission to demonstrate proficiency by completing a request form, which can be obtained in each principal's office or the superintendent's office. The request requires a parent or guardian signature.
2. Requests must be made at least 24 hours prior to the actual assessment date.

3. For sequential classes such as mathematics, students must have demonstrated proficiency at one level before they can request assessment at the next. Proficiency may be demonstrated by either having passed the regular class or by assessment. Example: Students must have passed Algebra I either by class or by assessment before they may request proficiency exam for Algebra II.
4. Sequential classes are as follows:
 - Grade Levels: 1, 2, 3, 4, 5, 6, 7, and 8
 - Math: Pre-Algebra, Algebra I, Algebra II, Plane Geometry, Trigonometry, Calculus
 - Life Science: Biology, Zoology, and Physiology
 - Physical Science: 9th Grade Physical Science, Physics
 - Language: English I, English II, English III, English IV
 - Art: Art I, Art II, Art III, Art IV, and Studio Art
5. Assessment dates are established as follows: the Tuesday and Wednesday of the week immediately preceding the start of school and the Tuesday and Wednesday of the week immediately following Christmas break.
6. If a student fails to make 90% on the proficiency exam, he/she must wait until the next testing period to try again. The two days are established at each testing date simply to allow a student to take more than one exam, not for retakes. The original assessment will likely take more than one day to grade.
7. Students and/or parents may request copies of the Priority Academic Student Skills for the area they wish to attempt. Those requests should be made to the building principal.

PROMOTION/RETENTION

The Bethel Board of Education establishes

the following policy concerning promotion/retention of students. Students shall be promoted or retained based on their achievement of the essential requirements in the core subject areas of their current grade level. The initial recommendation for retention is to be the responsibility of the student's classroom teacher(s). Final recommendation of the student's retention shall be made based upon a placement committee decision. The placement committee for middle school students shall consist of: site principal, site counselor, parent/guardian, and student's teacher(s). Per state law, if the parent disagrees with the placement committee's decision he/she may appeal said decision to the local board of education. The board of education's decision regarding placement shall be final.

High School students shall be classified by grade based on credits earned as follows:

| | | |
|------------|------|----------------------|
| 9th grade | ---- | 0-11 credits passed |
| 10th grade | ---- | 12-23 credits passed |
| 11th grade | ---- | 24-35 credits passed |
| 12th grade | ---- | 36 credits and up |

RESIDENCE OF STUDENTS

Bethel Public School shall abide by the Laws of Oklahoma with respect to custody of a child for school purposes. The statute clearly states that parents cannot allow another person, other than a relative within the fourth degree, to assume custody of their child unless they follow one of these procedures.

1. A court of competent jurisdiction can assign custody.
2. The child can be given to DHS and they can assign custody at their discretion. (This has to be done in writing before the court.)
3. To give the child to anyone else requires the written consent of the court or DHS.

Bethel School will only accept enrollment of a child living with a person of legal custody or by an approved transfer. Transfers are approved only under certain strict

circumstances and as outlined in the Bethel transfer policy.

RESIDENCY AFFIDAVIT

When signing a residency affidavit, the person living in our district affirms that the student(s) is/are living at his/her residence. He/she will be responsible to the school and any of its employees for the supervision of the student(s), including his/her actions and performance while at school and/or school sponsored activities. Residency affidavits should be updated yearly between August 1 and before the first day of school.

The resident signing the affidavit also affirms that he/she understands he/she may be fined up to \$500.00 for falsifying any information to the school regarding this matter. Should status of the student(s) change, the resident will immediately notify the site principal.

TRANSFER POLICY

Those students attending with transfers may, if in good standing with the school, continue to transfer. Brothers or sisters of these students currently transferred are eligible to transfer. Any student attending as a resident student who moves out of the district may, if in good standing with the school, transfer back to Bethel Public Schools. The children of employees working at Bethel Public Schools may transfer.

New student transfers may be accepted at Bethel Public Schools with the approval of the building principal and superintendent.

GIFTED AND TALENTED

The purpose of the gifted and talented program in the Bethel Schools is to provide opportunities for intellectually and academically gifted students in grades 1 through 12. They will be presented challenging problems to find outlets for creativity and imagination and supplement their regular classroom education with practical and useful skills. Students are

admitted to the gifted and talented program based upon the regulations set forth in the district's gifted and talented policy. (Copies of the G/T policy are available in the building principal and counselor's office.)

HONOR ROLL

Students must meet the following criteria to achieve status on the Superintendent's and Principal's Honor Roll at the end of each semester:

High School and middle school students must have all "A's" as semester grades to qualify for the Superintendent's Honor Roll. Students making all "A's" and "B's" as semester grades will be on the Principal's Honor Roll.

The school submits the honor roll to the newspaper for publication at the end of each semester.

ACADEMIC LETTER JACKETS

Any senior student meeting the following requirements will be eligible to receive an Academic Letter Jacket.

Requirements must be met by the end of a student's academic junior year.

- 1. Must have attended Bethel High School for a minimum of two complete semesters.**
- 2. Must be in the top 15% of class using weighted grade point average.**
- 3. Must have a minimum of (8) credits or 4 units in weighted classes.**
- 4. Eligible students will not receive an academic letter jacket if during their 4-year high school academic time period; they receive in-school or out-of-school suspension.**

AUTHORITY OF TEACHERS

70 O.S. Section 6-114, of Oklahoma reveals that the teacher of a child attending a public school has 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 the school or any other school function authorized by the school district.

70 O.S. Section 6-113, of the School Laws of Oklahoma, reveals the penalty for any person threatening or abusing a school employee, verbally or otherwise. Punishment may be \$500.00 fine or imprisonment in the county jail for a period not exceeding six (6) months.

EXAMINATIONS AND REPORT CARDS

NINE WEEKS AND SEMESTER TESTS

These tests will be given so better evaluation of continuing progress may be made and to assist in the determination of letter grades.

SEMESTER EXAM EXEMPTIONS (HIGH SCHOOL ONLY)

Students in grades 9-12 are required to take written semester examinations and/or complete culminating semester projects. Students may be exempt from the written semester examinations based on the following:

- Any student who is truant at any time during the semester will not be eligible for any exemptions.
- Exemptions in block course classes only apply to exams in December and May ending the calendar semester.
- Students with an A or B average for their semester average in that particular class will be exempt.
- Students with a B wanting to test in that class will not be required to take all other tests unless they are not exempt for those classes.
- Students with a C or below will take semester tests.
- **Semester tests will not be given early in middle school or high school. NO EXCEPTIONS!**

Students receiving exemptions from written

semester examinations will be marked with an excused absence in the attendance registers as per accreditation standards from the State Department of Education. They will not, however, forfeit their perfect attendance certification at Bethel if the student has no other absences for the year. Students will not be exempt from any culminating semester projects as assigned by the teacher, only traditional written semester exams.

REPORT CARDS

The teacher of each class in which a student is enrolled issues reports of student progress each nine weeks. Parents are asked to review the progress report with their children. If a conference with the teacher is desired by the parent, it is best scheduled through the principal. Report cards will be issued on Wednesday after the end of each nine-weeks.

