

Bridge Creek Schools

# STUDENT HANDBOOK

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*2009-2010*



# **A Handbook to Guide Students, Teachers, and Parents**

## **COMPLIANCE STATEMENT**

Students, parents and employees of Bridge Creek School District, No. I-95 are assured that the district does not discriminate on the basis of race, sex, national origin, handicap, religion, or age.

Superintendent, Randy Davenport, has been designated by the Board of Education to coordinate the school district's efforts to comply with this assurance.

Randy Davenport  
Superintendent  
Bridge Creek Public Schools

## **Preface**

The student handbook is designed to give students, school personnel, parents, and other members of the community helpful and interesting information concerning Bridge Creek School.

Enclosed within this handbook are rules, regulations, and other valuable information concerning this school. It is impossible, no matter what effort is extended, to foresee all the possible problems or questions in our school setting. The administration of Bridge Creek High School intends to keep students and parents as informed and cognizant of their rights and responsibilities as possible.

This handbook is an effort to accomplish that goal. You must remember that rules and regulation are subject to change. Also, for the sake of brevity, some regulations presented have been condensed.

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# Welcome

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**The faculty, administration,  
and board want to welcome you  
to Bridge Creek School. We  
hope your days here will be  
rewarding and enjoyable.**



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# Attitudes

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- A fine school atmosphere is the responsibility of each student. Our school days are busy and happy ones. Show your school spirit.
- Be a positive thinker. Believe that you can accomplish or do any task, which you are given. Never give up.
- If you give your best, you have every reason to be proud of what you have done.
- Each student has unique abilities in certain areas. You cannot expect to be better than everyone else at everything, but you should strive for improvement each day.
- Remember, success is a peace of mind that is a direct result of having become the best you are capable of becoming. Be a success.
- Try to help students that may not do as well as you.
- Big achievements are built on a little progress each day.
- You responsible (if you know it needs to be done, do it), and accountable (assume ownership for your actions, do not blame someone else).

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## Authority of the School

Students are subject to the authority of the school and its officials when attending any school sponsored activity. This also applies to students as participants and spectators at any out of town school activities.

Teachers have the responsibility to insure a climate conducive to the safety and welfare of students and others in the school. They are further responsible for the learning of the student at school.

Teacher are therefore, vested with the authority necessary to discharge these responsibilities. It should be understood that any and all teachers have this authority at any time on school property or at or on the way to school functions.

Oklahoma State Law says “Every person who without justifiable or excusable cause, knowingly commits any assault and/or battery upon the person of a school employee or a school district and/or threatens and places such employee in immediate fear of bodily harm while such employee is in the performance of his/her duties as a school employee, faces imprisonment in the county jail for a period not exceeding 6 months, or by a fine not exceeding \$500 or both fine and imprisonment.”

General Behavior: The laws of Oklahoma, place the school “in loco parentis” (in place of parent). This means that any student enrolled in the school comes under the protection and guidance of the school administration and teachers.

Students should be aware that supervision of conduct is a responsibility of the faculty and administration. Behavior, which may be detrimental or injurious to self or others, cannot be tolerated. Failure on the part of the students to follow instructions of any faculty member, administrator, or employee may result in disciplinary action.

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## Governing Authority

- The Board consists of 5 members elected by the people of the school district. One member is elected each year for a five-year term. The Board of Education is a separate unit and is in no way connected with the city or county government.
- The Board is a governing authority of the school.
- The Board sets the general policies of the school.
- The Board elects the Superintendent of Schools, who is the chief executive officer of the school.
- The Board sees to the financing of the school. They authorize preparation and presentation of the annual budget.
- The Board checks on the physical plant and the future needs.
- The Board confirms or rejects the recommendations of administration in the hiring of employees.
- The Board tends to all legal matters affecting the school, such as the paying of claims, holding annual elections, providing adequate insurance, keeping accurate minutes of their proceedings, and fully complying with state and federal laws.
- It is the Board’s responsibility to see that school monies are used as economically as possible, while being dedicated to provide as good an educational program as possible for Bridge Creek youth.

# Notice to Parents

We the administration and faculty of Bridge Creek School welcome you to our school. It is essential to the benefit of our student body that we collectively cooperate in every possible way. Recognizing that a student may not achieve to his fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do his/her best in every class or activity. With your help, our chances of making the best of your child's education are greatly improved.

This handbook has been prepared for the students of Bridge Creek Public School in hopes that it will answer many of the questions about school which are likely to come up for discussion at home. For this reason, it is hoped this handbook will be helpful to all patrons interested in our schools.

Parents are urged to familiarize themselves with the handbook. Please remember that this handbook is not all encompassing. It cannot begin to cover every situation that might arise during the school year. Please visit your school, meet the teachers, and feel free to ask for a conference on any problem concerning the school community.

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## Finals Exemption Policy

High school students who meet the following exemptions, in a class, may be exempted from that class' semester final.

1. An "A" average and no more than 3 absences
2. A "B" average and no more than 2 absences.
3. A "C" average and no more than 1 absence.

