

Braggs Public School



2017-2018

STUDENT HANDBOOK

Dear Parent(s):

Welcome to another exciting school year. Our school district is committed to providing a safe, effective learning environment for all of the children in the school district. Braggs School provides a student/parent handbook for your information as a guide for student behaviors and expectations. This handbook is only a brief description of some of the policies and rules that will guide you and your student while in attendance. We hope this book will be informative and helpful. This book contains some policies or short descriptions. For a complete policy, a set of policies is kept in the office of the superintendent.

PHILOSOPHY

The school should provide the opportunity for each student to develop mentally, physically, morally, and socially. It is our responsibility to develop the student to his or her full potential by educating the student to function and survive in today's world. To achieve this we must strive to instill in each student an interest in self-education and to provide him or her with the best educational opportunities possible.

MISSION

The mission of Braggs Public Schools is to create a community of empowered learners in an atmosphere of mutual respect and trust. Every student will be inspired and challenged to learn, grow, and accomplish academic, social, and vocational goals.

GOALS

The educational goals for Braggs Public Schools can be found in the District Policy Manual online at the following address:
https://drive.google.com/file/d/0Bw0r2K_KUebXa085ZnBxbWs0cGM/view?usp=sharing

CONTACT INFORMATION:

Braggs Public School
300 Madden
P.O. Box 59
Braggs, Oklahoma 74423
Phone (918) 487-5265 Fax (918) 487-7171

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school, and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your

efforts.

We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

Our school board meets on the second Wednesday of each month at 3:30p.m. Meeting attendance is open to the public. Understand that this is a business meeting that is held in public view and that specific rules govern public participation at school board meeting. With student and staff discipline issues, the board of education may be required to act as a Trier of Fact. As such, the members of the board will ask that you follow the district's policies and chain of command with regard to issues that you may have with the school district. If you do visit with the members of the board of education regarding concerns related to a school employee, you could be providing that employee with job security. The employee may be able to obtain an injunction prohibiting individual board members from participating in a due process hearing if it can be established that the board members have facts regarding the employee's job performance from outside the due process hearing.

BOARD OF EDUCATION

Kyles Jones, President
Barbara Baskins, Vice President
Ronnie White, Clerk
Rusty Dause, Member
Alicia Beasley, Member

BOARD OF EDUCATION POLICY

A copy of all policies is available in the administration building, and the school website. New policies or policy revisions may be adopted throughout the year and not all sources may be updated. All BOE policies shall be maintained in the office of the superintendent.

INTERPRETATION OF THIS HANDBOOK

The superintendent has the authority in all decisions regarding the interpretation of this handbook and to make necessary adjustments for the betterment of the students, faculty, and school.

NON-DISCRIMINATION STATEMENT

It is the policy of Braggs Public School District No. 511046 not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, services, and activities as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. Braggs School is a Title I

school. The school is able to use Title I funding to provide pre-school programs, reduce class size, and provide drug free education, science programs and many other programs. If you have questions please contact Michael Broyles at Braggs Public Schools. We encourage all parents to be involved in their child's education. As a parent you have the right to request information about all our highly qualified personnel. Our goal is consistent school improvement.

STATEMENT OF RIGHTS

It is the policy of the Braggs Board of Education that the principal of each school will be the legal custodian of all student records for that school. Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition. The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days.

Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel. When schools transfer records to new educational institutions, the schools must notify parents of the transfer and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

The district will release individual student records from the current or previous school year to a school district where the student was previously enrolled if the release of such records is for the purpose of evaluating educational programs and school effectiveness. The district may disclose personally identifiable information to third parties, without prior written consent, in order to conduct studies, audits, and evaluations of the educational programs of the school district. In such case, the district

will take reasonable steps to ensure that all authorized representatives of the third party are FERPA compliant with the information provided for the purposes of the study, audit, or evaluation of the educational program.

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applicable acts and regulations.

EQUAL EDUCATION OPPORTUNITIES

It is the policy of the Board of Education that the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage, or for any other reason not related to individual capacity.

The right of a student to participate in extracurricular activities shall be dependent only upon the maintenance of minimum academic standards established by the board and the student's individual ability in extracurricular activity.

The administration shall insure that no student suffer discrimination by any school employee or any other student in curricular, co-curricular, or extracurricular activities of the school district.

The administration shall insure that no student suffer discrimination by any school employee or any student in curricular, co-curricular, or extra-curricular activities of the school district.

**REFERENCE: Title 6, Civil Rights Act of 1964; Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972; Executive Order 11246, as amended by Executive Order 11375; Title 9, Education Amendments of 1972 (Public Laws 92-318):
CROSS REFERENCE: Policy DAA, Nondiscrimination**

DIRECTORY INFORMATION

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

1. The student's name address, phone number.
2. The names of the student's parents.
3. The student's date of birth.
4. The student's class designation (i.e. first grade, tenth grade, etc.)
5. The student's extra-curricular participation.
6. The student's achievement awards or honors.

7. The student's weight and height if a member of an athletic team.
8. The student's photograph.
9. The school or school district the student attended before he or she enrolled in the Braggs School District.

