

It is the policy of Bowlegs Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran, in its educational programs and activities. This includes, but is not limited to, admissions, educational services and employment. Inquiries concerning application of this policy may be referred to the Superintendent of Bowlegs Schools who is the Coordinator of the Title IX and Section 504 responsibilities, Bowlegs Public Schools, P.O. Box 88, Bowlegs, Oklahoma, 74830, phone (405) 398-4172 ex 101.

### **MISSION**

Bowlegs Public Schools strive to promote individual learning styles through an exciting learning environment and commit to providing excellence in education by empowering students with tools for success and preparation to face challenges and become leaders in the 21<sup>st</sup> century.

### **OH BOWLEGS HIGH**

Oh Bowlegs High! Oh Bowlegs High!  
We'll sing your praise tonight.

To let you know where e're we go  
For the blue and white we'll fight!

Our loyal praise we'll every raise  
And shout Ki-Ye-Ki-Yi!

Our flags unfurled to all the world,  
Oh Bowlegs High!

### **SCHOOL COLORS**

Royal Blue and White

### **MASCOT**

Bison

### **ACCREDITATION**

Bowlegs Public Schools is accredited by the Oklahoma State Department of Education.

### **LOCATION OF ADMINISTRATION OFFICES**

**Superintendent's Office** – Located in the office building at the east end of the campus.  
(405) 398-4172 x 100

**District Principal's Office** – Located in the High School building, across the hall from the entrance to the library. (405) 398-4321 x 100

### **ENROLLMENT PROCEDURES**

New students, or returning students, must enroll in the counselor's office which is located in the High School. If the counselor is not available, students will enroll in the respective offices. The counselor will provide the building principal with copies of enrollment forms and will welcome each new student and escort them to their class to introduce them to their teacher.

## **BELL SCHEDULE**

| <b>Grades 7-12</b>                 | <b>Elementary</b>                            |
|------------------------------------|--|
| 8:05 1 <sup>st</sup> Bell          | 8:05 1 <sup>st</sup> Bell                    |
| 8:10- <b>Classes Begin</b>         | <b>8:10 Classes Begin</b>                    |
| 8:10-9:00 1 <sup>st</sup> Period   | Class schedule varies by grade               |
| 9:05-10:00 2 <sup>nd</sup> Period  | <b>Lunch schedule:</b>                       |
| 10:05-11:00 3 <sup>rd</sup> Period | 10:50-11:10 1 <sup>st</sup> /2 <sup>nd</sup> |
| 11:05-11:55 4 <sup>th</sup> Period | 11:00-11:20 3 <sup>rd</sup> /4 <sup>th</sup> |
| 11:55- 12:40 JH/HS Lunch/ICAP      | 11:10-11:35 PK/K                             |
| 12:45- 1:35 5 <sup>th</sup> Period | 11:35-11:55 5 <sup>th</sup> /6 <sup>th</sup> |
| 1:40-2:30 6 <sup>th</sup> Period   | Class schedule varies by grade               |
| 2:35-3:25 7 <sup>th</sup> Period   | 3:40 end of school day                       |
| 3:25-3:40 DEAR                     |  |

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## **OKLAHOMA COMPULSORY EDUCATION LAW**

It shall be unlawful for a parent, guardian, custodian, 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 to compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term of the time the district is in session or the child is excused as provided in this section...(Oklahoma Statute, Title 70, Sec. 10+-105). Bowlegs Public Schools is required to report incidents of failure to comply with the Compulsory Education Law. **A Notice of Non-Attending form must be filed promptly with the District Attorney.**

## **STATEMENT OF POLICY, DRUG FREE SCHOOL**

- A. In recognition of the clear danger resulting from illicit drug and alcohol abuse and in good effort to promote the health, safety, and well-being of students, employees, and the community as a whole; the Bowlegs Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades K-12.
- B. Students are hereby notified that the use, possession, or distribution of illicit drugs, and alcohol is wrong and harmful.
- C. Standards of conduct that are applicable to all Bowlegs Public Schools' students prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or during any of its activities.
- D. Disciplinary sanctions will be imposed on students who violate standards of conduct required by paragraph 'C' above, will be consistent with local, state, and federal laws, up to and including, probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.
- E. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available through the Principal's office.
- F. Standards of conduct as outlined in paragraph 'C' and disciplinary sanctions in paragraph 'D' will be part of the Notification to parents and students.

## **MEDICAL**

### **Contagious Disease:**

State Law requires that any child afflicted with a contagious disease, head lice

or bed bugs may be prohibited from attending public, private or parochial school until such time as he/she is free from the contagious disease, head lice or bed bugs. Any child prohibited from attending school due to head lice or bed bugs shall present to the appropriate school authorities' certification from a health professional or authorized representative of the State Department of Health that said child is no longer afflicted with head lice, bed bugs or contagious disease, before he/she will be allowed to re-enter school (70-1210.194)

**Aids Education:**

Bowlegs Public Schools in compliance with Oklahoma State Law annually provides Acquired Immune Deficiency Syndrome (AIDS) prevention education as required by law. The curriculum is available for review. Requests for exemptions from receiving AIDS awareness instruction must be made in writing to the building principal. (70-11-103.3)

**Policy on Dispensing Medication:**

The term "medicine" as used in this policy means "non-prescription medicine" and filled "prescription medicine." Filled prescription medicine is prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number and directions for the administrations of the medication.

Only the following personnel shall be authorized to administer medicine at school: the school nurse or nurse's aide, or in the absence of a nurse or nurse's aide, the school Principal, or school employees who have been designated in writing by the school nurse or nurse's aide, or the school Principal as authorized to administer medicine. A nurse employed by the County Health Department working pursuant to an agreement made between the County Health Department and the Bowlegs Public Schools, may also administer medicine in the absence of a school nurse (10-170-.1)

**CHILD FIND**

Under the direction of the State Department of Education, the Bowlegs School District is seeking to locate and identify all handicapped persons from birth to age 21 who have not received twelve years of education. With Public Law 94-142 as guidelines, those who qualify will receive a free and appropriate education and the related services.

**ATTENDANCE**

**Philosophy:**

Schools operate much like a work place. Through the teaching of citizenship and responsibility, we hope students learn that being where you are supposed to be when you are supposed to be there, and being prepared to do what you are there to do with pride, will assist you as you seek employment.