Students who have been suspended or sent to ISD more than once are not eligible for semester exemptions.



# Change of Address or Telephone

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Any change of address or telephone number must be reported to the site office as soon as the change has been made. This is critical to enable us to reach parents in the event of an emergency.

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## Class Schedule Changes

- **High school students** must request changes during the first two weeks of each semester; seniors have priority. All students wanting schedule changes must sign up at the counselor's office. The student will be called to the counselor's office to make the change. The only changes after the given time period will be changes requested by the teaching staff and administration.
  - **Middle school students** will not be allowed to change schedules except for band and athletics
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## Transcripts

Students will be provide transcripts upon request free of charge. Please notify the H.S. Counselor or Registrar in advance so they may have the document ready.

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## Participation in Graduation Ceremony

Students not meeting curriculum requirements for a high school diploma during the current school year will not be permitted to participate in graduation ceremonies.

# Graduation Requirements

## <sup>10</sup>2009– 2010 ( 26 units)

Seniors will be required to have **26 or more units** of regularly organized classroom instruction for graduation.

- 4 Units English:** Grammar/Composition, American Literature, and English Literature shall be taught as part of these 4 units.
- 3 Units Science:** Freshmen shall enroll in Physical Science. Students must have 2 lab sciences to enroll in most colleges and universities.
- 3 Units Mathematics:** Students must have Algebra 1, Geometry, and Algebra 2 to enroll in most colleges and universities.
- 3 Units Social Studies:** Oklahoma History/Government, World History and American History.
- 2 Units of Fine Arts:** Art, Music Appreciation, Chorus, Band and Humanities
- 11 Units Elective Courses (Minimum)**

No student will be allowed to enroll in more than one level of English per year. Students who fail one or more semesters of high school.

English will have the following options from which to choose:

- a. Retake the failed semester(s) in night school, summer school or by correspondence. Students must provide proof of credits earned to the high school counselor in order to advance.
- b. Re-enroll in the failed course for the following year with no advancement to the next level during the current school term.

Students moving to Oklahoma from another state and enrolling in (10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades) may graduate without Oklahoma History if the student is unable to take the course due to the scheduling of classes.

**Valedictorian and Salutatorian** selection is based on the following:

- A. Meets all graduation requirements and college entrance requirements stipulated by the Oklahoma Board of Regents.
- B. Grade point based on a 4.0 scale, utilizing the first seven semesters of 9-12 plus any high school credit earned in 8<sup>th</sup> grade.
- C. Honors and AP courses. will be based on a 5 point scale.

# Grading Scale

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

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## Eligibility

Bridge Creek Schools will conform to and abide by the rules as sent from the Oklahoma Secondary Schools Activity Association. Any questions should be directed to Athletic Director or Principal. Any student making an **F** in any class will not be allowed to participate in an activity where class time will be missed.

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## Parent Conferences

Parents are always welcome and are encouraged to visit with any staff member regarding a problem, or just check on the progress of a student. We feel communication with parents is vital to the educational process. Teachers have one period a day scheduled for conferences. Conferences can be arranged by notifying the principal's office, the counselor's office, or the individual teacher. Please keep in mind that we do have a busy schedule, and for your convenience let us arrange a time prior to the desired conference. It is suggested any parent of a student making a D or F, schedule a conference with the teacher.

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## Progress Reports

Progress reports will be sent whenever conclusive evidence of the student's possible failure is present. The teacher shall attempt to confer with parents whenever the student seems in danger of failing.

# 2009 School Calendar

Sun	Mon	Tues	Wed	Thur	Fri	Sat
<b>AUG</b>						1
2	3	4	5	6	7	8
9	10 Prof Day	11 Prof Day	12 Prof Day	13 1st day class	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Sun	Mon	Tues	Wed	Thur	Fri	Sat
30	31	<b>SEPT</b> 1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
13	14	15	16	17 P/T Con	18 No School	19
20	21	22	23	24	25	26
27	28	29	30			

Sun	Mon	Tues	Wed	Thur	Fri	Sat
<b>OCT</b>				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 Fall	16 Break	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sun	Mon	Tues	Wed	Thur	Fri	Sat
<b>NOV</b> 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	15	18	19	20	21
22	23	24 Prof day	25 Thanks	26 giving	27 Break	28
29	30					

Sun	Mon	Tues	Wed	Thur	Fri	Sat
<b>DEC</b>		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 Finals	18 Finals	19
20	21 Christ	22 mas	23 Break	24	25	26
27	28	29	30	31		

# 2010 School Calendar

Sun JAN	Mon	Tues	Wed	Thur	Fri 1	Sat 2
3	4 2nd Sem Begins	5	6	7	8	9 13
10	11	12	13	14	15	16
17	18 Prof Day	19	20	21	22	23
24	25	26	27	28	29	30