Within the first three weeks of each school year, the Braggs School District will distribute in the student handbook the above list, or a revised list, of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is distributed, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

At the end of the two week period, each student's records will be appropriately marked by the records custodian to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified-by the written direction of the student's parent or the eligible student.

REGULATION INCLEMENT WEATHER PROCEDURES

Notification to Parents and Students

When conditions exist which may cause the dismissal of school, students and parents should not call teachers or other school-related personnel. News concerning the dismissal of schools for any reason will be broadcast over Television Stations: Channels 6, 8, and 23. Parents may also look on the school web site <http://www.braggs.k12.ok.us> for closing announcements.

FIRE/TORNADO DRILLS

Fire drills will be conducted twice (2) during each semester. The fire warning will be an audible whistle tone and flashing emergency lighting.

The tornado drill will be conducted annually and will be three (3) short rings of the school bells.

DRUG-FREE SCHOOLS

It is the policy of the Braggs Board of Education that all students, staff, and patrons of this school district be made aware of the Board's intention to maintain a drug and tobacco free environment.

Braggs schools has a zero tolerance policy on tobacco and drug use.

24/7 Tobacco-free Campus Policy

SECTION I: INTRODUCTION AND DEFINITIONS

- a) Braggs School District understands the concern of parents, educators, students, and community members regarding the adverse effects of tobacco

and second hand smoke. We want to provide a safe and healthy environment for our students, staff, and community and set the proper example for our students.

b) This policy is intended to improve the health and safety of all individuals using the schools.

c) *Tobacco*: is defined as a product that contains or is derived from tobacco and is intended for human consumption excluding drugs or devices approved for cessation by the United States Food and Drug Administration. This includes e-cigarettes and vapor products with or without nicotine.

d) *24/7 Tobacco-free campus*: is defined as a campus where tobacco use is prohibited anywhere, at any time, and by any person. This extends to school-sponsored vehicles and events including those held off-campus.

SECTION II: 24/7 PROHIBITION OF TOBACCO

a) Tobacco use is prohibited anywhere on school property, 24 hours a day, seven days a week, by any person. This policy extends to school vehicles and school-sponsored events, including those held off-campus.

b) This regulation applies to employees of the school district, students, and visitors. This regulation also applies to all public school functions (sporting events, concerts, etc.) and any outside agency using the district's facilities, including stadiums. This regulation is in effect 24 hours per day, seven days per week.

c) The district will not accept donations of gifts, money, or materials from the tobacco industry. This district will not participate in any type of services that are funded by the tobacco industry.

SECTION III: ENFORCEMENT

a) The success of this regulation will depend upon the thoughtfulness, consideration and cooperation of tobacco users and non-tobacco users. All individuals on school premises share in the responsibility for adhering to and enforcing this regulation. All students will receive instruction on avoiding tobacco use. Ultimately, each site administrator will take appropriate steps to enforce the regulation.

b) Students found in violation of the policy will have their parents contacted for a first violation. Second offense could include disciplinary action. Information about the Oklahoma Tobacco Helpline will be provided to students in violation of this policy in order to provide a resource for tobacco cessation.

c) Employees who violate the regulation shall be subject to disciplinary action in accordance with the employee bargaining agreements and/or the districts' faculty handbook. Information about the Oklahoma Tobacco Helpline will be provided to staff members in violation of this policy in order to provide a resource for tobacco cessation.

d) Visitors who violate the policy shall be subject to a verbal request to the individual to stop. If the person refuses to stop, the individual will be requested to leave. If the person refuses to leave, they will be referred to local authorities.

SECTION IV: POLICY EFFECTIVE DATE

- a) This 24/7 Tobacco-free Campus Policy is effective as of April 14, 2014 and applies to all covered entities on or after that date.

HEALTH: STUDENTS POLICY FFA

The Braggs Board of Education believes that the goals of educators should include training which helps our children to grow into productive and responsible adults.

While the general health and physical maintenance of a child is the responsibility of the parent, the board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of the student shall be notified and a conference with the parents be scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator shall consider referring the matter to the Department of Human Services.

Health education shall, whenever possible, be incorporated into the subject matter of all courses of instruction. There shall also be established definite time allocations for the teaching of health education.

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health, or with head lice shall be prohibited from attending school until a health officer has determined that the child is free of head lice or the contagious disease or that the disease is no longer contagious.

REFERENCE: 70 O.S. §5-117, §10-105, §11-103, §1210.194

COMMUNICABLE DISEASE

The Braggs Board of Education has concern for the health of students and staff in this school district. Any student or employee who has a communicable disease must follow the procedures for exclusion recommended by the Centers for Disease Control.

HIV/AIDS is not transmitted by casual, every day contact. Therefore, barring special circumstances, students who are infected with HIV/AIDS shall attend the school and classroom to which they would normally be assigned if they were not infected. (See policy FFAAB.)

There shall be no discrimination in employment based on having HIV/AIDS. (See regulation DI-R1.)

Mandatory screening for communicable diseases not spread by casual, every day contact, such as HIV infection, shall not be a condition for school entry.

The Braggs Public Schools shall provide a sanitary environment and establish routines for handling body fluids in accordance with Occupational Safety and Health Administration (OSHA) regulations. The district's policy and regulations for communicable disease control can be found in the Bloodborne Pathogens Manual located in the superintendent's office. (See policy DIAF.)