**ABSENCE**

In order to receive a passing grade, a student cannot have more than seven (7) absences for each semester. **Any student who is out of compliance with this policy will not be eligible participate in any extra-curricular activity. This includes all OSSAA sports, Agriculture Education, Archery, Senior trip and various other field trips.** All absences count against the attendance requirement with the following exceptions:

- School activities (See the seven-day rule for school absences)

**Enforcement:** In accordance with Bowlegs school policy any student having more than seven (7) absences in a semester will be turned over to the Seminole County District attorney for possible truancy violation.

**If a student is absent from school, parents/guardians are expected to call the Principal's office as soon as possible on the day of absence.**

## **ABSENCES DEFINED**

**AN ABSENCE IS AN ABSENCE!**

## **MAKE-UP WORK**

**MISSED ASSIGNMENTS ARE REQUIRED TO BE MADE UP IN A TIMELY MANNER!**

## **ACTIVITY ABSENCES**

Any extra-curricular activity absence sponsored by and approved by the school is a "school activity." A student may miss a class period no more than 10 times per school year due to school activities.

## **COLLEGE DAY ABSENCES-**

Seniors may participate in 2 pre-authorized college absences per school year. Pre-authorization must be completed in writing through the counselor's office.

## **TARDINESS**

Students are expected to be on time for all classes, seated and ready to work when the bell rings. Tardiness is disruptive to the learning process and will be recorded by each individual teacher and reported to the Principal. Beginning with the third incident of tardiness in a quarter, the student will be assigned detention. Three tardy days equal an absence. Any student who is tardy for more than 15 minutes in any class will be considered absent. Any additional tardy days will result in additional discipline.

## **TRUANCY**

A student absent without the consent of his/her parent/guardian is truant. This is an unexcused absence and the student will not be re-admitted to the school unless his /her parent/guardian accompanies him/her. Truancy is a cause for disciplinary action, suspension, expulsion, or legal action.

A student is truant if he/she:

- A. Leaves school without being signed out in the Principal's office by an authorized adult listed on the enrollment form.
- B. Is absent from school without prior permission from parent/guardian.
- C. Is absent from class without permission (skipping)
- D. Obtains a pass to go to a certain place and does not report there
- E. Becomes ill and goes home or stays in the restroom instead of reporting to the office.
- F. Does not attend their assigned class,
- G. Has permission to go home for lunch, becomes ill, remains there without having a parent/guardian call
- H. Comes to school but does not attend classes

The Principal's office will make every attempt to notify parent/guardian when the student is suspected truant. **If a parent cannot be reached the sheriff's department may be notified.**

## **LEAVING THE CAMPUS**

Students are **NOT** permitted to leave campus without a permit from the Principal's office. If they must leave the school campus because of illness or any other emergency, they must sign the checkout register in the office after approval from the principal or attendance secretary. **Parent permission will be obtained prior to checkout.** Failure to comply with this policy will result in disciplinary review and/or action by the Principal. Students arriving late will officially check in at the office with the school principal or attendance secretary before going to class.

**Note:** A non-driving student may not leave the school without a parent or guardians signature. A driving student may be checked out over the phone by a parent or guardian. **Text messages to the student's phone will not be accepted.** This policy applies to **ALL** students including those who are 18 or older. Exceptions may be made by the High School Principal on a case by case basis.

### **ATTENDANCE APPEAL SYSTEM**

If a student is in danger of exceeding the maximum allowed absences per semester, parents/guardians may appeal a recorded absence(s) to the attendance committee. At the end of each semester of the current school year, an appeals committee will be formed. A request for an appeal appointment must be received in writing by the school administration at least one week in advance of the scheduled hearing date. The committee will hear the appeal concerning each student and then discuss the situation behind closed doors, rendering a decision of either Excused or Unexcused at that time. The results of the committee will be final and grades recorded during that absence would not be altered. Any appeals of decisions by the Appeals Committee must be made prior to the end of the first semester or the end of the second semester.

### **SCHOOL SPONSORED ACTIVITIES ABSENCES**

Organizations should hold their absences from regular scheduled classes to a minimum. Each absence of this type must be approved by the Building Principal before the student or students may be taken from a class. All school sponsored absences fall under the guidelines of the Oklahoma Secondary Schools Activities Association and the "Ten (10) Day Rule" of the State Department of Education

**Note:** Students are not permitted to drive a vehicle to a school sponsored activity in which they are to participate without prior approval of the Building Principal and the Sponsor or Coach of the activity. It is the student's responsibility to make up all work missed because of any absence. This should be done in advance when possible. The Board of Education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy back to the Board of Education. A record of activity absences will be kept in the Building Principal's office.

**NOTE\*\* When a group takes a trip during the school year as a reward then the NO PASS NO PLAY RULE is in effect.**

### **PRIVATELY OWNED VEHICLES**

Students who drive motor vehicles to school must abide by the following regulations:

1. Cooperate with the professional staff of the school and to observe all traffic regulations in all school areas.
2. Lock the vehicle upon leaving it in the parking lot.
3. Do not sit in or on the vehicles – leave the parking lot as soon as the car is parked.
4. Drive the vehicle as is absolutely necessary to come to school and back home or to work.
5. Park in the assigned parking area. Student parking is restricted to the parking lot on the East side of Brooks Fieldhouse.
6. **Students driving must register their vehicle in the office and receive a parking permit. The permit must be displayed on the interior rear-view mirror at all times that the vehicle is on school property.** The permit is only good for one vehicle at a time and one driver at a time. Anyone driving a vehicle must have the proper license. Any violation of these rules can result in the loss of driving privileges and/or the checking in of keys to the office.
7. Students will not park vehicles in driveways or on private property.
8. Vehicles will not be used during the school day and students are not to go back to them during the day without permission from the Principal.

9. In the event of an emergency, permission may be granted for the student's use of the vehicle.
10. Students participating in after school activities may not move their vehicles until all buses are gone.