PROGRESS REPORTS

In accordance with board policy established by the Bethel Board of Education on December 10, 1990, progress reports will be sent home on the fourth week of each nine-week period. Parents may request general progress reports on the first and third Monday of the month in grades 6-12. **Note: Parents with computer access will have the ability to view their child's grades daily.**

ATTENDANCE

Regular attendance is expected in order to receive a proper education. If the principal or teacher determines attendance is irregular, excessive or interfering with academic progress a conference with the parents will be necessary. Students are expected to attend school. Parents should make every effort to encourage students to attend. **Each site will enlist the assistance of DHS and the district attorney in an effort to assure regular attendance.**

A student will be marked absent according to the rules of the State Board of Education. Absences are recorded by half days.

The following regulations will govern all absences, tardies, and make-up associated with said attendance issues:

- Students will be limited to a maximum of seven (7) absences in any one calendar semester. A calendar semester is defined as August 10, 2011 through December 16, 2011 and from January 4, 2012 through May 23, 2012. Said grading semester will be revised at the beginning of each school year.
- Any student accumulating over seven (7) absences in any one calendar semester will receive a zero (0) for any and all assignments, including tests, in any classes in which they have accumulated over seven (7) absences. Said zeroes (0) will be recorded for each day over seven (7). Approved school activities, pre-arranged absences, and excused absences that are supported by doctors' notes (said note(s) must identify the specific date(s) absent) will **not** be counted towards the maximum number of allowable absences in a calendar semester. Students absent for a school related activity will acquire their assignments before leaving and are responsible for the completion of these assignments upon their return to class. School related absences will be excused.
- Pre-arranged absences will be limited to a maximum of five (5) in any one calendar semester and a maximum of seven (7) in an entire school year. Pre-arranged absences would include those situations in which a parent/guardian deems it necessary that a child miss school for reasons such as observance of religious holidays, family trips, etc. These absences must be pre-arranged by obtaining the respective principal's approval at least three (3) school days

prior to the absence. **Prior to pre-arranged absences, students must confirm with their principal the absence itself, make-up work, and due dates for that work.**

- Absences that apply to the maximum allowable will be determined on a class period-by-class period basis at the middle school and high school and determined by attendance over 50% of the day at the elementary school.
- Whether absences are supported or not by a note from parents/guardians, the absences will be counted toward the maximum number of allowable absences in a grading semester.
- Students guilty of an unexcused absence deemed by the site principal to be truancy will be subject to disciplinary action and will not be allowed to make up any classroom assignments for the class period or day involved.
- When students return to school after being absent, they should bring a note signed by their parents/guardians that includes the date(s) absent and the reason for the absence; or the parent/guardian should call the respective building principal outlining the same information. Absences documented by parent/guardian notes or phone contacts will count towards the maximum allowable. Absences supported by a doctor's note will **not** be counted towards the maximum allowable. All notes or phone calls must be turned in or completed within one day after student returns to school.
- Students are responsible for making necessary arrangements for all make-up work when absent. Said arrangements must be made on the first day the student returns back to school.
- Make-up work will be allowed under the following conditions: to receive full credit on a make-up assignment, a student will have one (1) day for each day absent

to make up work with a maximum of five (5) days beginning on the day the student returns to school. If the work is not made up by the day required, then ten (10) percent will be deducted for each day late, up to and including the third day. After the third day, the student will not be allowed to make up the work for credit. Students will not be permitted to make up work missed due to an unexcused absence or in the event the student exceeds the maximum absences allowable in any one grading semester.

- Tardies will be defined as being late to school or a class period or checking out of last period before 3:15 p.m.
- State statutes for mandatory attendance will continue to be followed as outlined in the student handbook.

Parents are encouraged to make doctor and dental appointments before or after school whenever possible. When this cannot be accomplished, parents are to notify the school of the appointment and its time and location.

STATE STATUTES FOR MANDATORY ATTENDANCE

(Neglect or Refusal to Compel Child to Attend School—Exceptions)

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless such child has been screened as provided for in Section 1210.282 of this title and such child is determined not to be ready for kindergarten, or a parent, guardian, or other person having custody of the child, provides by certified mail prior to enrollment or at any time during that first year, notification of election to withhold the child from kindergarten until the

next school year after the child is six (6) years of age, or unless other means of education are provided for the full term the schools of the district are in session. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older as appropriately provided for by Section 1210.282 of this title, or as otherwise accepted from same by this section.

It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child or other person violating any of the provisions of this section shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not less than Five Dollars (\$5.00) nor more than Twenty-five Dollars (\$25.00) for the first offense, not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00) for the second offense, and not less than Twenty-five Dollars (\$25.00) more than One Hundred Dollars (\$100.00) for each subsequent offense. Each day the child remains out of school after the written warning has been given or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward of the court may be presented in court by any authorized employee of the school district. **(70-10-105)**

RECORDS OF ATTENDANCE OF PUPIL

It shall be the duty of the principal or head teacher of each public, private or other school in the State of Oklahoma to keep a full and complete record of the attendance of all children at such school and to notify the attendance officer of the district in which such school is located of the absence of such children from the school together with the causes thereof, if known; and shall be the duty of any parent, guardian or other person

having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absences of such child. It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence. Such attendance officer and teacher shall be required to report to the school health officer all absences account of illness with such information respecting the same as may be available by report or investigation; and after investigation of all facts relating to the absence of any child or children from such school, the attendance officer shall, if justified by the circumstances, promptly give in written warning to the parent, guardian or custodian of any child who has not complied with the provisions of this article, that the attendance of such child is required at some public, private or other school as herein provided. If within five (5) days after the warning has been received, the parent, guardian or custodian of such child does not comply with the provisions of this article, then such attendance officer shall make complaint against the parent, guardian or custodian of such child in a court of competent jurisdiction for such violation, which violations shall be a misdemeanor. If a child is absent without valid excuse four (4) more days or parts of days within a four-week period, the parents shall be notified. If a child is absent from school for fifteen (15) or more days or parts of days within a four-week period without a valid excuse, the attendance officer shall immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of Oklahoma Statutes (70-10-106)

TRUANCY

A student is considered truant when he/she leaves school without permission from the office or if he/she remains away from school.

Cutting class for just one hour will be considered truancy, even though the student may not have left the school grounds. Consequences of truancy can result in detention, ISD, and/or out of school suspension.

HALL PASSES

No student shall leave a classroom during class periods without teacher permission or required hall pass.

LEAVING SCHOOL

All requests for early dismissal, both from pupils and parents, must be presented to the principal in charge of the building in which the pupil attends school and the principal shall use his judgment in granting such requests.

Teachers may not send students away from the school on errands except with the approval of the superintendent or principal.

Students with younger brothers and sisters may not check them out of school without the building principal's authorization.

ABSENCES FOR ACTIVITIES

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one-class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. A copy of the 10-day policy is in each principal's office.

SCHOOL DAY

FLAG SALUTE AND "MINUTE OF SILENCE"

In keeping with appropriate levels of civic pride and state law, Bethel Public Schools

will appropriately conduct daily flag salutes and provide at least a “minute” of silence each school day. This exercise will allow students the opportunity to honor our country and engage in a moment of silence as they see fit.

CLOSED CAMPUS

All students will remain on campus during school hours. There will be no food or drink brought to students from off campus without permission from the building principal. The parking lots and local store are off limits. Any exception to this rule should be cleared through the principal's office. Parking lots and cars are off limits to all students during the lunch period or during the school day without prior approval from principal.

CLOSING OF SCHOOL

The official announcement for the closing of school due to inclement weather or other emergencies will be heard over local radio station and most television stations. All parents should leave word with the principal as to where to send children in case of school closing due to emergencies.