Sun FEB	Mon 1	Tues 2	Wed 3	Thur 4	Fri 5	Sat 6
7	8	9	10	P/T Con	12 No School	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Sun MAR	Mon 1	Tues 2	Wed 3	Thur 4	Fri 5	Sat 6
7	8	9	10	11	12	13
14	15 Spring	16 Break	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sun APRIL	Mon	Tues	Wed	Thur 1	Fri 2 Snow Day	Sat 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 Snow Day	

Sun MAY	Mon	Tues	Wed	Thur	Fri	Sat 1
2	3	4	5	6	7 Snow Day	8
9	10	11	12	13	14 Snow Day	15
16	17	18	19	20 Finals	21 Finals	22 Graduation
23	24	25	26	27	28	29

# Attendance

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## Bridge Creek School Attendance Hotlines

(Numbers to call to report student absence, calls must be made within **24 hours**.)

High School    **387-3981**

Middle School **387-9681**

Elementary    **387-3681**

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## Attendance Policy

In accordance with state law, students must be in regular attendance of school. The maximum number of days a student can be absent from any single class is 14 days. This will include excused and unexcused days. Notification from the student's parent or legal guardian must be received within 24 hours of the day absent either by phone, note, or in person to be classified as excused. If a student arrives 15 minutes after the class has begun then that student will be counted absent.

Only extenuating circumstances will be considered for exceeding the maximum number of days allowed. Examples of extenuating circumstances are but not limited to: hospitalization of student, parent or immediate family member, funeral of immediate family member, or family crisis through legal jurisdiction.

If a student exceeds the maximum allowable days, the parent or legal guardian may request an attendance hearing. A date, time, and place will be determined by the administration. A faculty committee will hear the case and determine whether to grant credit for each class with excessive absences. The committee will present their findings in writing to the parent or legal guardian.

# Attendance Age

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Attendance age for students shall be governed by the State School Code. Generally, every child in the district who is 5 years of age before September 1<sup>st</sup> and not more than 18 shall be required to attend school. Parents or guardians who fail to comply with the attendance law may be charged with a misdemeanor.

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## Make-Up Work

1. Excused absence: The student will be permitted to make up work. It is the student's responsibility to make arrangements with the teacher to get their work. The student will have two days to return the work for credit for each day absent.
  2. Unexcused absence: The student will not be permitted to make up work.
  3. Students will be allowed to make-up nine weeks and semester tests only if the absence is excused and not excessive.
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## Reward for Perfect Attendance

When a student has no tardies and no absences (except for the 10 allowable school contest and/or school-sponsored activities and/or religious holidays), that student's semester grade shall be increased by 5%.

# Middle School

## <sup>16</sup> Tardy Policy

The following are the graduated steps for students who violate the tardy policy. All tardies are cumulative. 1<sup>st</sup> tardy N/A, 2<sup>nd</sup> tardy - N/A, 3<sup>rd</sup> tardy -N/A, 4<sup>th</sup> tardy - N/A, 5<sup>th</sup> tardy - parent contact, 6<sup>th</sup> tardy - 1 day lunch detention, 7<sup>th</sup> tardy - 3 days lunch detention, 8<sup>th</sup> tardy - 2 days ISD, 9<sup>th</sup> tardy - 3 days ISD, 10<sup>th</sup> tardy 4 days ISD. Further tardies will result in severe consequences.

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## Permission to Leave Campus

When the student boards the school bus or comes to school then the student becomes the responsibility of the school district. Students are not permitted to leave the campus after they have arrived for the school day without permission from the principal's office. The parent or guardian must contact the office before the student will receive permission to leave campus. A sign-out sheet is to be filled-out before the student leaves the campus.

Prior arrangements must be made by the parent or guardian with the school before the student will be allowed to check out. A phone call or written note will meet this criteria.

Students are not permitted to leave campus during school hours unless they have direct permission from the building principal, with any needed communication from the parent. Any student who leaves the campus without properly checking out through the office will be considered truant and the problem will be dealt with by the building principal.

Parents must send a note or phone the office when early dismissal is necessary. The building principal or his/her designated agent has the final authority for approval for early dismissal. Parents are to come to the office when picking a student up. Parents are not to take students directly from the classroom.

Please note parents: We are a closed campus for the purpose of the safety and security of your students.



# Truancy Summary

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By definition a student is truant if he/she is absent without a proper excuse and/or not properly checked-out through the office. School attendance officers may excuse absences for the following reasons:

Illness Accident or injury Medical or dental appointments with documentation Death in the family Religious holidays

Emergency situations Exceptions to be made by administration

Remember, even though an absence is excused, it will count against the 14 allowed per semester.

It is the responsibility of the parent to notify the school if the student is absent for any reason. This notification is to be made before the absence or the day of the absence. If the school is not notified, the absence will be marked as unexcused and the school will attempt to contact the parent or guardian to insure the student is not truant.

If a student has ten consecutive unexcused absences, the student will be dropped from school rolls. Also, Oklahoma law allows the driver's license of the student to be revoked if the student drops out of school.