**Students are permitted to park on school premises as a matter of privilege, not of right. School personnel will conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior and exterior of a student automobile may be searched when a school authority has reason to believe that illegal or unauthorized drugs, weapons, or other contraband is within or upon the vehicle. A violation of this policy may result in a loss of driving and parking privileges on campus.**

**GRADING AND REPORT CARDS**

The teacher will use percentages for recording grades on the student's work assignments and tests. Percentages will also be used for recording grades in the Grade Book. Percentages grades will be translated into letter grades for reporting to parents according to the following scale:

| Definition/Description | Letter Grade | Percentage  |
|------------------------|--------------|-------------|
| Superior Work:         | A            | 90-100%     |
| Above Average Work     | B            | 80-89%      |
| Average Work:          | C            | 70-79%      |
| Below Average Work:    | D            | 60-69%      |
| Failing:               | F            | 59% & Below |

If a student(s) has been absent a great deal and has not fulfilled work requirements for the grading period, a parent/teacher conference may be required with administration.

**NOTE:** Progress reports are sent as needed. Parents/guardians are highly encouraged to access student progress via parent portal, access @ [wengage.com/bowlegs](http://wengage.com/bowlegs).

**GRADUATION REQUIREMENTS (HIGH SCHOOL)**

**Requirements:**

**See Principal or counselor for credits required**

- English
- Science
- Mathematics
- Social Studies
- Art

**The graduation requirements for Bowlegs Public Schools will be a minimum of 24 units.**

Computers/Foreign Language

Students successfully completing coursework at Gordon Cooper Technology Center will receive 3 or 4 credits. These will be elective credits unless the student is enrolled in a course in which math and/or science credit can be awarded. Due to the change in the school schedule, students at different grade levels will have different credit expectations. The principal or counselor will advise the student of the requirement needed for graduation.

The Valedictorian and Salutatorian of the graduating senior class are determined by averaging the grades from the first semester of the 9<sup>th</sup> grade year through the first semester of the 12<sup>th</sup> grade year using a weighted scale. For a list of weighted classes please see the principal or counselor.

The Valedictorian and Salutatorian of the 8<sup>th</sup> grade graduating class are

determined by averaging the grades from the first semester of the 7<sup>th</sup> grade through the first semester of the 8<sup>th</sup> grade using a weighted scale.

See State Department of Education's graduation requirements.

#### **Grade Classification for Students in Grades 9-12:**

A student must obtain the following number of units of credit to be classified at the required grade levels. A student is not allowed to participate in any activities of a grade level which he/she does not qualify without special permission from the principal.

9<sup>th</sup> grade 0 – 6

10<sup>th</sup> grade minimum of 6 units

11<sup>th</sup> grade minimum of 12 units

12<sup>th</sup> grade a minimum of 18 units

#### **CONCURRENT ENROLLMENT**

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

The junior or senior student may earn college credit while attending high school. The student must be enrolled in less than a full-time load (a minimum of 2 course units, but no more than five course units per semester) at the high school which he or she is attending. This must be attested to by the high school principal.

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.

Most academic classes taken for concurrent enrollment shall be considered a weighted class. Physical Education classes will not count as weighted classes. Students who are involved in concurrent enrollment will be given credit for courses taken at the college. All students are required to be enrolled in 6 hours of rigorous coursework. Students enrolled concurrently must also be enrolled in 2 class periods from the home district.

It is Bowlegs School Policy that college courses will be counted on a student's transcript as weighted (5-point GPA scale). Non-core college courses and Comp. I and II will be counted on a student's transcript as .5 (half) credit per semester. Core classes taken at the college, (math, science, social studies, etc.) will be counted on a student's transcript as 1.0 (full) credit per semester.

#### **PROFICIENCY BASED PROMOTION**

Students shall have the opportunity to demonstrate proficiency in the core areas twice each year. Once before the beginning of the school term and at the end of the school term as identified in 70 O.S. 11-103.6. Refer to Bowlegs Public Schools Policy EIAE.

#### **SCHOLASTIC ELIGIBILITY**

##### **Semester Grades:**

A. If a student does not meet the minimum scholastic standard according to the Oklahoma Secondary Schools Activities Association (OSSAA) he/she will not be able to participate.

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

##### **Student Eligibility During a Semester:**

A. Scholastic eligibility for students will begin being checked at the end of the third week of a semester.

B. A student must be passing in 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, he/she 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 the probationary one-week period, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

C. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).

### **SPECIAL PROVISIONS**

Any special provisions to scholastic eligibility will be made according to Oklahoma Secondary Schools Activities Association (OSSAA) guidelines.

### **QUITTING A SPORT BEFORE THE SEASON IS OVER**

If an athlete quits a sport before the season is over or it that athlete does something to cause him/her to be dismissed from the team he/she will not be allowed to participate in practice with the other athletes for the up-coming sport until that sport season is over from which he/she quit or was dismissed. A conference with the Athletic Director, Coach, building principal and student athlete to determine eligibility will be required.

### **STUDENT DISCIPLINE**

The purpose of discipline is to train, shape, and mold the student to engage in behaviors reflecting good character and self-discipline. Referrals will be handled by the Principal on an individual basis according to the severity of the offense and the appropriate level of discipline necessary to correct the target behavior.

Parents/guardians will be notified of discipline referrals through a letter send home with the student or a phone call. Students, parents, or guardians who desire to appeal any disciplinary action should use the chain of command as follows: classroom teacher (when appropriate), Principal, or Superintendent. All disciplinary actions and/or changes are at the discretion of the Principal.

**Discipline may include, but is not limited to:** Conferences with students, parents, or guardians, in-school detention, referral to counseling, or appropriate social agency, referral to law enforcement, behavioral contract, financial restitution, restriction of, or revocation of privileges in-school suspension, and out of school suspension. Disciplinary action may be based on an assessment of the circumstances surrounding each infraction and may take into consideration the following criteria: The student's attitude, the seriousness of the offense, the effect of the offense on other students, whether the offense is physically or seems mental injurious to other people whether the incident isolated or repeated behavior and any other circumstances which may be appropriately considered.

#### **Pre-K – 2<sup>nd</sup> Grade:**

Each student will receive instruction in expected character and appropriate behaviors in the classroom through their teacher and the school counselor. Some forms of discipline that may be used for unacceptable behaviors are: Redirection, positive choices, time out, loss of privileges such as recess, noon detention, state academic vocabulary for reinforcement, calling parent/guardian, and referral to the office. Parents may be required to pick up their child from school if behaviors continue or are threatening to the safety of others.