BEFORE SCHOOL BEHAVIOR

Halls should be orderly so as not to disturb students and teachers who are working. Cooperation of all students is expected.

PARENT CONFERENCES

The Bethel Public School system's effective service depends largely upon the interest and courteous cooperation of the students, teachers and parents. Parents are invited to confer with teachers or principals on matters relating to the student's educational progress.

Because of the extent of teacher's duties and their class responsibility, it is important that conferences be scheduled through the principal's office whenever possible to avoid schedule conflicts.

In addition to parent or teacher-initiated conferences, the school may schedule two schoolwide conference days per year.

VISITORS

In order to prevent interruption of classes, it is necessary for parents and visitors to come to the principal's office to receive help.

Students will not be allowed to interrupt class to deliver notes, messages and other communications **except** with a permission note from the office of the building principal. Students **will not** be allowed to bring/invite visitors to school for any purpose. **All visitors should report to the principal's office to receive a visitor's pass upon arrival.**

NOTE: Teachers may not release students to parents or designee without authorization from the principal.

CAFETERIA

MEAL PRE-PAYMENTS

Meal pre-payments will be sold in the cafeteria every Monday and Tuesday morning between 7:45 a.m. and the time school starts. No weekly pre-payments will be sold during the lunch period. Costs will be as follows:

Breakfast

Grades PK - 12 \$1.00

Lunch

Grades PK – 2 \$1.50

Grades 3 - 12 \$1.75

Extra Milk & Juice

Grades 1 - 12 \$0.25

The sandwich/salad bar combination is available for grades 3 - 12. The regular line is available for grades K - 12.

Free and reduced lunches are available for students who qualify. Each student will be provided an application upon enrollment.

Please complete and return the application regardless of whether you feel you qualify or not.

All adult lunches will be \$2.50; breakfast \$1.50.

Charges for both breakfast and lunch shall be strictly enforced. High school and middle school students will be limited to one (1) charge. Elementary students will be limited to three (5) charges. At the point in time that a child exceeds the maximum number of charges a note will be sent home with the child and the child will be provided a sandwich with milk instead of the normal lunch until the charges are paid in full. Any family needing special considerations regarding this procedure should consult the food service director at 273-1129.

CAFETERIA BEHAVIOR

The cafeteria, besides being a place to eat, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners, which one should find in the home. Students not eating may not remain in the cafeteria. Some simple rules of courteous behavior that would make the lunch period pleasant and relaxed follow.

- Observing good dining room standards at the table.
- Leaving the table and surrounding area clean and orderly.
- Replacing chairs and putting trash in the proper container.
- Not leaving the cafeteria while eating or carrying food.

SCHOOL FACILITIES & PROPERTY

POSTERS AND ANNOUNCEMENTS

Posters and announcements should be cleared through the building principal. Printed materials should be placed only on

designated building bulletin boards. Announcements will be made so as not to unduly interrupt classes.

LOCKERS

Lockers will be provided for all students in grades 5 - 12. If locks are used, extra keys should be kept in the office. Locks are encouraged. Lockers should be kept in proper order. Valuables should not be left in lockers at any time. The school will not be responsible for lost or stolen articles. Lockers are for storage of school related materials. Lockers are not to be defaced (writing on, placing of stickers, etc. is not permitted). Students are required to use assigned lockers.

USE OF THE LIBRARY

Students using the library during regular class periods will do so with the permission of their teacher. If groups of more than three are sent, they are the direct responsibility of the teacher sending such students and special arrangements must be made with the librarian.

TEXTBOOKS

All basic hardbound textbooks are loaned to the student during the school year. The student is responsible to see that the books are kept clean and in good condition. Lost, repaired, or destroyed books will be paid for by the student.

LOST AND FOUND ARTICLES

If you find an article of any value, you are requested to turn it in to the principal. You are urged to take every precaution to protect your possessions. If you lose an article, check with the building principal. It is the individual student's responsibility to store items in their locker and secure with a lock.

VENDING MACHINES

Students in grades 1 - 5 may not go to the old or new gym to use the vending machines during school hours. Students in grades 6 -

12 will be allowed to go to the old gym to use vending machines only during lunch period. Misuse can lead to vending machine privileges being revoked.

DESIGNATED PLAY AREAS

Elementary students from grades first through fifth will play in the area east of the elementary building. Middle school students will play in the area west of the middle school building.

TRANSPORTATION

We at Bethel Public Schools are interested in transporting students to and from school as safely as possible. To ensure the student's safety, we have the following list of bus rider rules that we ask each rider to follow.

Failure to comply with these rules could result in the student not being permitted to ride the bus. Violators of these rules will first be admonished by the driver with the second offense being handled by the principal. The principal will contact the parents if the student continues to disobey.

If at any time you have a question concerning the transportation of your child, please contact the school.

BUS RIDER RULES

A student who rides a bus other than the one to which he/she is assigned (or to another stop on the same bus route) must provide the building principal with a request signed by his/her parent or guardian. Bus drivers have been instructed to allow no additional riders unless a note from the principal is presented when boarding the bus.

Prior to Loading (on the road and at school)

- Be on time at the designated bus stop.
- Stay off the road while waiting for the bus.

- Wait until the bus comes to a complete stop before attempting to enter.
- Be careful in approaching bus stops.
- Bus riders are not permitted to move toward the bus at the school loading zone until the bus comes to a complete stop.

While on the Bus

- Keep hands and head inside the bus.
- Assist in keeping the bus safe and clean.
- Remember that loud talking/laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Treat bus equipment with respect.
- Bus riders should never tamper with the bus or any of its equipment.
- Leave no books, lunches or other objects on the bus.
- Keep books, packages, coats and all other articles out of the aisles.
- Help look after the safety and comfort of small children.
- Do not throw anything out of the window.
- The bus driver reserves the right to assign seats as he/she deems necessary.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Horseplay is not permitted around or on the school bus.
- Bus riders are expected to be courteous to fellow pupils, the bus driver and others who may be on the bus.
- Keep absolutely quiet when approaching a railroad-crossing stop.
- Do not use profane language or make insulting remarks.
- In case of a road emergency, children are to remain on the bus unless instructed otherwise.
- Inflated balloons are not allowed on the bus.
- No food, drinks, or chewing gum should be consumed while on the bus.

After Leaving the Bus

- When crossing the road, go at least 10 feet in front of the bus, stop, check traffic, watch for the bus driver's signal, and then cross.
- Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
- Help look after the safety and comfort of small children.
- The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

EXTRA-CURRICULAR TRIPS

- The above rules and regulations will apply to any trip under school sponsorship.
- Pupils shall respect the wishes of a competent chaperone appointed by the school officials.
- The coach or sponsor shall be required to make arrangements through the office of the activities director or principal for transportation of students to games/events away from home, setting the time of departure and the approximate time of return.
- All coaches or sponsors of the teams or groups shall be required to ride with the students to and from the games/events and shall be held responsible for the conduct of the students while traveling and participating in the game or contest.
- Students are required to ride in school furnished transportation to the activity/event. Students may ride home from the event with their parents, if the parents personally notify the sponsor at the event.
- After returning to the school from an activity/event, sponsors will provide each student the opportunity to call their parents. Sponsors will provide the students and parents a schedule of the events including departure time and approximate arrival time.