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## Withdrawal Procedure

The procedure for withdrawing from Bridge Creek School is as follows:

Authorization for withdrawal must be made to the registrar in person or over the phone by the parent or legal guardian.

The appropriate form must be picked up in the registrar's office and properly completed.

The form must be signed by:

- a. The teacher of each class
- b. A member of the library or media staff
- c. The attendance secretary
- d. The counselor
- e. The principal

The form must be completed and returned for final clearance.

Any book not returned or fees may result in the withholding of grades.

# Buses-Transportation

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All buses used by Bridge Creek Schools meet the State Department of Education requirements and operate in conjunction with their regulations.

Safety is of major importance. Students are urged to use care in loading and unloading, and to always remain seated as long as the bus is in motion.

Students should regard the bus as a classroom as far as conduct is concerned. The bus driver is a school employee and has authority over the students similar to that of teachers. Remember, from the time you leave home until you return, you are subject to school regulation. Riding a bus is a privilege that a student can lose if proper conduct is not observed.

Because of safety concerns, it is important that every rider be listed on the route sheet. In the event of an emergency, we need addresses and phone numbers to contact parent/guardians. For safety and identification, all students will have assigned seats. Also, to ride a different bus, the student must have a note signed by the principal.

All buses will arrive at pick up locations at a set time. The bus will wait for 30 seconds and then proceed to the next stop. If the bus is late, the driver will look for riders and then proceed to the next stop. We request that your child(ren) be at his/her stop 5 minutes before pickup time.

There may be route changes to accommodate the fluctuation of students in the Bridge Creek District.

Bus discipline slips will be used this year. In most cases students will be given a warning before the first discipline slip is used. The consequence of receiving a second slip is removal from the bus for two (2) days. The third slip will result in removal from the bus for two (2) weeks. The fourth slip will result in the removal from the bus for nine (9) weeks. The fifth discipline slip will result in removal from the bus for the remainder of the school year.

Serious violations may result in the immediate removal of a student from the bus for extended periods of time.

The following list is not all-inclusive, but rather example of unaccept-

able behavior on the bus: Improper boarding/departing, refusing to obey the driver, pushing, tripping, and hitting, not staying seated, hanging out windows, spitting, littering, eating or drinking, throwing objects (on or out of the bus).

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## Complaint Procedure For Parents and Students (Transportation)

When an occasion arises that a patron or a student has a complaint with the transportation of students, the following steps shall be followed:

1. The parent and/or student shall communicate with the bus driver to try and solve the problem.
2. The parent and/or student shall meet with the transportation director to try and solve the problem.
3. The parent and/or student shall put the complaint in writing and sign the complaint. The complaint shall be forwarded to the building administrator of the site attended by the student. The building administrator shall ask for a written response to the complaint from the transportation director. The building administrator shall conduct an investigation of the matter and determine the final disposition of the complaint.
4. If the complaint addresses discipline of a student, the building administrator, after the investigation, shall determine the guilt or innocence of the student. If innocence is established the student shall be returned all bus riding privileges. If guilt is established, the building administrator shall then determine the reasonableness of the discipline.

The decision of the building administrator shall be final.

# Possession of Illegal Con- traband

Any employee who has reasonable cause to suspect that a student may be under the influence of, or said student has in his/her possession: 1) intoxicating beverages; 2) alcoholic beverages; 3) controlled dangerous substances (CDS); 4) weapons; or 5) missing or stolen property if defined by state law, shall immediately notify the principal or the principal's designee of such suspicions. The principal shall investigate the suspicions and decide if the parent and/or legal guardian needs to be notified.

Any student found in the possession of or under the influence of any one of the above categories shall be subject to discipline including suspension from school. Any suspension and/or search of said student shall be subject to any application school policy or state law. Every person employed by the board of education, who has reasonable cause to suspect that a student is under the influence of or has in his/her possession intoxicating beverages, alcoholic beverages, controlled dangerous substances, weapons, or missing or stolen items, and who reports such information to the appropriate school official, shall be immune from all civil liability.

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## Closed Campus

Bridge Creek School is a closed campus. Once a student has arrived at school in the morning he/she is not to leave the campus at any time during the day, unless authorized to do so by permission from a site administrator or their designee.

A student will be allowed to leave campus if a parent requests the student be allowed to leave. However, the student must still check out through the office prior to leaving campus. We ask parents not to excuse their child to leave campus just to eat lunch. This circumvents the closed campus, and can cause problems with enforcement. Any violation of this policy will be considered truancy, and will result in disciplinary action.

# School Dances

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Bridge Creek School can sponsor six dances a year for the high school students and a senior prom for the juniors and seniors. The middle school can sponsor 3 dances a year. Each dance will have proper supervision. There is an understanding that any dances may be canceled if the board or administration feels it necessary.