#### **3<sup>rd</sup> – 12<sup>th</sup> Grades:**

**1<sup>st</sup> Offense-** Unless the offense is of a more serious nature, as judged by teacher or administrator, student will receive counseling in appropriate behaviors in hopes of preventing further offenses. This offense will result in a warning.

**2<sup>nd</sup> Offense-** Students will serve in noon detention or after school detention for two consecutive days. Students may also be referred to the school counselor at this discipline step or any of the following discipline steps.

**3<sup>rd</sup> Offense-** One day in-school detention or noon detention or after school

detention.

4<sup>th</sup> Offense- Three days in-school detention or noon detention or after school detention.

5<sup>th</sup> Offense- Seven days in-school detention or noon detention or after school detention.

6<sup>th</sup> Offense- Out of school suspension. Community service or campus beautification may be required of student as well as home-based instruction.

**Administration will have the ultimate decision on the consequences for said behavior.**

**DURING A PERIOD OF SUSPENSION, STUDENTS ARE NOT ALLOWED TO PARTICIPATE IN OR ATTEND ANY SCHOOL ACTIVITIES AND ARE NOT ALLOWED ON THE SCHOOL CAMPUS. Fighting or physical contact, whether initiated or engaged in by a student, may be grounds for suspension. Authorities may be notified.**

### **IN SCHOOL DETENTION**

In-School Detention is an attempt to help a student by placing them in an alternative learning environment rather than suspension from school. This is an attempt to better the quality of education of all Bowlegs students and continue to instill the social skills necessary to accommodate proper social conduct and standing within the community.

Some things that may lead to being placed in ISD include but are not limited to:

1. Being disruptive in class.
2. Being unprepared for class repeatedly. (Pencil, books, paper, completed homework, etc.)
3. Any behavior that the respective principal determines inappropriate or any violation of school policy.

The rules of ISD are as follows:

1. Students will report to ISD at 8:05a.m.
2. There will be no talking or associating with other students.
3. Students may have lunch in the ISD classroom with the monitor.
4. Students will complete their regular class work on time while ISD
5. Students will obey the monitor at all times. Failure to follow the ISD rules or the monitors instructions, may result in suspension out of school or additional days added.
6. Students may not be allowed to participate in extra-curricular activities while in ISD
7. A student must attend ISD unless excused by one of the following:
  - a. Illness by doctor's note only
  - b. Death of a family member (must provide proper notification and documentation)
  - c. Court appearance form signed by the judge
  - d. Absences excused by respective principal prior to the date of absence.
8. If a student has an excused absence while in ISD they must still serve out their IDS days upon return to school.
9. If a student fails to attend ISD that student may have their time in ISD increased, may be suspended from school according to the district suspension policy, or be reassigned to alternative education placement.
10. If a student is removed from ISD for any misbehavior that student will automatically be suspended from school or reassigned to alternative education placement. Regular out of school suspension rules apply once a student has been suspended from school. (See Suspension Rules)

11. If a student refuses to be placed in ISD or if the parent of a student refuses to allow the student to be placed in ISD that student may be suspended from school according to the district discipline policy or reassigned to alternative education placement.  
It is out home and intention that upon returning to the regular classroom that a student will respect their classmate's right to learn and their teacher's right to teach as well as their own right to learn. If you have any questions regarding the ISD policy please feel free to call the school at 398-4321.

#### **NOON DETENTION**

Noon detention may also be used as a form of discipline by teachers or the building Principal.

#### **AFTER SCHOOL DETENTION**

After school detention may be used as a form of discipline by the principal or the classroom teacher. The detention will be served, starting at 3:40 p.m., the day the teacher or administrator assigns. The parent will be notified.

If a student skips or misses detention for any reason other than absence from school on the day detention is to be served he/she will be assigned an additional 30 minutes of detention. If the student misses another assigned detention the student will be suspended for one to three days. If a student is absent on the day detention is to be served he/she will serve detention on the next day in attendance.

#### **OUT OF SCHOOL SUSPENSION POLICY**

Students suspended will be provided with an educational plan. This plan will cover the core units as required by the State Board of Education. The student's parent or guardian will be responsible for providing a supervised structured environment, and will monitor the students' educational progress during the suspension.

Students who are suspended will not be allowed on campus, eligible to participate in extracurricular activities or attend any school-sponsored activity.

#### **DISMISSAL FROM SCHOOL FOR DISCIPLINARY REASONS**

Only Administrators may dismiss a student from school for disciplinary reasons after certain guidelines are met. A conference will be held with the student/guardian when the decision to suspend is made:

1. Has been provided statements of the provisions or specific matters allegedly violated and both student and parent must be given notice of suspension and reasons within twenty-four (24) hours.
2. Had sufficient opportunity to express or convey to the decision-making authority, his/her view or rebuttals of the alleged violation.
3. Will be notified that he/she and his/her parents have the right to appeal a suspension.

#### **REPORTING STUDENT UNDER THE INFLUENCE OR POSSESSION OF NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES**

*Definition- Non-intoxicating Beverages- A non-intoxicating beverage is one that has not more than ½ of 1% alcohol by volume and no more than 3.2% alcohol by weight.*

It shall be the policy of Bowlegs Board of Education that any Teacher who has reasonable cause to suspect that a student may be under the influence or in possession of:

1. Non-intoxicating beverages
2. Alcoholic beverages: or a
3. Controlled dangerous substance;

as the above or now defined by State law, shall immediately notify the Building Principal or his/her designee of such suspicions. The Building Principal shall immediately investigate and if the suspicion is substantiated, notify the Superintendent of schools

and a parent or legal of said student of the matter. *REFERENCES: O.S. Title 70, Section 133*

Any suspension and/or search of said student shall be subject to any applicable school policy, state law, or student handbook regulation. Every Teacher employed by the Bowlegs Board of Education who has reasonable cause to suspect that a student under the influence of/or has in his/her possession non-intoxicating beverages, alcoholic beverages or a controlled dangerous substance, and who reports such information to the appropriate school official, shall be immune from all civic liability. *REFERENCE: O.S. Title 70, Section 24-132*

NOTE: The same policy and procedure for teachers shall be applicable for support employees, as outlines above.