CAREER TECH CENTER TRANSPORTATION

Gordon Cooper Career and Technology Center provides bus service, for students, to and from Bethel High School. The morning bus leaves at 7:50 a.m. and the afternoon bus returns at 4:00 p.m. Morning Career Tech students must provide their own transportation from home to catch the bus at Bethel High School, and afternoon students must provide their own transportation home. With **written** parental permission a student may furnish his own transportation to and from Gordon Cooper. Students who drive or ride with another student are expected to abide by Bethel regulations regarding automobiles. Any transportation other than by bus should be cleared through the office of the principal. Rules and regulations for the use of motor vehicles are available and must be followed. Students driving to Gordon Cooper should park their vehicle in the fieldhouse lot north of regular student parking. The fieldhouse parking lot is marked off for band marching practice; therefore, vehicles should be parked next to the fence, which separates regular student parking and fieldhouse parking.

STUDENT DRIVERS

Student drivers of licensed vehicles must have a valid driver's license, insurance and registration. Student drivers are to be courteous and show proper conduct while in their vehicles. All vehicles driven to school by students are to be registered in the principal's office and have valid BHS parking permit. Parking spaces will be assigned for each student. Upon proper registration, and payment of the designated fee parking sticker will be issued. Failure to comply may lead to the student not being able to drive a vehicle to school.

- Upon arrival at school, the vehicle will be parked in the **fenced** student parking lot,

which is west of the band room and north of the road. It will not be moved until the student is released from classes for the day or has permission from the principal to leave school. Student drivers are not to pick up riders and leave campus without permission. Career Tech students eating in the cafeteria are to walk. Vehicles are not to be moved until leaving campus.

- Students driving to the career tech center shall abide by Rule 1 and shall not be driving through the teacher's parking lot which is south of the gym before parking in the student parking lot.
- Students leaving early shall not return to school.
- The speed limit in the school zone is 20 miles per hour. This speed zone will be observed at all times during school hours or when students may be arriving at or leaving school. **(THE SPEED ZONE BEGINS AT A POINT 1/4 OF A MILE NORTH, SOUTH, EAST AND WEST OF THE SCHOOL.)** Speed limit in the school parking areas is 10 miles per hour.
- Students should not be in their vehicles except to come to and leave school. Students will not be allowed to sit in vehicles across from the school or on school property before, during or after school hours.
- Students who fail to abide by these rules will be subject to having their privilege of driving to school taken away.

VEHICLE ALARMS

All student vehicles, which are equipped with alarms, must indicate the type of alarm on the student vehicle registration form in the principal's office. The only types of alarms that will be allowed to be activated while on campus are glass sensor and door pins. Motion sensor and motion detector type alarms will not be allowed to be set while on campus.

CAR STEREO

Students should not play car stereos at maximum volume or at a volume which is loud and disruptive. Stereos are to be heard inside the vehicle only. Students who violate this policy will be prohibited from playing their car stereo on school grounds.

ELEMENTARY STUDENT BUS RIDER LOADING AND UNLOADING

The procedure for loading and unloading elementary students that ride a school bus to school is intended to allow students to enter the building safely.

NON-BUS RIDER LOADING AND UNLOADING

We are asking parents of Pre-K, Kindergarten, and 1st grade students that pick up their students at school to do so by circling through the drive in front of the new elementary building. All other parents, 2nd grade and older, should pick-up their students in front of the 2nd grade building. It is too dangerous for students to cross the road. The road in front of the elementary P.E. building is for school personnel and busses only. **For the safety of our students, please do not block traffic and be courteous to others when picking up your children after school.**

STUDENT INFORMATION

CHANGE OF ADDRESS

Please make sure to inform the principal's office if you have a change of address or home or work telephone number in order to help in addressing mail outs and in case of emergency.

STUDENT WITHDRAWAL FROM SCHOOL

Students withdrawing from Bethel Public Schools to attend another school must complete withdrawal procedures in the office of the principal.

All books must be returned; lockers cleaned; lunch charges, library fines and book damages must be paid at this time.

HEALTH & SAFETY INFORMATION

IMMUNIZATION

Immunization sheets are available in each site office. Said sheets will outline the specific immunization requirements per state law. Every effort will be made to notify all parties involved if any changes are made in the future. However, it must be noted that students cannot be allowed to attend until all current immunization provisions are met. Parents may contact the principal for further details.

AIDS EDUCATION

70 O.S. Section 11-103.3 School Laws of Oklahoma mandates acquired immune deficiency syndrome (AIDS) prevention education to be taught in the public schools. AIDS prevention education is to be limited to the discussion of the disease, its spread and prevention. Students shall receive such education:

- A minimum of once during the period from grades 7 through 9; and
- A minimum of once during the period from grades 10 through 12.

The State Department of Education shall develop curriculum and materials for AIDS prevention education in conjunction with the State Department of Health.

Again, all aspects of this provision are mandated by the state of Oklahoma.

CHILD ABUSE

By law, any indication of child abuse must be reported by school employees to local authorities.

Every physician or surgeon, including doctors of medicine and dentistry, licensed osteopathic physicians, residents and interns, examining, attending or treating a child under

the age of 18 years and every registered nurse examining, attending or treating such child in the absence of a physician or surgeon, any teacher of any child under the age of 18 years, every other person having reason to believe that a child under the age of 18 years who has had physical injury or injuries inflicted upon him or her by other than accidental means where the injury appears to have been caused as a result of physical abuse or neglect, shall report the matter promptly to the county office of the Department of Human Services in the county wherein the suspected injury occurred provided it shall be a misdemeanor for any person to knowingly or willfully fail to promptly report any incident as provided above. If the report is not made in writing in the first instance, it shall be reduced in writing by the maker thereof as soon after it is initially made by telephone or otherwise and shall contain the names and addresses of the child and his or her parents or other persons responsible for his or her care, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, and any other information that the maker of the report believes might be helpful in establishing the cause of the injuries and the identity of the person or persons responsible therefore if such information or any part thereof is known to the person making the report.

All records concerning child abuse shall be confidential and shall be open to inspection only to persons duly authorized by the State or United States in connection with the performance of their official duties. It shall be unlawful and a misdemeanor for this Commission, or any employee working under the direction of the Department of Human Services, or any other public officer or employee, or any court appointed special advocate to furnish or permit to be taken off the record any information therein contained for commercial, political, or any other unauthorized purpose.

Any person participating in good faith and exercising due care in the making of a report pursuant to the provisions of Section 846 or 846.1 of this title, or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be further imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

MEDICATION

Any medication, prescription or non-prescription, should be checked in through the respective offices. A school nurse, or in the absence of such nurse, an administrator or designated school employee, pursuant to the written authorization of the parent/guardian of the student, may administer:

- A non-prescription medicine;
- A filled prescription medicine as that term is defined by Section 353.1 of Title 59 of the Oklahoma State Statutes pursuant to administering medicine as listed on the label or as otherwise authorized by a licensed physician.

The person authorized to administer the medicine shall not be liable to the student or parent/guardian of the student for civil damages for any personal injuries to the student which result from acts or omissions in administering any medicine pursuant to the provisions of the statutes. This immunity shall not apply to acts or omissions constituting gross, willful or wanton negligence. (70-1-116.2)

Per state law, beginning with the 2003-2004 school year, students that must utilize an asthma inhaler may administer said medication on their own, however, they need to notify the respective office of the situation necessitating the use of the inhaler.

DRUGS

State and/or Federal Law prohibit the distribution or use of dangerous illegal drugs. The use or distribution of such illegal substances while under school supervision will result in suspension, expulsion and/or possible legal action.

USE OF TOBACCO

State law prohibits anyone under 18 years of age from possessing tobacco, including smokeless tobacco. Any tobacco brought on school grounds will be subject to confiscation.