HIV/AIDS education shall be provided to students and certified personnel as mandated

by Oklahoma state law. (See policy EHA1.)

Oklahoma state law requires that all information and records which identify any person who has or may have any communicable or venereal disease shall be confidential. All school employees are bound by this law. Failure to follow the laws of confidentiality may result in criminal prosecution and/or personal liability for a civil suit and/or be cause for disciplinary action or dismissal from employment in the Braggs Public Schools.

REFERENCE: 63 O.S. §1-502.2, 70 O.S. §6-115, Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Section 504, Individuals with Disabilities Education Act, Occupational Safety and Health Administration, 29 CFR §1910.1030

ASBESTOS NOTIFICATION

Policy: Asbestos Notification letter

The Braggs Board of Education recognizes the need to keep all interested persons informed on any item that may constitute a health hazard. Continued surveillance of any remaining asbestos containing material will be on six (6) months intervals with re-inspection occurring every three years. The asbestos management plan is available for review upon request at the Superintendent's office and the parents, teachers, and workers will be notified by newsletter of any important changes.

HEAD LICE

Inspections for head lice are conducted at random times periodically in Braggs schools. If a student is found to have live head lice, a parent or guardian will be notified and that student must immediately be picked up from school. In order to return to class, a parent or guardian must accompany the student to the office where another inspection will be made by school personnel. If the student still has lice or nits, they will be sent home with the parent or guardian. If the student no longer has lice or nits, they may return to class. Braggs schools will give the student an excused absence for one (1) day only and will count as an absence regardless. Any additional days either continuous or throughout the year shall be unexcused.

MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Braggs Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - A. Student's name
 - B. Name and strength of medication
 - C. Dosage and directions for administration
 - D. Name of physician or dentist

E. Date and name of pharmacy, and
F. Whether the child has asthma or other disability which may require immediate dispensation of medication. The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. Purpose of the medication
- B. Time to be administered
- C. Whether the medication must be retained by student for self-administration
- D. Termination date for administering the medication, and
- E. Other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

D. A student who is permitted to self-administer asthma medication shall be Permitted to possess and use a prescribed inhaler at all times.

E. Definitions:

I. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.

II. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

3. Non-prescription medication or OTC medications may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label direction or written instructions from the student's physician.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered.

- B. Keep an accurate record of the administration of the medication.
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order.
- D. Return unused OTC medications to the parent or guardian only.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

OTC medications must be provided by guardian in original container with written directions for allowing student to access medication. The School will not give any OTC medications out to students unless they have these medications at school meeting these guidelines. A student found in possession of any medication, prescription or OTC, without guardian consent and an administration form on file may be subject disciplinary action.

MEDICATIONS GIVEN AT SCHOOL - REGULATION

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The board of education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to student. This shall be the School Nurse, School Secretary, coach or administrator/counselor.
2. The school nurse:
 - A. Is responsible for the design, implementation and monitoring of procedures for administering and storing of all medications;
 - B. Communicates between the physician, parent, student, and school personnel concerning medications;
 - C. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected;
 - D. Provide or construct procedures for annual in-service for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The nurse then provides ongoing monitoring for safe practices during the school year.
3. Designated school employees:
 - A. Are responsible for knowing and following the policy and correct procedures outlined for administering medications at school;
 - B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

SELF-ADMINISTRATION OF ANAPHYLAXIS MEDICATION

1. Parent hereby authorizes Student to self-administer anaphylaxis medication

pursuant to the guidelines set forth in District Policy FFACB.

2. Parent has read, understands and agrees to the provisions and regulations of District **Policy FFACB, SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION**, and Understands that violation of the terms and conditions set forth in that Policy by either student or parent may result in revocation of Student's permission to self-administer anaphylaxis medication at school.
3. Parent has provided to the District a written statement from Student's physician indicating that student has anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of anaphylaxis medication.
4. Parent acknowledges the following statement:
"The District, its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student."
5. Parent has read, understands and agrees to the provisions and regulations of District **Policy FFACB, SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION**, and understands that violation of the terms and conditions set forth in that Policy by either student or parent may result in revocation of student's permission to self-administer anaphylaxis medication at school.
6. Parent has been given a copy of District Policy FFACB, *SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION*; a copy of District Policy FFACB, *SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION* and any accompanying signed forms; and a copy of this signed Parental Authorization form found in the enrollment packet.

MEDICAL RECORDS

Any medical problem or special condition should be on record. Such things as diabetes, epilepsy, asthma, rheumatic fever, heart condition, migraine headaches, etc., should be noted on the student's record when he/she is enrolled and the teachers should be made aware of the potential problems. Any allergies which could result in serious illness should be on record. Allergic reaction to bee or wasp stings, allergies to medication, or allergies to certain foods should be noted.