### **BUS DISCIPLINE**

Bowlegs Public School transports students by bus regularly. Bussed students are under school authority from the time they get on the bus in the morning until they get off the bus in the afternoon. Students are under the jurisdiction of the bus driver while they are riding the bus. Some simple rules to observe in riding the bus include, but are not limited to:

1. Students may be required to walk a short distance to the bus stop. School district buses are not permitted to make pick-ups or drop-offs on private property.
2. Passengers should be prompt in reporting to the bus stop. Usually a five-minute arrival before the scheduled stop is appropriate.
3. "Honk Service" or "Door Service" is not feasible. Of course, there may be days, especially during the winter that passengers seek shelter until bus arrival. In that event, passengers should be alert and prepared to board the bus at the regular stop when the bus arrives.
4. Passengers should remain seated at all times the bus is in motion. (Upon boarding the bus the students should be promptly seated. The student should also be alert and prepared to depart the bus at the appropriate stop, causing no delay.)
5. While waiting for the bus, students are encouraged to stand a safe distance from the roadway or thoroughfare until the bus has arrived at the designated stop.
6. Students shall cross ten feet in front of the bus (NEVER BEHIND). Make eye contact with the driver and wait for his/her signal to cross safely before proceeding.
7. In case of a bus accident or breakdown, passengers should be orderly and follow all directions of the driver.
8. Students wanting to ride a bus other than their regular transportation or assigned bus must bring a note from their parent/guardian and have it approved by the principal before a change in transportation can occur.
9. Students cannot be dropped off at any stop other than their assigned stop without permission from the principal
10. Parents/guardians are responsible for the cost of repairs for damaged property or injury caused by vandalism by the student.
11. Pupil misconduct on a school bus can endanger the lives of pupils, driver, and the general public. The driver shall report such incidents to the principal by using a discipline referral report. Bus discipline referrals are cumulative throughout the entire school year. The following steps will apply for bus misconduct:
  - a. **1<sup>st</sup> Offense-** Unless offense is of a more serious nature, as judged by the administrator, the student will be counseled in hopes of preventing further more serious offenses.
  - b. **2<sup>nd</sup> Offense-** 5 days suspension from all district sponsored transportation services.

- c. 3<sup>rd</sup> Offense- 10 days suspension from all district sponsored transportation services.
- d. 4<sup>th</sup> Offense- 20 days suspension from all district sponsored transportation services.
- e. 5<sup>th</sup> Offense- Suspension from all district sponsored transportation services for the remainder of the school year, unless the offense falls within ten transportation days of the end of the school year, at which time the suspension will include all transportation through the end of the next regularly scheduled semester.

#### **STUDENT SEARCH POLICY**

A search of student, student property, or lockers shall be conducted only for the purpose of safeguarding the educational process, maintaining discipline and order, promoting the safety and security of persons and their property, or recovering stolen property. A search of a student may be conducted when there is a reasonable suspicion by certified staff that the student may be in possession of items such as: a controlled dangerous substance, illegal paraphernalia, a weapon, a stolen object, etc. Upon reasonable suspicion, students may be asked to empty their pockets, purses, backpacks, or sports bags. The student may be turned over to the authorities as required by law.

#### **STUDENT TEXTBOOKS**

Students are responsible for textbooks assigned to them. Books that are lost or abused must be replaced at the expense to the student to whom the book was assigned.

#### **LOST OR DAMAGED SCHOOL PROPERTY**

Any student who loses or damages any school property will require the student or his/her parent/guardian to pay for the replacement or repair of that property.

#### **FIELD TRIPS**

Field trips are allowed; however, they must be approved by the building principal. All field trips need to be approved at least one month in advance of the trip and a list of students who are to participate to be turned in to the office before the trip is taken. The building principal and/or teacher will determine eligibility based on academics and behavior of the student.

#### **SCHOOL SAFETY**

Bowlegs Public Schools is designed to provide a safe school environment. The Safe School Committee will meet regularly to review any program, practice, or facility that is detrimental to the safe learning environment of Bowlegs Public School students, faculty, staff, and community. Any injury or illness should be reported promptly to the Building Principal and the parent/guardian of the ill or injured child. All students who participate in athletics shall have insurance or a parent-signed waiver on file in the Principal's office. All students who participate in athletics must have on file in the Principal's office, a physical examination form signed by a physician and a medical release form signed by their parent/guardian before starting practice in any sport.

#### **BULLYING PREVENTION POLICY**

It is the policy of Bowlegs Public Schools that no student or employee of this 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 any school activity. No student of the Bowlegs Public School District will be subject to bullying, hazing, harassment, or any other form of persecution by 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. For the purpose of this policy, bullying is defined as a type of violence that occurs when someone uses his or

her power unfairly and repeatedly to hurt someone else. For the purpose of this policy, violence is defined as any word, look, sign, or act that hurts another person's body, feelings, or possessions. 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 that may include long-term suspension for students and employment termination for employees. (21 O.S. Sec. 1190)

#### **WEAPONS-FREE SCHOOL POLICY**

It is the policy of the Bowlegs Public School district to comply fully with the Guns-Free Schools Act.

1. Any student in the Bowlegs Public School district who possesses a firearm at school, at any school sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, will be removed from school for not less than one full calendar year. Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel or projectile by the action of an explosion; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or any device similar to above.
2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined as "...any pistol; revolver; dagger; pocket knife; art knife; switchblade knife; spring-type knife; sword cane; knives having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife; blackjack; loaded cane; billy; hand chain; metal knuckles; or any other offensive weapon."

Any Student who violates this policy will be subjected to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms). Discipline for weapons possession other than firearms will be handled by the building Principal. Possession of a weapon (other than a firearm) and a threat to inflict bodily harm will result in suspension from school for the remainder of the current semester and the following semester. Use of a weapon to inflict bodily harm to another will result in suspension from school one full calendar year. Proper authorities will be notified. Possession of a firearm will result in suspension from school for one full calendar year. Proper authorities will be notified.

#### **GANG RELATED ACTIVITIES**

There will be no tolerance for gang activity, support of gang activity or activities related to gangs. This includes specifically the wearing of gang clothes, making gang signs, (either by gesture or writing) or any activity that could be considered as being gang related. Consequences of such actions will be determined by the building Principal.