If a student has acquired the habit of smoking, chewing tobacco or dipping he/she is expected to assume responsibility to control the habit. Any smoking, chewing of tobacco or dipping on the school campus will be considered misconduct and is punishable by in school detention and out of school suspension for repeated offenders.

INJURY OR ILLNESS DURING THE DAY

There should be an emergency number as to where parents can be contacted during the day listed on every enrollment card. Also, a family physician should be listed.

In case of an illness or injury, our first attempt will be to contact the parent or guardian.

HEAD LICE

Bethel Public Schools has a no-nit policy regarding head lice (Pediculosis Capitis). Early detection and screening for head lice at home and school is the best way to prevent the spread of the pesky parasite. Head lice is not a serious communicable disease; however, it has serious social and economic effects on the student's family.

Students found to have head lice or nits will be sent home immediately. To reenter

school, the student must provide certification from a health professional or an authorized representative of the State Department of Health that the student is no longer afflicted with head lice or nits. Infestation is defined as harboring any nits, nymphs, or adult head lice.

CONJUNCTIVITIS

Conjunctivitis (pink eye) can be contagious prior to the redness in the eyes. The student suspected to have conjunctivitis will be excluded from school until medical care has been received or until symptoms have resolved (the eyes are not weeping). After medical care or resolved symptoms, the redness in the eyes can last a week or longer.

HOMEBOUND STUDENTS

If an extended student illness occurs, special "homebound" instruction will be provided by the school. Because of the necessity to file such requests with the State Department of Education, principals should be notified as soon as possible of such a need. Homebound services are provided only upon written request of a doctor.

INSURANCE

The school district does not provide insurance for students. Also, students participating in athletics are required to pass a physical examination prior to participation in any athletic practice or event.

SAFETY

The safety of each student is of primary importance to the teachers, administrators and school board. Without freedom from threat, intimidation and danger, education cannot be efficiently carried out. The administration will carry out a strict program which gives highest priority to safety of pupils under their supervision.

GLASS BOTTLES/CONTAINERS

There will be no glass bottles or containers

allowed in the parking lots, buses or any building.

INAPPROPRIATE STUDENT CONDUCT

The following examples are not meant to be all-inclusive but rather examples of behavior which are not appropriate and are punishable by one of the following methods: verbal reprimand, counseling, before/after school detention, in-school detention, alternative education, or corporal punishment. Corporal punishment shall be used when there is reason to believe it will be helpful in maintaining discipline or in the development of the child's character and power of self-control. The corporal punishment policy shall be followed when administering corporal punishment.

Said behaviors are prohibited while students are at school or in transit by school transportation or under school supervision to or from school or at any school function authorized by the district or when present on any facility under the control of the district.

1. A student shall not continuously and/or intentionally make noises or act in any manner so as to interfere with the teacher's ability to conduct his/her class.
2. Students are not allowed to chew gum in any building because many of the buildings are carpeted and gum is difficult to remove.
3. Public display of affection is not deemed suitable for public schools.
4. A student shall not cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to a school employee, any other student, or other person.
5. A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the grounds or during a school activity, function or event off school grounds.

6. A student shall not commit any act, which can be defined as sexual harassment under the Bethel School Sexual Harassment Policy.
7. A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher assistants, principals or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.
8. A student will not absent himself/herself from school without reasonable excuse. The reasonableness of the excuse shall be determined by the principal.
9. A student shall make satisfactory advancement toward accomplishing the prescribed goals and objectives for the course in which he/she is enrolled.
10. A student shall not, except under the direct instruction of the principal, block normal pedestrian or vehicular traffic on a school campus.
11. A student shall not violate the dress code.
12. A student shall not fail to comply with written procedures and policies as outlined in this handbook, Board Policies, or posted by the teachers or principals.
13. Any student who is caught cheating on an End of Instruction test will receive a minimum of (5) days of in school detention. Cheating refers to but is not limited to looking and copying answers from another student or racing through the test without reading instructions and rapidly filling in the test answers.
14. Students displaying inappropriate conduct while attending Gordon Cooper Vocational School will receive at least the minimum disciplinary action recommended by the GCTC administrator and/or possible additional disciplinary action which is in line with the Bethel Public Schools handbook.

OFFENSES FOR WHICH PUNISHMENT MAY BE SUSPENSION

The principal shall have the authority to suspend any student who is guilty of any of

the following acts while in attendance at such school or in transit by school transportation or under school supervision to or from school or at any school function authorized by the school district or when present on any facility under the control of the school district.

The following are examples and are not all-inclusive but rather are examples of the types of behaviors, which are prohibited and may lead to suspension from school.

DRUG AND ALCOHOL SUSPENSION POLICY

Attending classes alert and ready to learn is a prime responsibility of students at Bethel Public Schools. The inability to function in class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the principal's office after demonstrating one or more of the following behaviors: sleeping in class, drowsy or listlessness, slurred speech, poor general health (red eyes, flushed skin, etc.) odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drug, alcohol, or tobacco use, fighting, possession of an illegal drug, alcohol or tobacco.

An employee of Bethel Public Schools may check the neurological function of the student by means of a simple examination of the pupil's reflexes and muscle functions of the eye. This procedure is frequently used in athletic programs to determine if the brain functions have been impaired by injury, illness, or disease. If neurological dysfunction is suspected, regardless of the cause, the parent/guardian will be contacted immediately. The above behaviors as well as the neurological examination may be sufficient probable cause to search the student (clothes, locker, vehicle, book bag, etc.) for illegal drugs, drug paraphernalia, weapons, or other contraband.

A student found possessing, distributing or

using alcohol or drugs or other contraband at school or school sponsored activities will receive:

1stOffense: OUT OF SCHOOL SUSPENSION UP TO EIGHTY-FIVE SCHOOL DAYS.

2ndOffense: OUT OF SCHOOL SUSPENSION FOR THE REMAINDER OF THE SEMESTER AND THE FOLLOWING SEMESTER.

Reentry to Bethel Public Schools may be contingent on appropriate counseling and/or parental intervention. Students may opt to perform community service to shorten the length of suspension. The type of community service must be approved by the building principal. For each six (6) hours of community service successfully performed, two days will be reduced from the total suspension of days. In addition, for each four hours of alcohol/drug counseling approved by the building principal, five days will be removed from the total suspension. No more than eight (8) hours of counseling (ten days reduced) will be used to reduce the suspension.

DEFINITIONS

The definitions as follows shall be pertinent to the following rules and regulations of the Bethel Public Schools.

Dangerous weapons shall mean:

- Any firearm, knife, sharpened metal objects, metal comb of any length with handle pointed and sharpened, billy club, metal knuckles, razor, hand-chains, explosives, pepper spray, mace, or all other instruments which may be used by a student in a threatening manner.
- Drugs include all narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, alcoholic

beverages, beer, intoxicants of any kind, also all drugs other than a medical prescription for the student from a registered licensed physician.

OFFENSES

1. A student shall not by use of violence, force, noise, profanity, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause, engage in or urge other students to engage in such conduct that would cause disruption or obstruction of any lawful mission, process or function of the school. Any of these actions will be considered bullying and appropriate action will be taken.
2. A student shall not engage in any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. This too shall be considered bullying and appropriate action will be taken.
3. A student shall not possess, handle, transmit, use or threaten to use any object that is considered a dangerous weapon as defined above.
4. A student shall not possess, use, transmit or be under the influence of any drug, or possess any type of drug paraphernalia.
5. A student shall not commit assault and/or battery.
6. A student shall not vandalize, set fire, or in any way deface or destroy school property.
7. A student shall not commit immorality, use profanity or obscene gestures.
8. A student shall not take part in conduct which jeopardizes the safety of others.
9. A student shall not take part in conduct

calculated to disrupt the operation of the school (including refusal to do class work).