SCHOOL CONTACTS

1. Contact classroom teachers (918) 487-5265 for:
 - A. Assignments
 - B. Make-up work
 - C. Subject-matter questions
 - D. Scheduling a parent/teacher conference
2. Contact the school counselor (918) 487-5265 ext 72 for:
 - A. Requirements for graduation
 - B. Arranging and changing classes

- C. Guidance problems
 - D. College requirements and scholarships
3. Contact the school principal's office (918) 487-5265 for:
 - A. Daily schedules of school activities
 - B. Student discipline issues
 - C. Information on general questions about the school
 4. Contact the superintendent (918) 487-5265 ext 70 for:
 - A. Information on school policies
 - B. Permission to use school buildings or equipment
 - C. Arranging special programs

SCHOOL DISTRICT'S INSURANCE POLICY COVERAGE

The school district's insurance policy provides coverage for school property. Personal property of students, staff, and/or patrons is NOT insured by the district.

ENROLLMENT

All students between the ages of five (5) on or before September 1, and twenty-one (21) on or before September 1, shall be entitled to attend school free of charge in the district in which they reside unless under suspension.

1. Birth Certificate: All students must have a copy of their birth certificate on file in order to attend school.
2. Immunization: A current record of immunization must be on file before attendance. If the certificate indicates that immunization proceedings have been started but not completed, the student may be provisionally admitted. The student will have two weeks from the date of entry to complete immunization or they will be dropped from the records. A handbook statement of understanding sheet is provided at the end of this handbook. It is to be signed by parent and student stating that the policies of the Braggs Public Schools have been reviewed and shall be followed. This page is to be removed, signed and returned to the principal's office before students are permitted to attend school. A deadline date shall be set each year to have this signed form on file. After this date, a student who has failed to return a signed form shall be placed under suspension until the form is returned or the student checks out of Braggs Schools.
3. All seventh grade students must have received their Hepatitis B vaccinations before attending school-and students in grades 7-10 must have had two doses of Hepatitis A vaccine.

RAILROAD SAFETY

Railroad tracks are a safety issue. One of the tracks in Braggs is a passing track and even though one train may be stationery, another train may be coming from the opposite direction. Please stop and look both ways regardless of whether or not the lights are flashing. NEVER PASS UNDERNEATH, BETWEEN OR OVER A TRAIN CAR.

PARENTAL INVOLVEMENT

The board of education holds the philosophy that parents, and the community as a whole, are very important to the success of the school district. In implementation of this belief and in compliance with the State Department of Education standards, the board will involve parents in school activities, utilize parental and community resources in the instructional/learning program of the school, and provide assistance to parents in understanding national goals, state content standards, state performance standards, assessments and information related to the education of their children.

PARENT CONFERENCES

Parents are welcome to visit the school and are encouraged to do so. Parents who desire to confer with a teacher should contact the teacher and schedule a conference during the teacher's planning period. These periods have been set aside so that a teacher will not be interrupted from his/her important duty of instruction. Also there is 1 day set aside each semester for parent/teacher conferences during the school year.

PARENT/TEACHER COOPERATION

The faculty at Braggs Public Schools strives to provide the best education for the children of this community. Being able to teach in the classroom without interruptions or clowning around by the students is a must. When a student or parent is concerned about a problem that arises in the classroom, the student or parent should first take up that matter with the teacher. If the student or parent cannot reach a solution to the problem then the student or parent should then take the matter to the administration. If the problem still cannot be resolved then the student or parent should make a written request to appear before the board. This document may be obtained from the Superintendent's office.

EIGHTH GRADE GRADUATION

To graduate/ participate in graduation exercise from the eighth (8) grade, a student must have a passing grade in all of their core subjects at the time of commencement:

- 1) Math;
- 2) Language Arts;
- 4) Science;
- 5) Social Studies.

A 90% attendance requirement is also mandatory for passing.

CLASSIFICATION REQUIREMENTS

In order for a student to be classified as a sophomore, he/she must have satisfactorily completed six (6) units; a junior, twelve (12) units; and a senior, eighteen (18) units. All seniors must complete twenty-four (24) units or sets of competencies by the end of the school term and be eligible to graduate in order to participate in the graduation exercises. All state and local requirements must be met and the student cleared by the district office of all charges/deficiencies before a diploma is issued. Exchange student

must meet all requirements before a certificate of attendance may be issued or participation in commencement exercises.

SCHEDULE CHANGES

Students wanting to drop a course or make other changes in their schedule should make their request through the Principal's office. Students will have five (5) school days at the beginning of each semester to change their schedules. After five school days, a student will be required to stay with their schedules until the end of the semester or receive no credit for a dropped class and no credit for a entered class. Exceptions may be made for extreme circumstances as determined by administration.

OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (Oklahoma's Promise)

The Oklahoma Higher Learning Access program (OHLAP) provides resident tuition for courses needed to complete a post secondary degree or program within five years from award.

To be eligible to receive the funds provided in OHLAP, student must:
(Subject to change by Oklahoma Legislation)

- *be a resident of Oklahoma
- *complete an OHLAP application as an 8th, 9th, or 10th grader and follow the guidelines listed on the application.
- *make commitment to the program as an 8th, 9th, or 10th grader
- *complete the courses required for graduation from an Oklahoma High School (these courses must include two units of foreign language or technology, and 1 unit of fine arts)
- *graduate with 2.5 grade point average (core curriculum classes) or above in grades 9-12.
- *have been admitted and enrolled in an institution of higher education or post secondary career-tech programs
- *follow all the requirements listed on the form
- *parent/guardian must attend the two Parent/Teacher Conferences each year
- *for students receiving the award for the first time in 2009-10 (primarily high school graduates of 2009 and thereafter), the income of the student's parents may not exceed \$100,000 at the time the student goes to college. To enroll in the program in the 8th, 9th, or 10th grade, a student's family income still must be under \$50,000 at the time of application.