#### **ASBESTOS WITHIN SCHOOL FACILITIES**

The AHERA Asbestos Management Plan for the Bowlegs Public Schools is available for viewing in the office of the Superintendent. In the interest of your future safety and in compliance with EPA and State Department of Health regulations, we will be monitoring all assumed asbestos containing materials regularly to verify that they have not become friable or damaged.

### **HALL AND BUILDING CONDUCT**

Students are not to stop in the hall to visit while changing classes, or run and make loud noises in the halls at any time. In order to alleviate potential overcrowding during passing times between classes, students are expected to stay to the right of the hall center, thus following the same rules as those used in traffic in our society.

Please do not leave trash in desks, on the floor, or on the school grounds. Be a good citizen and help keep our school grounds clean at all times. The buildings will be opened each day at 7:30 am.

### **EMERGENCY DRILLS**

Safety is a major concern of our school; therefore, from time to time we will be conducting the following types of emergency drills. Safety drills will be conducted periodically. The student will be timed on how fast they are able to exit the building in an orderly manner. These records will be maintained in the Principal's office.

**Bus evacuation drills**-training will be given to the students on the various methods of exiting a bus in case of emergencies. Records will be maintained in the office of the transportation director for all bus drivers

**Fire drills**- from time to time the students will be instructed on the exit routes from their classes. Fire drills or actual fires will be announced over the intercom and/or will be accompanied by the fire alarms.

**Tornado drills**- from time to time the students will be instructed on the exit routes from their classes. Tornado drills or actual tornados will be announced over the intercom and/or will be a staggered alarm tone.

### **LOCK DOWN DRILLS**

Student will participate in at least two "GENERAL" lock down drills, and two "INTRUDER" lockdowns drills per year. Notice will be given over the intercom.

### **CLOSED CAMPUS**

Bowlegs Public Schools operates a closed campus policy during the school day. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissed or until their parents or guardians pick them up. Any student leaving the school early for any reason must check out through the building principal's office. Any visitor or parent entering school property must first check in at the principal's office stating their business and be acknowledged by the principal. No person will be allowed to get a student directly out of class or visit a class without prior approval from the office. Items brought to school for a student will be delivered to the principal's office. No one is to loiter on school property.

### **ARTICLES PROHIBITED AT SCHOOL**

Problems arise each year because students have articles that are hazardous to the safety of others, or interfere in some way with school procedures. Such items include, but are not limited to: toy guns, water pistols, knives, radios, tape recorders, video games, curling irons, firecrackers, glass containers, CD players, CD's, tapes, laser pointers, and trading cards, etc. These items will be taken from the student and, at the discretion of the teacher and/or principal may be returned at the end of the day, the end of the school year or may be destroyed.

### **ASSEMBLY BEHAVIOR**

1. Enter the auditorium or gym quietly and remain quiet during the entire program.
2. Look at the speaker or entertainer who is on stage. Do not disturb the ones around you.
3. Applaud in courteous manner when you enjoy something.

4. Do not prop your knees or feet upon the backs of seats.
5. When you rise to leave the auditorium, raise the seat so it will be convenient for others to pass.

### **STUDENT DRESS**

School clothing should be appropriate as to time, place, and weather. Clothing with suggestive or derogatory pictures or phrases or advertising alcohol, tobacco or drugs may not be worn. **Appropriate dress** for P.E., extra-curricular class trips and activities will be determined by the instructor, coach, or school appointed sponsor.

- A. The wearing of gloves, sunglasses, caps, hats, or any head covering inside any school building is prohibited. **The above items as well as backpacks and book bags will not be permitted in the classroom.** These items are to be kept your locker. The wearing of coats in the classroom will be at the discretion of the teacher, and should be made known to the students before inclement weather arrives. Elementary students will leave these items in the homeroom in the designated place.
- B. There will be no exposure of the skin at the waist. Any exposure of undergarments will result in disciplinary action. The following items are not allowed to be worn: Backless dresses or shirts, low cut clothing that is revealing, clothing with derogatory or suggestive pictures or words or that advertise alcohol, tobacco, or drugs, sagging clothing, tank tops, spaghetti straps, muscle shirts, T-shirts with sleeves that are torn out, boxers, house shoes, pajamas, midriff shirts or blouses. All straps **will be 3 finger width wide** (NO EXCEPTIONS). A shirt (shrug) or sweater must be worn over the shirt with spaghetti straps, or tank top. Sagging of pants will NOT be permitted. Any student caught sagging will be required to wear a belt in order to prevent indecent exposure to other students.
- C. Mesh jerseys can be worn only with a T-shirt underneath. Bandannas are not allowed to be worn at school. Blouses or shirts must be longer than waist length (long enough so that the midriff is covered at all times). Overalls or any type of clothing with straps must have the straps and sides fastened at all times.
- D. The wearing of shorts is permitted throughout the school year.
- E. No shorts with slits up sides, or short athletic type will be permitted at **ANY** time.
- F. Shorts, dresses, skirts, etc., must be **finger tip length** (the student will do the measurement in the presence of the principal).
- G. Facial jewelry (nose/lip/eyebrow) of any kind will not be permitted.
- H. Sliders, tights, anything spandex must have a long shirt worn with them to cover buttocks, and crotch areas.
- I. Jeans with see through holes above finger tip length (where acceptable shorts would end) must have tights underneath.
- J. Dress code will be strictly enforced. Any violations will be part of the discipline steps.
- K. Administration will have the final decision if item meets dress code.

### **PETITIONS**

No petitions for any cause may be circulated in the school without permission of the administration.

### **TOBACCO/VAPING POLICY (IMPORTANT UPDATE)**

With student safety always a top priority, we are deeply concerned about the growing health epidemic related to vaping among teens. Bowlegs Public Schools will maintain a **zero-tolerance policy** when it comes to the use of tobacco and vaping products. **No Student** will be allowed to use or carry any tobacco product into any school during the school day or any school-school sponsored event. It even pertains to adults: no one can use tobacco or vaping products on school property or at ANY school.

event. Any residue or evidence of smokeless tobacco in the student's mouth will be deemed as tobacco use. **Consequences will be fairly and consistently enforced.** (Student refusal to report 21-1242) (Furnishing to minors 21-1241) (Distribution 37-600.9) Authorities may be notified.