10. A student shall not be truant.
11. A student shall not commit any act, which can be defined as sexual harassment under the Bethel School Sexual Harassment Policy.
12. A student may not intentionally violate the dress code (Third violations, whether intentional or otherwise is grounds for suspension).
13. A student shall not violate any written school rules, policy or procedures, including those listed previously under the heading of **Inappropriate Student Conduct**.
14. A student may not possess or use tobacco products in any form.
15. A student may not possess or use a laser pointer or laser device.
16. A student shall not engage in misuse or inappropriate use of computer hardware, software, and/or the district's network. All activity associated with the district's hardware, software, and network shall be strictly monitored and no student shall be entitled to any privacy rights while utilizing said devices. All students must sign appropriate agreements prior to use of the district's technology.

BETHEL PUBLIC SCHOOLS CELL PHONE POLICY

The Bethel Public School District has determined that cell phones have limited or no educational value and their use may create a distraction to the learning environment. Student possession of cell phones in the Bethel Public School District is only allowable subject to the following rules and regulations. Strict adherence to these rules and regulations is required. Additionally, the District prohibits the use of other communication devices (i.e. two-way radios, pagers, PDA's and laptops with two-way messaging capabilities) by students. The

Bethel Public School District reserves the right to define the educational value of any new electronic wireless devices that may become available in the future and to prohibit their use if they have no educational value or if such use creates learner distraction or disruption.

Possession of a cell phone by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. **Students shall be personally and solely responsible for the security of their cell phones. Bethel Public Schools shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.**

Use of Cell Phones on School Grounds

Students may use cell phones before and after school only, as long as they do not create a distraction or a disruption. Use of cell phones during the school day is prohibited and they will be powered **off**, concealed and secured in lockers, purses, pockets, or vehicles during the academic day. Cell phones are strictly prohibited in classrooms, locker rooms, restrooms, and shower facilities. **High School students ONLY will be allowed to use cell phones outside the building during lunch.**

Camera or Picture Phones

While the use of cell phones by students is allowed subject to certain rules, the capability of a cell phone to take, store, and transmit pictures and videos is strictly prohibited. It is the District's position that picture phones pose threats to freedoms of privacy. Additionally, picture phones can be used to exploit personal information and compromise the integrity of the educational process. Accordingly, the camera function of a cell phone is strictly prohibited on school premises at all times. Students who violate this provision of the policy will have their cell phone confiscated and held until the end of the semester following the one in which it was confiscated.

Use of Cell Phones on Buses

Cell phone usage by students while riding to and from school on the bus, or on the bus during school sponsored activities is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated. **Use of the camera function of a cell phone is still strictly prohibited while riding on a bus.**

*****Both parents and students will sign an agreement at enrollment as to their understanding of these rules.***

The principal or superintendent may suspend any pupil who is guilty of immorality or violation of the regulation of a public school. The suspension shall not exceed beyond the current school semester and the succeeding school semester; provided the pupil suspended shall have the right to appeal the decision of such principal, teacher or superintendent to the Board of Education of the district, which shall, upon a full investigation of the matter, determine the guilt or innocence of the pupil and its decision shall be final, (70 O.S. Section 24-101). A first offense usually is for a minimum of three days.

BULLYING and/or CYBER-BULLYING

Bullying is aggressive behavior that is persistent, intentional and involves an imbalance of power or strength. Traditionally, bullying has involved actions such as: hitting or punching (physical bullying), teasing or name-calling (verbal bullying), or intimidation through gestures or social exclusion. In recent years, technology has given children and youth a new means of bullying each other. **Cyber-bullying** is bullying behavior that involves the use of the Internet, cell phones, and other electronic media.

Cyber bullying can involve:

- Sending mean, vulgar, or threatening messages or images
- Posting sensitive, private information about or pictures of another person
- Pretending to be someone else in order to make that person look bad
- Intentionally excluding someone from an online group

If occasions arise when Bethel Public School administrators believe that bullying or cyber-bullying has occurred, said responsible students will be punished according to the handbook guidelines described under **INNAPROPRIATE STUDENT CONDUCT.**

GRAFFITI

Graffiti, gang type and/or otherwise, is inappropriate at schools. Whether on buildings, sidewalks, posters, or even school papers, graffiti is prohibited anywhere on Bethel School property. Graffiti of the following types may be grounds for suspension or expulsion:

1. Graffiti, which is normally associated with, gang activities, including elimination of certain letters from a text.
2. Graffiti, which endorses or encourages the use of alcohol, drugs, or other controlled substances.
3. Graffiti, which encourages or endorses violence.
4. Graffiti, which endorses or encourages lewd and/or profane behavior, or uses language considered as profanity.
5. Graffiti intended to disrupt, embarrass or otherwise offend the school, its personnel, or any student.

DISTRIBUTING MATERIALS

Students may not distribute, formally or informally, materials which may be considered counter to the philosophy and/or goals of the school, including but not limited to materials which endorse, encourage, or use:

1. Profanity
2. Drugs, alcohol, or other controlled

- substances
- 3. Gangs or gang related activities
- 4. Violence
- 5. Immorality

No materials of any kind may be distributed without the approval of the principal and within the approved policy of the board.

PROCEDURE OF SUSPENSION

The superintendent and/or principal of the site shall suspend the student in the following manner:

- Every attempt will be made to orally notify the student and his/her parents/guardians, stating the reason for suspension, the term of suspension and his/her rights at it relates to school district policy
- Within 24 hours notify the student and his/her parents/guardian, in writing, by United States mail or hand delivered by the student, stating the reason for his/her suspension, evidence of his/her suspension, the term of suspension and his/her right of a hearing per school district policy.
- For suspensions recommended by the principal of ten (10) days or less, procedures involving hearings will follow school district policy. Said hearing will only involve a hearing before a district Suspension Appeal Committee. Decisions of the Suspension Appeal Committee are final.
- For suspensions recommended by the principal of more than ten (10) days, a hearing may be requested per district policy. Said hearing will be scheduled within ten (10) school days. Should parents fail to request said hearing, it will be assumed they are in agreement with the terms of the suspension and will waive any further appeal process.

All other aspects of any suspension will

follow school district policy.

Students will receive more detailed instructions at the time of suspension regarding their due process rights and responsibilities as it relates to suspension, long-term or short-term.

IN SCHOOL DETENTION (ISD)

PROGRAM

The general regulations governing the In School Detention Program (ISD) will include, but are not limited to, the following:

- The hours for the program will be from 8:10 a.m. to 3:20 p.m., Monday through Friday. Students are required to attend the entire day, regardless of their usual schedule.
- Lunch will be in the cafeteria separate from the other students.
- Students in the program will not be allowed to participate in assemblies, class trips or any school activity.
- The length of stay will be determined by the severity of the offense. Two separate assignments to ISD will be the maximum during a school year. Further violations of school rules and/or policies will result in out of school suspension.
- Upon being placed in the program, a student will not be allowed to return to the regular classroom until the conditions of placement are met. Failure to meet all conditions of placement may result in more days in ISD or out of school suspension.
- Upon student placement in the program, parents/guardians will be notified by phone or letter of the circumstances of placement.
- Teachers are to submit assignments each day for students in detention.
- Students will be completely isolated for every hour.
- No talking--not even to the teacher.