The above information is taken from the Oklahoma Higher Learning Access Program Information Material distributed through the Oklahoma State University Regents for Higher Education.

- * The ultimate responsibility for completing the OHLAP requirement must be up to the student.
- * Applications for the OHLAP are in the Counselor's Office

HIGH SCHOOL GRADUATION REQUIREMENTS

The Braggs Board of Education recognizes that a quality education has been proven to be beneficial in assisting students to become productive citizens and preparing them for post-high school studies. Therefore, it is the policy of the Board of Education that a minimum of twenty four (24) units of credit must be earned in the subject areas listed below to be eligible for graduation. The requirements of the various diplomas are listed below.

The requirements for graduation from Braggs Schools shall include the following:

Language Arts

4 units or sets of competencies:

1 unit of Grammar and Composition and

3 units which may include:

English Literature

World Literature

Advanced English Courses

Other English courses with content and / or rigor equal to the above classes.

Science

3 units or sets of competencies

2 units which may include:

Biology I (Required)

Biology II

Physical Science

Chemistry

Physics

Other science classes with content

and/or rigor equal to the above classes.

Contextual science classes approved by the State Board of Education and the district Board of Education.

Mathematics

3 units or sets of competencies

1 unit of Algebra I

and

2 units which may include:

Algebra II

Geometry

Trigonometry

Computer Science

Other math courses with content and/or rigor equal to the above classes.

Social Studies

3 units or sets of competencies

1 unit of United States history

½ to 1 unit of Government

½ unit of Oklahoma history

½ to 1 unit which may include:

World History

Geography

Economics

Other social studies courses with content and/or rigor equal to the above classes.

Other Course Requirements

1 unit or sets of competencies in Arts

2 units or sets of competencies in Foreign Language or Computers

1 unit or competencies in the Core Curriculum subjects

All of the classes referenced may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirement during the years of the student's secondary education. Accredited online courses shall apply if pre-approved by the principal before enrollment in the course.

All students in grades 9 - 12 are required to enroll in a minimum of seven (7) periods of rigorous academic and/or vocational courses each day, which may include arts, vocal and instrumental music, and physical education classes.

REFERENCE: 70 O.S. 11-203.2c 70 O.S. 11-103.6

STANDARD DIPLOMA (OPT-OUT OF COLLEGE PREP-CAREER READINESS)

The Braggs School District offers a standard diploma to graduating seniors who have completed the following minimum core curriculum units or sets of competencies accredited by the OSDE at the secondary level:

- 4 units or sets of competencies in English
- 3 units or sets of competencies in Mathematics
- 3 units or sets of competencies in Science
- 3 units or sets of competencies in Social Studies
- 2 units or sets of competencies in Arts
- 9 additional units
- 24 units or sets of competencies are required for graduation from Braggs.

Some specific courses to meet the curriculum requirements are named in state law. Other courses approved by the local board may be substituted for those listed in state law upon review and approval by the State Department of Education. These options may be allowed if they are equal in content and/or rigor to the other courses specified in state law.

All students must fulfill requirements of the board of education to be eligible for a diploma. However, students who need no more than one unit to graduate may participate in graduation exercises if proper arrangements for completion of the requirements are made with the high school principal. Any variance to these requirements must meet state laws or State Department of Education regulations.

GRADUATION POLICY

The Braggs Board of Education recognizes that graduation ceremonies are important events for our students, patrons, guests and community. Participation in graduation exercises is a privilege and not a right. Students who have been involved in misconduct or have violated school rules, regulations, and policies may be prohibited from participating in or attending graduation exercises. To ensure that graduation ceremonies are enjoyable for all participants and spectators, the board enacts the following policies:

1. A student shall be a graduate of this school district and entitled to a High School Diploma whenever that student has successfully and satisfactorily completed the minimum number of credits/units established by the district and OSDE for graduation, met all Braggs School policy requirements, all State of Oklahoma Department of Education Requirements.
2. Students are considered as students of this district until graduation ceremonies have been completed and the student has been cleared through the principal's office. The diploma will be issued at this time.
3. Students participating in graduation ceremonies will be required to abide by the school's discipline code as outlined in the handbook. In addition,

students shall not engage in the following conduct during graduation exercises:

A. Engaging in any disruptive activity that substantially interferes with the graduation process or the rights of other individuals.

B. Doing anything that would embarrass the school or hurt the dignity of the graduation ceremony including inappropriate dress/appearance.

4. The administration may impose discipline on any student who commits any act referred to in (3) above. Students may be removed from the practice or ceremony and denied attendance.

An eighth grade student or kindergarten student shall be a graduate whenever the student has successfully completed and passed that grade meeting all attendance and grade requirements.

GRADUATION PROCEDURE

For a student to be eligible to participate in graduation exercises, the student must have completed all requirements by 3:00 PM the day of graduation exercises.