#### **CLASS PARTIES**

All parties must have principal approval at least one week in advance of the event. Food and transportation must be approved by the building principal at least one week prior to the event. It will be at the discretion of the teacher and administrator if food or drink will be allowed in the classrooms during the school day.

#### **STUDENT ACTIVITIES**

General guidelines for school organizations and activities.

- All organizations/activities must be scheduled through the Principal's office well in advance of the activity.
- A list of students going on an activity must be turned into the Principal's office one (1) day before the students are to miss school.
- Students representing Bowlegs Schools must be accompanied by a school sponsor. (A sponsor is defined as a Teacher or Administrator employed by the Bowlegs Public Schools.)
- Any fundraising activity must have the approval of the Building Principal and then it will be presented to the Board of Education at the next regular board meeting.
- Student's dress for participation in activities will conform to the dress code of our school.
- The sponsor(s) of all trips must have their itinerary approved by the Building Principal prior to the trip.
- Overnight trips are not permitted unless absolutely necessary. Special permission must be obtained from the Board of Education before planning such a trip.
- There will be no school function after 6:00 p.m. on Wednesday.
- The High School Principal must approve students who do not attend Bowlegs Public Schools that are invited to attend prom. All dates must be under 21 years of age and cannot be younger than a freshman in High School.

#### **USE OF THE BUILDING FOR ACTIVITIES**

It is necessary that the building be used at different times when they are generally closed. The building, at no time or under no circumstances, is to be turned over to students. There must be a school sponsor with students and the care of the building is the sponsor's responsibility.

#### **GUIDELINES:**

1. Students must be accompanied by a faculty sponsor.
2. Only members of that activity should be allowed inside the building.
3. All students must be confined to the room or space where the activity is taking place. Students must not be allowed to roam the halls or go into other rooms or spaces.
4. Students are not to be given keys to the building.
5. Students should enter and leave by the same door.
6. Do not prop outside doors open.

#### **FOOD SERVICE TO STUDENTS**

It shall be the policy of the Bowlegs Board of Education to provide school lunchroom service to the students enrolled in the Bowlegs Public Schools without regard to race, color or national origin. The Bowlegs Board of Education further believes the

breakfast and lunch program is an integral part of the total education program for each child. Good nutrition directly affects the student's ability to learn and to maintain good health. To this end, the Bowlegs Board of Education will give full consideration to the following in the operation of its food service and health education program.

1. Alleviation of hunger in a child because of his/her economic status.
2. Development of desirable food habits.
3. An improved understanding of nutrition needs.
4. Creating a desirable program aimed toward effective student participation in well-balanced meals.

#### **BOWLEGS SCHOOL CAFETERIA POLICY**

Other than items brought to school in student lunches, the building principal must approve any and all off campus food and drink. Disciplinary action will be taken if caught with off campus food or drink without the permission of the principal. Due to closed campus, groups of students having friends bringing in outside food and beverages, affects the child nutrition program and new laws and policy governing child nutrition regulations.

#### **STUDENT ORGANIZATIONS**

Students wishing to be members of any organization must meet requirements as set by the sponsor. Meeting days, times, and agendas will be determined as needed during the school year. Students will be notified of meetings by the sponsor through daily announcements and Bowlegs School Facebook page.

#### **BETA CLUB**

High school members must be enrolled in grades 9 through 12. Those desiring membership must pass a screening of faculty members and administrators regarding their leadership qualities, honesty, dependability, loyalty, and academic achievement. Members must be of good moral character. To become a member of the Beta Club you must have a 3.5 GPA the proceeding semester and to remain a member you must maintain a 3.3 GPA to stay in Beta Club. If a student falls below the 3.3 GPA he/she must maintain a 3.5 GPA for two (2) semesters to be eligible to re-apply for membership, this includes all fees required by Beta Club.

#### **FFA**

Students wishing to be members must meet the requirements as set by the sponsor and the state vocational agriculture curriculum, and must pay their membership dues.

#### **STATE AND NATIONAL HONOR SOCIETIES**

The top ten percent of all the students of a high school qualify to be members of the state honor society. Members are chosen by the principal and receive special recognition at the awards assembly by receiving certificates from the State Department of Education.

#### **STUDENT COUNCIL**

Student Council "To promote leadership, truth, honesty and citizenship; to encourage cooperation among students and faculty, to instill a spirit of respect and loyalty to the rules, customs, and to provide a representative body to manage student enterprises." High school members must be enrolled in grades 9 through 12. Those desiring membership must submit name and an application, regarding the characteristics that would make them a good student council member, to the student council sponsor. Additionally, turn in two evaluations completed by current Bowlegs High teachers regarding student's leadership, work ethic, and cooperation. All officers in Student Council must maintain a minimum 3.00 GPA. Grades will be checked at the end of each nine weeks. If the academic standard is not maintained, the Officer will be

placed on academic probation until the issuance of the next progress report. Failure to make appropriate academic progress will result in further disciplinary measures as outlined in the Student Council Constitution.

#### **CHEERLEADERS**

Those wishing to be high school cheerleaders must be in grades 9 through 12. Each one must try out at the end of the previous school year and be evaluated by teachers. Cheerleaders must attend all assigned camps, all practices; all pep assemblies, and all games. Participation requires the ability to purchase personal items needed such as: shoes, boy shorts, pom poms, socks, warm ups, and any other items that will remain the property of the cheerleader. A certified staff member must agree to be a sponsor.

#### **PEP CLUB**

Pep club members must be enrolled in grades 7 through 12. There is a fee which includes, but is not limited to a pep club t-shirt. Members must attend all games, sit as a group, and help cheer with the cheerleaders.

#### **ATHLETIC LETTERS**

Students are encouraged to show school spirit by wearing their school letters and jackets after being awarded for an activity. Letters are earned by students who meet a minimal set of prescribed standards for each activity. For athletic letter awards, the following general criteria will apply:

1. The student-athlete must maintain academic eligibility for the season.
2. The student-athlete must be present at 100% of all athletic events in which they participate unless the absence is pre-authorized by the coach and administration and is deemed as an immediate emergency.
3. The student-athlete must maintain proper conduct at all times. The student-athlete is to serve as a model representative of the students, staff, faculty, administration, community, and District of Bowlegs Public School.