- Students will not be allowed to leave the room without supervision, and then only to go to the rest room.
- The entire time will be spent on classroom assignments.
- The ISD instructor has full authority to ADD more days to ISD or to suggest out of school suspension to the administrator in charge.

SEARCH AND DETENTION

The superintendent and principal shall have the authority upon reasonable suspicion to detain and authorize the search for dangerous weapons or controlled dangerous substances of any student(s) on any school premise or while in transit under the authority by the school. The principal authorizing such search shall notify the local law enforcement agency which shall be responsible for obtaining any warrant or other authorization necessary to conduct such search. The notification of such law enforcement agency shall constitute reasonable grounds for obtaining a search warrant. The search shall be conducted by a person of the same sex as the person being searched.

The principal authorizing the search shall have the authority to detain a student(s) to be searched and to preserve any dangerous weapons or controlled dangerous substances that might have been in their possession, including the authority to authorize any other persons he/she deems necessary to restrain such pupil(s) or to preserve any dangerous weapons or controlled dangerous substances.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances will be suspended by the principal for a period which may include the current semester plus one additional semester.. Any such suspension may be appealed to the Board of Education of the school by any pupil suspended after review by the superintendent.

The principal is hereby authorized and directed to make such rules as are necessary for the practical enforcement of the above rules and enforcement thereof.

EXTRA-CURRICULAR ACTIVITIES

Individual conduct during school sponsored extracurricular activities such as: Athletics; Vocational Agriculture; Band; Student Council; Yearbook; Cheerleaders; Fellowship of Christian Athletes; school sponsored or related dances; etc., relate directly to Bethel School as a whole.

Any activity which is sponsored by Bethel Schools requires responsible conduct on the part of our students. Attendance at such extracurricular activities are above those normally required. Poor or unacceptable conduct during such activities may warrant removal of the right to participate.

Students who cannot participate in a game or event due to ineligibility cannot attend said games and/or events with the team or group, and may not sit on the bench, in the dugout, or on the sidelines nor may they wear the team uniform.

Each year students enrolled in more than one activity develop conflicts. Events are scheduled on or near the same time on many occasions. Such conflicts, if they occur, will be resolved by a decision of the principal.

SCHOLASTIC ELIGIBILITY REQUIREMENTS FOR ATHLETICS AND INTER-SCHOOL COMPETITION

Semester Grades

- A student must meet OSSAA requirements for eligibility for participation in extra-curricular activities.
- If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six

weeks of the next semester he/she attends.

- A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

Student Eligibility During A Semester

Scholastic eligibility for students will be checked at the end of the third week of the semester and each succeeding week thereafter.

- A student must be passing all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, they will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday.
- A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance.
- A student who has lost eligibility under this provision must regain passing grades in all his/her classes in order to regain eligibility. A student regains eligibility under these rules with the first class of the new one-week period (Monday through Sunday).

Special Provisions

- A twelfth grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A twelfth grade student who is concurrently

enrolled in high school and college may use the college courses to meet the minimum number of four eligible subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units, which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements).

- An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard by following Rule 2 under Student Eligibility During A Semester at the end of a three week period.
- Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, death in family and natural disaster. [Board policy allows a maximum of two weeks to apply this exception.])
- One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 1 of Semester Grades for the end of the spring semester.
- Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

DANCE RULES (School Sponsored)

- Students will not be allowed to loiter in the parking lot. When students arrive they will proceed immediately to the dance. **Students arriving more than an**

hour after the scheduled starting time will not be allowed to enter unless prior arrangements have been made with the dance administration. This includes the school sponsored PROM.

- While in attendance at the dance the students will conduct themselves as ladies and gentlemen. The same rules of conduct that apply during the school day will be in effect during the dance. Suggestive, i.e. rude dancing or behavior will not be tolerated. Dancing privileges may be revoked if in the opinion of the sponsors or administrators if rude or suggestive dancing or behavior is occurring.
- Students leaving the dance will not be allowed to return. Students must proceed immediately to their mode of transportation and leave the school property.
- No guests will be allowed to attend any dance sponsored by Bethel High School with the exception of the prom which requires prior approval from the high school principal.
- No refreshments of any kind will be brought into the dance. Refreshments will be provided or sold at the dance.
- All students must be enrolled in grades nine (9) through twelve (12) and be in good standing (not under any discipline action such as suspension).
- The Student Council will provide the superintendent a list of school staff sponsors, adult parent sponsors and qualified security sponsors. Each dance size and location will determine the total number of sponsors, but at least two qualified security sponsors will be required.

NATIONAL AND STATE HONOR SOCIETIES

PURPOSE OF THE NATIONAL HONOR

SOCIETY

The purpose of the National Honor Society (NHS) is fourfold: (1) to create an enthusiasm for scholarship; (2) to stimulate a desire to render service; (3) to promote leadership; and (4) to develop character.

Operation of the NHS is governed by the National Council (a committee of the National Association of Secondary School Principals [NASSP]), and by the NASSP Board of Directors. The Council meets annually at NASSP national headquarters in Reston, Virginia.

NATIONAL HONOR SOCIETY SELECTION CRITERIA, BETHEL CHAPTER

Membership to the NHS is an honor bestowed upon a student. Selection is by the faculty council upon recommendation by the general faculty and is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to demonstrate these qualities.

To be eligible for membership the candidate must be a member of the 10th, 11th or 12th grade and have been in attendance at the school for one semester. Candidates must have a cumulative GPA of at least 3.7 based on all work done beginning with the 9th grade and figured on a weighted scale.

The selection of each member of the chapter shall be by a majority vote of the faculty council. (A candidate will not be considered a member until he/she has completed orientation activities, paid a one-time initiation fee and attended the formal induction ceremony held early in the second semester.)

DISMISSAL

Members who fall below the standards which

were the basis for their selection shall be promptly warned in writing and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.

In the case of grades, a student will have one semester to regain the required cumulative average.

In the case of pending dismissal, a member shall have a right to a hearing before the faculty council. Members who resign or are dismissed are never again eligible for membership or its benefits.

OKLAHOMA JUNIOR HIGH SCHOOL HONOR SOCIETY

The rules and regulations of the Oklahoma Junior High School Honor Society are listed here for the information of school authorities.

- This organization shall be known as the Oklahoma Junior High School Honor Society.
- The purpose of this society shall be to promote higher standards of scholarship among the students in the junior high schools of Oklahoma.
- Every accredited junior high school in the state is eligible to organize a local chapter of the society.
- Each chapter shall take the name of the local junior high school. The full name of this chapter shall be "Bethel Chapter, Oklahoma Junior High School Honor Society".
- Ten percent (10%) of the junior high school enrollment will be eligible for membership. Only those students enrolled in grades included in the approved junior high schools are eligible for membership.
- Forms to be used in listing students that

have been nominated for membership will be sent to the local school authorities prior to January 1 of each year. Membership will be based upon work done during the first semester of the preceding year. The standing of students enrolled in the first year of the junior high school will be based on the work done during the first semester of the current year.