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## Rules for dances

1. High school students may invite a non-Bridge Creek student as their companion with the approval of the high school principal (prom only). All non-Bridge Creek students must accompany their date to the dance. Only Bridge Creek Middle School students will be allowed to attend the middle school dances.
2. Admission for dances (excluding the prom) shall not exceed \$5.
3. In the event of a scheduling conflict, the building principal shall have final authority over what event will be held.
4. A school-sponsored dance cannot exceed the ending time agreed upon by the sponsor and principal.
5. The organization sponsoring the dance must show evidence that they can meet contractual obligations.
6. The sponsoring organization must provide the necessary adult chaperons.
7. The sponsoring organization must also be responsible for: Music, Publicity, Decorations and their removal, Refreshments (if permitted), Custodians, Enforcing the rules, and Security.
8. Students shall dress in appropriate school attire.
9. Students are responsible for the behavior of their dates.
10. Students may not leave the dance and return.
11. Violations of the rules could result in dismissal from positions in clubs and organizations. Violators may be barred from attending future function.

# Student Discipline Policy

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The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others or the orderly operation of the educational system, corrective actions are necessary for the benefit of the individual and the school. In recognition of this fact, the Oklahoma Legislature has amended O.S. 6-114 to read as follows: "Each local board of education shall adopt a policy for the control and discipline of all children attending public school in that district. The local policy shall provide options for the control and discipline of students. The parent or guardian of every child residing within a school district shall be notified by the local board of education of its adoption of the policy and shall receive a copy upon request. Provided, the teacher of the child attending a public school shall have the same right as the parent or guardian to control and discipline such child according to the local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher."

In response to a legislative call for each district to develop its own discipline policy, the Bridge Creek Board of Education with the advice of a teachers committee, adopts the following Discipline Action Schedule. The intent of this schedule is to empower the faculty and provide those responsible for administering the discipline policies of the Board with acceptable options for the control and discipline of students.

The principals and their designees in a manner they deem just, given the circumstances of the individual case shall interpret this schedule. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action, which they find warranted when addressing situations not covered in the disciplinary action schedule. Nothing in this discipline action schedule shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel and due process in cases, which may end in short term or long term suspension.

Nothing in this policy will prevent the removal of a student from a class or extra-curricular activity for failure to comply with reasonable rules established by the activity sponsor, faculty, or administration.

The following disciplinary schedule is built on demerits, with each infraction being assigned a certain range of demerits (as assigned by the administrator). When students reach a certain level of demerits, given actions will be taken.

1-3 demerits - Suspension or In-School-Detention

4-9 demerits - Suspension or In-School-Detention

10 demerits - Long Term Suspension, Educational Placement or

Probation Pending Further Action

INFRACTION	CONSEQUENCES
Disobeying School Rules or Personnel	1-2 Demerits
Profanity Toward School Personnel	1-6 Demerits
Harassment (taunting by language or physical contact in attempt to degrade or humiliate)	1-10 Demerits
Threat of Violence	1-10 Demerits
Bus Misconduct	1-10 Demerits (may be removed from the bus for a period of time)
Violation of Cell Phone/Electronic Device Policy	1 Demerit
Public Display of Affection (PDA)	1-3 Demerits
Cheating	Student will receive a zero for the assignment that day
Improper driving on school property	1-10 Demerits (may be denied vehicle on campus)
Leaving campus without permission	1 Demerit
Theft	3-10 Demerits + Restitution
Fighting/Assault	3-10 Demerits
Destruction of Property	1-10 Demerits + Restitution
Possession of a Weapon	3-10 Demerits
<b>Possession of Firearms</b>	10 Demerits
Possession of a controlled dangerous substance, alcohol or any intoxicating beverage which the student is under the influence	10 Demerits
Possession of Obscene Material	1-10 Demerits
Possession of Tobacco (each offense)	9 Demerits

# Discipline, Corporal Punishment, Suspension, and Expulsion

We wish to treat Bridge Creek students as young adults. Rules and discipline are necessary to help students become responsible, learn self-discipline, and learn to demonstrate appropriate behavior. Part of growing to adulthood is taking responsibility for one's actions. In addition to school rules, each teacher sets his/her classroom rules for which the student is responsible. The principal has the authority to discipline any student in accordance with existing laws, for misbehavior and/or other sufficient reasons. Students may be disciplined for disregarding or disobeying school policy or conducting themselves in a manner as to be detrimental or demoralizing to another student, the student body, the faculty, or the support staff. Any time a student is suspended, he/she will be given appropriate due process. However, in an emergency situation where the safety of another student, a school employee, the student himself/herself, significant disruption to the learning environment or school facilities are thought to be in danger, the student may be suspended immediately. A due process hearing would be convened upon the request of the parent. If a hearing is not requested then the student would be removed from school for the duration of the suspension. Any secondary student suspended by a site director or other proper administrator will have the right to appeal such suspension to a committee consisting of certified personnel appointed by the administration. The said committee shall conduct a full investigation of the matter, which shall determine the guilt, or innocence of the pupil. If guilt is established, the committee shall then determine the reasonableness of the suspension. If innocence is established, the student shall be returned to the classroom from which he/she came and given opportunity to make up any work missed. The decision of the committee will be final. The committee shall be appointed by the administration from certified personnel not connected with the original suspension. The committee shall meet as soon as possible commensurate with granting the student the rights to representation and opportunity to present a case. Exception: Long term suspension requires notification by certified mail. If a hearing is requested the student would appear before the board of education. If the student is long term suspended he/she may not participate in



extra-curricular activities or be on school property. The site principal may allow student to enter campus to get school work or complete final exams.