Grand Marshals for the 12th grade graduation will be members of the Jr. class and will be the two highest ranked students from the Junior Class based on G.P.A. following the third nine-weeks.

Grand Marshals for the 8th grade graduation will be members of the 7th grade class and will be the two highest ranked students from the 7th grade class based on G.P.A. following the third nine-weeks.

All Marshals shall be in good standing with the school at time of ceremony.

VALEDICTORIAN/SALUTATORIAN SCHOLARSHIP/HONORS

For the purpose of students receiving scholarships to selected colleges and universities, Braggs High School will recognize on a weighted grading scale for the selection of valedictorian and salutatorian. The valedictorian(s) shall be the student or students with the highest weighted grade point average and salutatorian(s) shall be the student or students with the second highest weighted grade point average of the senior class. The title valedictorian will be noted on the official transcript. To be eligible for this honor, the student must be enrolled at the start of the second semester of their junior year at Braggs Public Schools and maintain this status without interrupted enrollment status involving another post secondary school enrollment. The student must also have successfully completed the minimum required units of Math, Science, English, and Social Studies as outlined by OSDE/Oklahoma Law for graduation.

G.P.A CALCULATION PROCEDURS

The following procedure will be used in the determination of grade point average (G.P.A.) for the Braggs Jr. - Sr. High School.

A. All grades will be rounded off to the nearest 1/100 on grade point averages with .5 and above rounded up to the next number/letter.

B. All classes given a letter grade for credit will be considered in the calculation process, only passing grades (D or above) will be used in meeting graduation requirements.

C. Junior High School G.P.A. will be based on all subjects given a letter grade.

The valedictorian and salutatorian of the 8th grade class will be chosen by considering grades for the 7th grade and the first semester of the 8th grade. Any ties may be broken by using the third nine weeks grade (s) if needed.

Only credited subjects on grade level will be considered when figuring these honors. To receive these honors, a student must attend Braggs Schools the beginning of their 8th grade school year.

The numerical values used for averaging and determining G.P.A. are as follows:

A = 4, B = 3, C = 2, D = 1, F = 0

Advance Placement (A.P.) courses will be awarded one point on the G.P.A. for those students who take an A.P. Course:

A = 5, B = 4, C = 3, D = 2, F = 1

GRADING SCALE

A = 90 to 100

B = 80 to 89

C = 70 to 79

D = 60 to 69

F = Below 60

I = Incomplete

HONOR ROLL

In order to qualify for the superintendent's honor roll, a student must make straight A's, 90 percent or above for all courses. For the principal's honor roll, a student must earn all A's and or B's, 80 percent and above. Only credited subjects will be considered when calculating these honors.

PROGRESS REPORTS

Progress reports are designed to keep parents aware of the student's progress. It is the goal of Braggs Schools that parent, teachers, and students work together to provide the highest quality education possible. Progress reports will be handed out at scheduled parent/teacher conferences each semester and at approximately the 5th week of each nine-week period. If a parent doesn't pick up their student (s)' report then, the reports will be sent home with the student the next school day. These reports shall be prepared for all students. Teachers also have the option of providing weekly progress reports to all students and requiring that they be signed by student's parent(s)/guardian and returned.

ELIGIBILITY

The Oklahoma Secondary Activities Association Eligibility Policy applies to all students' who participate in extracurricular activities.

*Attendance: All students must be in attendance 90% of each grading period at any

given time in order to maintain eligibility.

*Semester grades: A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester attended. A senior may maintain eligibility by passing the classes required for graduation. The number of classes can be no fewer than four. Athletics and physical education cannot be included in the four. Students not meeting this criterion will not be eligible for the first 6 weeks of the following semester.

*Eligibility during a semester: Grades will be checked at the end of the third week of each semester and each week thereafter. A student must be passing in all subjects. If a student is not passing all subjects at the end of a week he or she will be placed on probation for the next one-week period. If a student is failing one or more classes at the end of the probationary week, he or she will be ineligible to participate during the next one-week period.

The ineligibility period will begin on Monday and end on Sunday. A student may regain eligibility by passing all subjects at the next grade check period. A student regains eligibility with the first class of the new one-week period. Students on the ineligibility list will not be allowed to attend school sponsored events such as class trips, contests, etc.

A student must have a physical on file before he/she is allowed to participate in any practices in any sport. The physical sheet may be obtained from the coach, the OSSAA web site, Braggs School web site, or the principal's office. An injury that resulted in seeing a physician shall require a physician's release before the student is allowed to participate again. New Federal Law, effective July 1, 2010: All students and parents must have a signed Head Injury Information Sheet on file before any athletic participation. This can be found in the enrollment packet or from the principal's office.

REGULATION TEN-DAY ABSENCE RULING

1. The superintendent and the local board shall annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a student.
2. The maximum number of absences for activities, which removes the student from the classroom, shall be ten (10) for any one-class period in the school year. State and national levels of school-sponsored contests are excluded.
3. The board shall approve an Internal Activities Review Committee at the beginning of each school year.
4. The superintendent shall be responsible for maintaining an addendum to the attendance records that apply to this regulation.
5. If a parent or a student feels that a miscalculation of absences has occurred, a complaint may be registered. To register a complaint, a signed, written complaint shall be filed with the Internal Activities Review Committee for final determination.