- The local chapter may be organized as soon as nominations are made. Nominations should be approved by the local school officials not later than March 15 of each year. A list of students nominated should be sent to the Accreditation Section of the State Department of Education on forms furnished for that purpose. A certificate of membership for each person approved will be sent to the local junior high school authorities. These certificates will be distributed in time for closing exercises of the school in the spring.
- At the time the certificates are presented, there should be appropriate ceremonial exercises. This is done usually in connection with the awards assembly.
- The ten percent (10%) of the student body making the highest average marks in the junior high school may be nominated.

OKLAHOMA HIGH SCHOOL HONOR SOCIETY

The large number of high schools which have organized local chapters in the organization is evidence of the continued interest of school authorities in the improvement of scholarship standards in the high schools of Oklahoma through a plan of this kind.

The rules and regulations of the Oklahoma High School Honor Society are listed here for the information of school authorities.

- This organization shall be known as the Oklahoma High School Honor Society.

- **The purpose of this society shall be to promote high standards of scholarship among the students in the high schools of Oklahoma.
- Every accredited high school in the state is eligible to organize a local chapter of the society.
- Each chapter shall take the name of the local high school. The full name of this chapter shall be "Bethel Chapter, Oklahoma High School Honor Society".
- Ten percent (10%) of the high school enrollment will be eligible for membership. Ninth grade pupils in approved junior high schools are not eligible for membership.
- Forms to be used in listing students that have been nominated for membership will be sent to the local school authorities prior to January 1 of each year. Membership will be based upon work done during the first semester of the current year and the second semester of the preceding year. The standing of students enrolled in the first year of the high school will be based on the work done during the first semester of the current year.
- The local chapter may be organized as soon as the nominations are made. Nominations should be approved by the local school officials not later than March 15 of each year. A list of students nominated should be sent to the Accreditation Section of the State Department of Education on forms furnished for that purpose. A certificate of membership for each person approved will be sent to the local high school authorities. These certificates will be distributed in time for closing exercises of the school in the spring.
- At the time the certificates are presented, there should be appropriate ceremonial exercises. This is done usually in connection with the commencement program or special awards assembly.

- The ten percent (10%) of the student body making the highest average marks in the school may be nominated.
- The local school officials shall have authority to make additional rules pertaining to school attendance, deportment and pupil activities.
- Any school desiring to participate in a more extensive program is referred to "The National Honor Society", C/O NASSP, 1904 Association Drive, Reston, Virginia 22091, Attention: Terrence J. Giroux.

MISCELLANEOUS

EATING AND DRINKING IN THE BUILDING

Students are prohibited from eating and drinking in the buildings except in the gym and the cafeteria. Exceptions may be made by building principals.

COPY FEE

The Bethel Board of Education policy for Copy and Search fee is a reproduction fee of \$.25 per copy to be determined annually and a search fee to be \$12.35 per hour as permitted.

RETURNED CHECKS

The check writer will be held responsible for any charges the bank makes on returned checks plus the amount of the original check.

ITEMS TO LEAVE AT HOME

All items not conducive to the learning process should be left at home. Students are discouraged from bringing valuable items to school because of the risk of theft. Repeated violation of this procedure may result in confiscation of the item(s).

ASSEMBLY PROGRAMS

Assembly programs are presented at various times during the school year.

At all times the student's behavior should be respectable and courteous. An indication of the cultural level of a school is the conduct of its students at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

Any violation of school rules on the part of the student may warrant removal from the program.

The principal will dismiss each class individually for activities such as assemblies and picture taking.

DRESS CODE

The School Board of the Bethel Public Schools recognizes the right of students to express themselves in their manner of dress. Students have the right to choose their own grooming and clothing styles, provided that such apparel is not disruptive to learning or discipline. Further, community standards of health and safety shall not be violated nor shall the style of dress disrupt the learning climate of the school. Any public display of nudity, grooming, or dress which interferes with the educational process will be corrected immediately. Any act or condition that is disruptive to the learning process of the students will not be tolerated. Clothing which bears any message that is considered to be obscene, disrespectful of country, school or religion, is associated with gangs or gang related activities, or advertises alcoholic beverages, tobacco products or other controlled substances shall be deemed inappropriate.

Students may not wear jewelry or other objects in pierced body parts, other than normal sized earrings in the ears. Said dress code is to be obeyed at school and/or while taking part in any school sponsored activity.

Any students who violate the dress code will be required to change their attire before they

continue classes. Failure to observe the dress code of the Bethel Public School District will result in the following disciplinary actions:

First violation: There will be a conference with the student, teacher, and principal. The student will also be asked to change clothes.

Second violation: There will be a conference with the student, the student's parents, the teacher and the principal. The student will also be asked to change clothes.

Third violation: Suspension (Refer to OFFENSES FOR WHICH PUNISHMENT IS SUSPENSION, page 27.)

Further clarifications concerning dress code are as follows:

- No “crop tops” or low riding pants (shirts and blouses must cover the stomach completely)
- No tank tops – *the top of a sleeveless shirt must be at least the width of a dollar bill*
- Sleeveless shirts and tank tops may not be combined to equal the width of a dollar bill – *the top of your main shirt must be at least the width of a dollar bill*
- No racer back shirts without an undershirt
- No halter tops
- No spaghetti strap shirts without an undershirt
- All shirts should cover your undergarments completely
- No “armhole cutout” shirts
- No low cut blouses or shirts
- *Shorts, skirts and dresses may not be any shorter than the vertical length of a dollar bill from the top of the knee to the hem of the garment **all the way around the garment.***
- No “soffe” shorts.
- If “running” shorts are worn, they must be long enough for the dollar bill measurement to work all the way around.
- No bandanas of any color

- Hats or caps are to be removed when you enter the building and remain off while you are in the building
- Open holes in jeans must not be above the acceptable length for shorts.

We have a fairly liberal dress code. Please abide by these rules and guidelines. The alternative to dress code violations is the establishment of school uniforms.

HAZING AND HARASSMENT

No students' organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing. (21 O.S. Section 1190)

It is the policy of the Bethel Public School district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

No student in this school district will be subject to hazing, harassment or any other form of persecution by any student or employee whether connected to any fraternity or organization or not. For the purposes of this policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action, which may include expulsion for students and employment termination of employees.

A copy of this policy will be furnished to each student in the Bethel Public School district.

SEXUAL HARASSMENT OF STUDENTS

- For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meaning, and jokes.
- Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

SPECIFIC PROBLEMS

Administrators and Supervisors

- It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
- Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of student or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- The school district is not concerned with "off duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including

students who have reached the age of majority (18), will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination of the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

Report, Investigation, and Sanctions

- It is the express policy of the Bethel Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy.
- Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to next higher level of administration or supervision or to any responsible adult person.
- Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- Any employee found to have engaged in sexual harassment of students shall be

subject to sanctions, including but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

- Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

SPECIAL EDUCATION CHILD FIND

All handicapped children between the ages of 0 and 21 have the right to a free, appropriate, public education.

Anyone knowing a child within the Bethel School District not receiving an education should call the, SEARCH Coordinator, at (405) 273-0385 during regular school hours for information concerning the Special Education available for the handicapped child.

DRUG EDUCATION

The middle school and high school promotes safe and drug free living through the use of student organizations created specifically for such purposes. They are the S.S.T. (Students Standing Together) in the middle school and P.R.O.W.L. (People Reaching Out With Love) in the high school.

The members of these organizations plan and participate in several activities, such as: Red Ribbon Week, drug-free parties, presentations/skits with a drug-free message, and attends state and local drug-free rallies. These students serve as a positive example to others and their desire is for Bethel School to have a drug-free atmosphere.