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## Ejection From Athletic Events

First Offense (2 Game Suspension) Second Offense (4 Game Suspension) A Third Offense would be suspension from all athletic events for the year.

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## Student Appearance and Dress Code

All students are to be dressed appropriately for the activity in which they are involved. The administration shall be responsible for determining whether the student is in compliance with the appearance and dress code policy. A violation of this policy will result in disciplinary action. Attire for students shall be reasonable, modest, worn as designed, of such style as not to cause distraction. There shall be no holes or tears in the clothing above the knees. Any dress that disrupts or interferes with the learning environment in the classroom is inappropriate and unacceptable. Shirts cannot be see through or expose the midriff, and shall cover the shoulder (straps will be the width of a dollar bill). No clothing shall be worn which appears to promote immoral or unhealthy behavior. Clothes shall not promote the use of tobacco, sex, drugs, or alcohol. Any clothing that can be gang related is prohibited. No hats or head coverings will be permitted inside the school buildings (exception: field house and gym facilities). The administration and/or its designees will determine if the student's appearance or dress is disruptive to the learning environment. The student will be given an opportunity to correct the violation before disciplinary action is taken. If the student does not have appropriate clothing to change into, the office will supply a shirt or pants to wear over the inappropriate clothing for the remainder of the school day. Such clothing will be returned to the office at the end of the day. Should the student wear the article again disciplinary action will be taken.

# Hall Passing

26

Any student in the hall after the tardy bell has rung, or in the hall during class time - no matter what the reason - must have a signed pass in his/her hand from a teacher, counselor, secretary, or principal. A five minute passing time is allowed between classes. If a student feels he/she will not be in class by the time the tardy bell rings, he/she should go to the classroom first and ask permission from the teacher to take care of the business that will cause him/her to be late.

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# School Property

It is essential that a wholesome respect for public property be fostered. Students who damage or destroy school property shall be required to make full restitution. Other disciplinary action may be taken to ensure school facilities are appropriately used.

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# Gymnasium Care

No food or drinks are allowed in the main gym area during school hours. Street shoes are not to be worn on the gym floor.

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# Textbooks

When textbooks are issued to a student, the student becomes responsible for them. If they are lost or damaged, they shall be replaced at the student's expense. Report cards may be held at the end of each semester if there are damages, which have not been paid.

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# Electronic Devices

All electronic devices must be put away and turned off during school time. Any unauthorized use of these devices will result in the device being taken and disciplinary action taken.

# Locker, Computer, and Cell Phone Authorization

27

The receipt of the handbook and your signature demonstrates that you have been given information concerning the school policies and rules, and you will be held responsible for following these rules and criteria.

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## Locker Assignment

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- 1.) The locker is public property and the student will be granted use for the current school year. It is understood that the locker will not be used to store contraband of any kind. Use of the locker must not violate the school district code of conduct or criminal law.
- 2.) The student is responsible for reporting damage to the locker and will make restitution for the repair and maintenance of the locker. Until such restitution is made there will be a financial hold on the student's records.
- 3.) The student consents to his/her locker being searched at any time to verify compliance with this agreement. A violation of this agreement terminates the student's locker privileges. Also, the student may be disciplined and/or financially charged for the violations

## Computer Usage

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Classroom use of internet is limited to educational purposes only. Use of the internet for entertainment or social networking is prohibited unless authorized by an instructor. Students enrolled in a computer class may be required to sign a more detailed internet user policy.

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## Cell Phone Usage

The phone must be turned off and put away when entering the building. The student may use his/her cell phone during lunch in the designated areas only (gym lobby and outside commons area). Violations of this policy will result in the student having his/her cell phone taken and given to the principal. The student will receive a demerit and the phone will be returned to the student after school; continued violations will require the parent to pick up the phone.

# Search of Students, Lockers and Possessions

28

The purpose of this regulation shall be to set procedures for searches. Searches of students, lockers, and possessions shall be conducted for the purpose of investigating behavior that might cause injury to students or damage the educational process or is in violation of school policy or state or federal law.

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## Object of Search

The person, personal property, and locker or desk of student attending Bridge Creek School may be searched on District property or while in transit to or attending any function sponsored or authorized by the District when there is reasonable cause to believe that the person, personal property or locker or desk of such student contains one or more of the following (hereafter referred to as prohibited items):

1. Dangerous weapons.
  2. Drugs, marijuana, stimulants, depressants, alcoholic beverages, non-alcoholic beverages, counterfeit drugs, and other controlled dangerous substances as defined in the Dangerous Substances Act (Title 63, Oklahoma Statutes, Section 2-101 et Seq.)
  3. Stolen property.
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## Persons Authorized to Conduct Searches

Only a building principal or an employee authorized directly by the building principal or administration shall conduct a search of a student, a student's personal property, or a student locker or desk. District personnel shall make all requests for student personal property and student locker and/or desk searches to the building principal. If the principal is not available, appropriate administration should be contacted for directions.