TEN-DAY RULE

School activity is defined as any extra-curricular activity approved by the administration, OSDE or OSSAA and at the convenience of the school. Activities that are not school

sponsored will only be approved for days that the student does not have testing or a related activity. A student is allowed to miss a class period ten (10) times during the school year due to school activities without penalty or pardon. Exceptions to this rule are that the student may request from the principal additional activity absences to be approved by the committee. The ruling by the principal may be appealed to the Internal Activities Review Committee. Any student who violates this policy will be considered absent and truant and subject to the disciplinary policies governing truancy. Students needing to miss in excess of the ten days shall make a prior written request to the building principal.

The request must include:

- Date of request
- Name and date of activity
- Location of activity
- Sponsor of activity

VIDEO/AUDIO SURVEILLANCE

Any person entering upon Braggs Schools property is hereby informed that Video and audio surveillance equipment is used. You shall have no implied rights to privacy in all commons areas. Audio recordings may be made to clarify statements or to make record of events. Recording is done for documentation and safety purposes and shall not be viewed or heard by unauthorized persons. Parents may view a video recording only if their student is the only person on the recording. At no time may a parent view a recording if any other students are involved.

SEARCH OF STUDENTS - REGULATION

A. In accordance with state law, school administrators shall have the authority to search and to detain a student when questions arise concerning possession dangerous weapons, controlled dangerous substances, alcoholic beverages, or stolen/missing property pursuant to O.S. 70-24-102. Administrators also will have the authority to retain wireless communication devices when they are believed to be part of a discipline related incident.

B. All searches shall be conducted by a person of the same sex as the person being searched shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. The search shall be reasonably related to the infraction and not excessively intrusively intrusive in light of the age and sex of the student. In no event shall a strip search of a student be allowed O.S. 70-24-102.

C. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Vehicles on school property are subject to search upon "reasonable suspicion."

BULLING- POLICY FNCD

It is the policy of this school district that bullying of students by other students, personnel,

or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. Detention
4. Referral to counselor
5. Behavioral contract
6. Changing student's seat assignment or class assignment
7. Requiring a student to make financial restitution for damaged property
8. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
9. Restriction of privileges
10. Involvement of local authorities
11. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs
12. Suspension
13. Corporal punishment - *"The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transition to and from school or any other school function authorized by the school or classroom presided over by the teacher."*
(70-6-114 Section 127) 1990

14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district

SEXUAL HARASSMENT

The Policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

Sexual Harassment

For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against, comments regarding physical or personality characteristics of a sexual nature, and sexually oriented "kidding," "teasing," double meanings, and jokes.

REFERENCE: Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e-2, 29 C.F.R. 1604.1, et seq.

DISABILITY HARASSMENT

The Braggs Public School district prohibits disability harassment under Section 504 and Title II of the Americans with Disabilities Act. Disability harassment includes intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services or

opportunities in the school's program. Harassing conduct may include verbal acts and name-calling, nonverbal behavior such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating.

STUDENT RETENTION POLICY EIA-R4 STUDENT RETENTION REGULATION

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

Effective with students entering the first grade in the 2011-2012 school year, a student will be retained at the third grade level if the student scores an unsatisfactory level on the reading portion of the third-grade criterion-referenced test. A student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

- (1) Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
- (2) Students with disabilities whose individualized education plans, consistent with state law, indicates that student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP);
- (3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- (4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
- (5) Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, second grade, or third grade; and
- (6) Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two years.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation from the teacher of the student to the school principal that indicates the student meets one of the good cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP) as applicable;
2. The principal of the school shall review and discuss the documentation with the

teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and

3. After review, the school superintendent shall accept or reject the recommendation of the principal in writing.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

REFERENCE: 70 O.S. §24-114.1, 70 O.S. §1210.508C

MID YEAR PROMOTION POLICY EIA-R5

A student retained in third grade in accordance with the Reading Sufficiency Act may be eligible for a midyear promotion to fourth grade. The midyear promotion of a retained student will be considered if the student can demonstrate that the student is a successful and independent reader, is reading at or above grade level, and is ready to be promoted to the fourth grade. Tools that may be utilized to reevaluate any retained student may include subsequent assessments, alternative assessments, and portfolio reviews, in accordance with rules of the State Board of Education. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating a level of proficiency required to score at the proficient on the third-grade statewide criterion-referenced test, or upon demonstrating proficiency in reading at the third grade level through a screening instrument administered in accordance with law, and upon showing progress sufficient to master appropriate fourth-grade-level skills, as determined by the school district. A midyear promotion shall be made only upon the agreement of the parent or guardian of the student and the school principal.

REFERENCE: 70 O.S. §1210.508C

INTERNET BASED INSTRUCTION POLICY EHDF

Internet-based instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Braggs Board of Education before credit may be given. All courses must meet OSDE accreditation requirements and no weight will be given to these classes. The proposed course(s) may be evaluated by the State Department of Education. See School Board Policy **EHDF-INTERNET BASED INSTRUCTION.**

ACCIDENTS

There is a possibility that a student may be injured during the school day. In case of an accident, the following procedures should be followed:

*Report all accidents to the teacher or coach and then to the principal's office if the injury occurs during the instructional day or while involved in a school sponsored activity/event.