#### **WITHDRAWAL FROM BOWLEGS SCHOOL**

In the event a child has to leave our school on a permanent basis we ask that the office be notified and the student make arrangements through the district principal's office to check out of school leaving the proper items in place.

#### **TELEPHONE USE**

No student will be called to the telephone except in the case of dire emergency. Important messages will be delivered to the student by office staff. Students will not be excused from classes to make telephone calls. If a parent needs to call the school, the proper numbers are listed below for each grade level.

**District Secretary                      405-398-4172 ext. 100**

#### **CELL PHONE USE/ELECTRONIC DEVICE USAGE**

Cell phones/electronic devices usage is a privilege at Bowlegs school, and will be treated as such.

It is the policy of the Bowlegs Board of Education that a student may possess a wireless telecommunication device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent's designee.

As the 1<sup>st</sup> bell rings, all cell phones/electronic devices must be turned off and kept out of sight. With the exception of in class storage bins provided by the teachers. The student

may not use the cell phone/electronic device in their possessions at any time during the school day and may not have it turned on during class due to the interruption it would create. Cell phone/electronic devices may only be used BEFORE 1<sup>st</sup> bell, and DURING lunch break.

Upon reasonable suspicion, the Principal, Superintendent, teacher, or security personnel shall have the authority to detain and search, or authorize the search of any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists. Photographs taken of any students or teachers will be considered a violation of the privacy act, and could result in the loss of cell phone privileges for the remainder of the nine weeks, or semester depending upon administrator discretion.

Students using cell phones/electronic devices at any unauthorized time during the school day will have phone/electronic device confiscated and returned at the end of the day. After any device has been confiscated more than 2 times, the student will lose cell phone/electronic device privileges for the remainder of the nine weeks, or semester depending upon administrator discretion. If any student having lost privileges brings an unauthorized cell phone/electronic device to school; disciplinary action will take place such as ISD (In School Detention), or suspension to home.

Students found to be in possession of a wireless telecommunication device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, Police authorities may be contacted.

**REFERENCE: 70 O.S. §24-101.1, et seq. 70 O.S. §24-102**

#### **CLOSING OF SCHOOL**

In case of bad weather or other problems which may require the school to be closed at a time it would normally be open, the school will make these announcements over the following radio and TV stations as early as possible on the day of the closing or the night before.

Television: KFOR – OKC – Channel 4, KOCO – OKC – Channel 5, KWTV – OKC – Channel 9, School Reach, Bowlegs Facebook page

#### **CHANGE OF ADDRESS, PHONE NUMBER OR EMAIL**

If you have a change of address, telephone number, or email please notify the office as soon as this occurs to avoid problems for your child.

**NOTE: We must have a working number and/or email address.**

#### **LOST AND FOUND**

Students are encouraged to respect the property of others. If they find money, clothing, lunch boxes, books, etc. they should take them to the principal's office. Anyone who has lost an item of personal property or money should get permission from his/her teacher to check the lost and found collection. It may be necessary to check the collection for several days. Parents are encouraged to look over the collection for items belonging to their child. Many times, parents assume that an item belonging to their child has been stolen when it is actually in the lost and found. Bowlegs Public School is not responsible for lost or stolen items. Lockers are provided to all students 5<sup>th</sup>-12<sup>th</sup> grade. It is the responsibility of the students to secure valuables.

#### **GUIDANCE COUNSELOR**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores,

career information, study helps, help with home. School and/or social concerns, or any question the students may feel they would like to discuss with the counselor.

#### **RESPONSIBILITIES OF PARENTS**

The ultimate responsibility for students' behavior rests with the parents. The following are among their specific responsibilities:

1. Support the schools requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part. Send students to school with proper attention having been given health, personal cleanliness and neatness of dress.
2. Maintain an active interest in the student's work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place suitable for study.
3. Comply with the school's requests. This includes reading carefully all communications and signing and returning them if requested.
4. Cooperate with the school in attending conferences set up for planning for its continuous maintenance and improvement.

#### **NOTICE REGARDING RELEASING STUDENT INFORMATION**

The Bowlegs Board of Education believes that it has a duty to protect the privacy rights of its students as protected by the "Family Educational Rights and Privacy Act", passed by Congress in 1974 (FERPA). Therefore, as provided by the Act, Bowlegs school will release educational records of your children known under the law as "Student Directory Information", for general public access for any purpose, including commercial use, per the FERPA act.

The School District also provides student's names to institutions of post-secondary education who desire to notify students of educational and scholarship opportunities and the Federal and State Legislators who wish to recognize graduation seniors. Military recruiters will also have access to student information.

If a parent/guardian desires to withhold the use of student directory information from the educational records for the above purposes, please notify the building principal where your child attends, so he/she will know to withhold information on your child/children. Unless a written request from a parent or guardian is in the student's file, directory information will be released.

#### **STUDENT DIRECTORY INFORMATION FOR BOWLEGS PUBLIC SCHOOLS**

##### **STUDENT RECORDS**

Only that information that is pertinent to the individual's educational process and those items required by law are to be maintained in the student's file. A student's records are open for inspection by the student, his parents or guardian, school officials and certified employees of Bowlegs Public Schools. Copies of records shall be furnished to authorized agencies upon written request of parents, guardians or students of legal age.

##### **SPECIAL EDUCATION CLASSES**

Special education classes are offered to the students of Bowlegs, and the school desires to know of children who are age's birth through 21 years old who are not receiving services. Students or preschoolers may be recommended for a program by parents, teachers, counselors, or administrators. After evaluation and upon determining a student's eligibility an Individual Educational Program (IEP) will be developed and written for each student by a team, of which one member must be the parent or guardian.

##### **ANNUAL NOTIFICATION**

Bowlegs Public Schools hereby notifies each student and their parents of their right to inspect and review the student educational records under the Federal Educational Rights to Privacy Act. (FERPA)

Parents have a right to:

1. Inspect and review the student's educational records.
2. Limit the disclosure of information contained in the student's education record except: (1) by the prior written consent of the student's eligible parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by FERPA.
3. Seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent of eligible student's record.
4. File a complaint with the Department of Health, Education, and Welfare if the Bowlegs School District violates FERPA.
5. Come to the Principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the Principal's office, and in the Superintendent's office.
6. Prior notice: Yearly screening tests, as well as other required tests, may be administered to provide appropriate placement information.

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