This regulation does not authorize the search of adult non-students. If it is determined that an adult non-student has possession of one or more of the prohibited items, the appropriate law enforcement agency should be called.

# Method of Student Searches

29

Searches are to be conducted by persons authorized in the above sections. When possible, an effort should be made to conduct a search without physically touching the student. When necessary, the administrator may request the student remove outer garments, such as hats, gloves, and coats. The student may be requested to empty pockets and turn them wrong side out. Removal of clothing other than the outer garments described above shall only be done by law enforcement officials who are not District personnel. In instances of searches for stolen property, no requests shall be made of law enforcement personnel to conduct searches by removal of clothing other than the outer garments described above. A student, pending a search for prohibited items, may be detained by administration, faculty, or a district security officer. The search of a student should be made by a person of the same sex as the student (if possible) and be witnessed by another certified employee of the district, also of the same sex (if possible).

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# Motor Vehicle Regulations and Student Parking Regulations

Students who wish to park a motor vehicle in designated student parking areas on school property must first complete an Application for School Parking Lot Access Form and turn the completed form into the office. To receive a parking permit, the student must possess a valid Oklahoma operator's permit or license, and current insurance.

1. Parking permits must be displayed hanging from the rearview mirror.
2. Students may not sit in, upon, or congregate around vehicles at any time during school hours.
3. Vehicles shall be parked in designated areas only.
4. All applicable motor vehicle and safety laws and school rules and regulations shall be strictly enforced.
5. The following violations may prohibit a student driving a vehicle onto school premises for an indefinite period of time:
  - a. Fails to maintain a valid Oklahoma Driver's License or Permit
  - b. Operates his/her vehicle in a potentially dangerous manner on school property or streets adjacent to school property or exceeds the designated speed limit.
  - c. Student has been suspended
  - d. Brings a vehicle onto school property that contains alcoholic beverages, controlled dangerous substances, weapons, or other contraband
  - f. Parks in an area not designated for student parking

The school district is not responsible for vandalism or other damage occurring on school property. Students park at their own risk.

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# Sample Vehicle Registration Form Bridge Creek High<sup>31</sup> School

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Name of Student Driver \_\_\_\_\_  
Make of Vehicle \_\_\_\_\_ Model \_\_\_\_\_  
Colors \_\_\_\_\_ Year \_\_\_\_\_ Tag # \_\_\_\_\_  
Parking Permit Number \_\_\_\_\_

I, (Child/Parent's name) Hereby agree to the below stated terms and responsibilities in connection with obtaining authorization to use the school parking facilities.

I understand that the parking lot is public property which is under control of the school. I will prominently display the parking permit/tag on the vehicle designated for access below. The loss or destruction of the parking permit/tag will incur a replacement charge of \$5.00 and a new permit/tag will be issued before the student may use the parking facilities again. I agree that the authorized vehicle will not be used to transport or store contraband of any kind or use the parking lot in any way that will violate the school district code of conduct or criminal law. I understand the district has the authority to have the vehicle towed at the owner's expense if it is in violation of the above parking policy.

I hereby understand and give Bridge Creek School my consent to search the authorized vehicle when it is parked on school property.

Student Signature \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_  
Date \_\_\_\_\_

## Registration Instructions:

Fill out all pertinent information on form, and provide signatures and date where indicated.

Attach a copy of the vehicle's current verification of insurance form.

Attach a copy of current driver's license.

Return all information to the high school office.

When information is received in the high school office a parking permit will be issued to the student. The permit must be hung on the rear view mirror of the vehicle.

# Fire Drill Procedure

32

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone responds immediately and clears the building by prescribed routes. Students are to remain outside the building at their designated location until the signal is given to return inside.

Teachers will lead their students from room to the emergency exits. Teachers are to close their door and take their grade book with them and call roll when everyone is at the designated meeting point.

Teachers on planning period, office staff and custodians will make needed emergency calls and obtain the nearest fire extinguisher if the fire is small.

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## Tornado Drills

On days of severe weather, the school will monitor information from local weather reports and the U.S. Weather Bureau. In the event of imminent danger, the following procedure will be followed:

1. Warning will be given from the office.
2. Teachers will have the students leave the room to the designated area and follow standard emergency operating procedures.

No student will be permitted to use the telephone during the alert.

A roll check should be made after the "all clear" is given.

Maintenance will stand by to cut off the gas and electricity.

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## Building Site Lock Down

Each site will practice a lock down of facilities twice a year. Teachers will have procedures to secure their students in their room and other personnel will secure the site facilities



# Bad Weather Information <sup>33</sup>

When necessary to close Bridge Creek School because of inclement weather, the following TV and radio stations will be notified.

1. TV Channels 4, 5, and 9.
  2. Radio Stations (930 AM), KOKC (1520 AM)
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## Cafeteria

Three charges will be allowed. These must be paid before another charge will be permitted. The lunchroom is an extension of the classroom, and school rules will be followed; leave the dining area clean and neat.

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## Communicable Diseases

To prevent an outbreak of communicable diseases such as head lice, scabies, etc., the school nurse and/or school employees will periodically check students at school. Your child will be sent home if suspected to be infected with communicable disease. It will be the parent's responsibility to rid your child of any disease. Once sent home with any communicable disease, a child must be checked by a person of the medical profession and receive a note from the person stating that the child is no longer infested with the disease and can attend school once more. We can protect students from any such outbreak of any communicable disease by checking them at home periodically. Once an outbreak starts, it will spread rapidly. Please do not share any personal articles with your friends, including coats, hats, brushes, clothes, etc.

# Guidance Services

34

The Bridge Creek guidance counselor offers orientation for all students. This orientation covers: units needed for graduation, required courses, accumulation of credits, recommended classes for college bound students, and the effect of losing credits due to failure. The guidance counselor will provide career and vocational guidance services through the year.

The counseling offices are open to students at all times to facilitate personal growth and development. All emergency situations are dealt with immediately. To see the counselor, a student should sign up on the list posted on the counselor/registrar's door. The student will be called at the earliest possibility.

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## Health Services

We do not have the facilities to take care of ill students for an extended period of time. Should your child become ill, we will give you a call. Please make arrangements for your child to get home or to the doctor.

Sick students who are running a temperature, should not return to school until their temperature has remained normal for 24 hours.

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## Immunizations

Federal regulations require that every student must have three DPT vaccinations, three polio vaccinations, one MMR vaccination and, Hep A and B vaccinations before entering public school. A copy of the vaccination records must be on file in the permanent record of the student at school. If such records are not on file, your student may be asked to leave school until such records are properly furnished.

# Library

35

Bridge Creek has a fine library. The library is available to students during normal school hours. Students must follow library rules as well as “normal” school rules while in the library. Students misusing the library, or students who cannot behave properly in the library will be asked to leave.

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# Medications

School policy requires that all prescribed and non-prescribed medication brought onto school grounds be brought to and administered through the office. Students must have a signed form (by parent or guardian) on file at the school . The forms may be picked up at the school's office. Only under these circumstances can medication be given. Medications should be taken at home if at all possible.

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# AHERA

<sup>36</sup>  
The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan located at the superintendent's office upon request.

Bridge Creek Public School annually notifies all parents, teachers and other employees by postings and handbooks. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by handouts and/or newspaper articles.

"The asbestos identified in our management plan will be checked regularly by an asbestos company and our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur our asbestos coordinator will notify the appropriate people as prescribed by law."

Jerry Doyle, Ed.D.  
President  
Precision Testing Laboratories, Inc.

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## Family Educational Rights

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Notice by Publication of Annual Notification  
of the Rights of Students and Parents  
Under Public Law 93-380

The School Board of the Bridge Creek Schools has adopted a student records 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 and each principal's office. Copies may be obtained at the office of the Director of Special Service.

In the course of a child's education, the Bridge Creek 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. These records will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy of 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 educational record which he/she believes to be inaccurate, misleading, or in violation of the student's right.

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 to the parent or eligible student's request. The procedure for this is part of the Student Records Policies and Procedure Policy.

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

The Bridge Creek School District proposes to designate the following personally identifiable information contained in a student's educational records as "directory information", and it will disclose that information without prior written consent:

- The student's name
- The student's address
- The names of the student's parents
- The student's date of birth
- The student's class designation (i.e. first grade, tenth grade, etc.)
- The student's extra-curricular participation
- The student's achievement awards or honors
- The student's weight and height, if a member of an athletic team
- The school or school district the student attended before he/she enrolled in Bridge Creek

In case a parent of a student, a student or former student 18 years old, or a citizen of the Bridge Creek 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 U.S. Department of Education. The address is:

The Family Educational Rights and Privacy Act Office  
U.S. Department of Education  
Room 4511, Switzer Building  
Washington, D.C. 20202

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.

Local FERPA Contact Person: Randy Davenport/Superintendent

# NOTES

# HALL PASS

39

Student : \_\_\_\_\_

[illegible]

# <sup>40</sup>P.R.I.D.E.

P erform

R espect

I nnovate

D edicate

E xcel

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## High School Daily Bell Schedule

8:05 - 8:55.....First Hour

9:00 - 9:50.....Second Hour

9:55 - 10:45.....Third Hour

10:50 - 11:40.....Fourth Hour

11:45—12:10 ——— First Lunch

12:35—1:05 ——— Second Lunch

11:45 - 1:05.....Fifth Hour

1:10 - 2:00.....Sixth Hour

2:05 - 2:55.....Seventh Hour