*Fill out an accident report in the principal's office as soon as possible after the accident occurs.

MOMENT OF SILENCE

It shall be the policy of this Braggs Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non-instructional time and does not interfere with the rights of other students.

Braggs Public Schools shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence.

CONCURRENT COLLEGE ENROLLMENT

An 11th grade student or a 12th grade student who has achieved an acceptable score on the ACT or the SAT test may enroll concurrently in high school and college courses. The Concurrent Enrollment Program may be utilized as part of the gifted and talented program. Students are responsible for their enrollment and the school will be furnished with a copy of classes students are enrolled in. Students are responsible for telling the school if there is a change in their concurrent enrollment status. See **Policy EHDD-R**

OK COLLEGE CURRICULUM ENTRANCE REQUIREMENTS

Any student who is to be admitted to an Oklahoma college must meet the following high school curricular requirements: English - 4 units; mathematics - 3 units, must have algebra I, algebra II, geometry, trigonometry, math analysis, or calculus; laboratory science - 2 units of biology, chemistry, physics, other lab science; and history - 2 units, 1 must be American history. Four units of the following subjects are highly recommended: speech, computer science, foreign language (at least 2 units are strongly recommended), economics, geography, government, psychology, sociology, or additional units from the listed required courses.

TESTING

House Bill 3218, recently approved by the Oklahoma Legislature, repeals several provisions of law related to state academic assessments and accountability.

As of July 1, 2016, End-of-Instruction exams will no longer be required for ACE graduation purposes. The EOIs will be replaced with Grade 10 assessments in Math, English Language Arts, and Science for the 2016-2017 school year. U.S. History must be tested once during

high school.

- HB 3218 requires an annual assessment in English Language Arts and Math for students in Grades 3 through 8.
- Writing tests for Grades 5 and 8 will be integrated into the ELA assessments in those grades.
- Science assessments will be administered in Grades 5, 8 and 10.
- HB 3218 repeals End-of-Instruction tests and Achieving Classroom Excellence (ACE) graduation requirements as currently in place.

STUDENT ATTENDANCE

In accordance with the policy of the board of education, each student in High School and Junior High School (See FDC-R2 for K-6) is required to attend each class a minimum of 90% of the time in order to receive credit for that class. A maximum of ten days a semester may be missed for excused absences, school activities, absence by arrangement, unexcused absences, or truancy in any one class.

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal.
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school by 10:00 a.m. if a child is to be absent for one of the above reasons. For each absence, the student must bring a written excuse to the principal. The excuse must be signed by the parent or guardian stating the reason for the absence. The student will then secure an admit slip which must be signed by each of the student's teachers.

Teachers will report absences and tardies to the principal's office at the beginning of each class period. Each teacher will maintain a list of the absences and tardies of each student in each of the teacher's classes. Students will be sent to the principal's office for an admit slip when they have been absent or tardy.

Students who are absent will be allowed the corresponding number of days for makeup work. For example: If a student is absent one day, one day will be allowed for makeup work; for two days absence, two days will be allowed; etc., unless other arrangements are mutually agreed upon by the student, teacher, and principal. It is the student's responsibility to make arrangements for missed assignments/tests.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

Unexcused Absence

1. This is any absence that does not fall within one of the above categories and/or the student does not bring a note from a parent/guardian stating the reason for the absence.
2. Students with unexcused absences will not be permitted to make up work or tests missed.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. Students who are truant will not be allowed to make up work missed during their truancy. Truant students may be subject to disciplinary action.

Tardies

1. A student is tardy who is not in the classroom when the bell to begin the period has stopped ringing.
2. Each three tardies will constitute an unexcused absence from that class.

Perfect Attendance

All absences, except school-sponsored activities will be counted against perfect attendance.

Hall Passes

Students are not permitted in the halls during classes without a hall pass issued by the teacher, properly dated and signed, including the time. Hall passes will be issued in extreme cases only. If a student wishes an interview with a counselor or the principal, the student should leave his/her name in that office and wait to be called.

Any student who exceeds the ten day limit during a semester and feels he/she has "just cause," may appeal to the Attendance Committee for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

REFERENCE: SB 425 (38 O.S. §37)

Oklahoma School Attendance Law (70-10-106)

If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of

the Oklahoma Statutes. Furthermore, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines up to one hundred dollars (\$100) and/or imprisonment (School Law, Section 229).

ALL NON SCHOOL ABSENCES ARE RECORDED TOWARD 90% ATTENDANCE AND TOWARD ELIGIBILITY TO PARTICIPATE IN EXTRA CURRICULAR ACTIVITIES.

SENIOR COLLEGE VISITATION DAY

Students wishing to visit a college during their senior year of high school must make arrangements with the principal in advance to the day of the visitation. Seniors will have a maximum of two days per student to visit colleges. Students must have taken the ACT prior to the visit. Documentation of the scheduled visit on actual university letterhead shall be required to excuse the absence. If excused, these two days will not count as absences but as a school activity.

ACTIVITY ABSENCE

An activity absence is given when the student is engaged in a school sponsored activity sponsored by Braggs Schools or other activity sponsored by an outside agency/organization when approved by school administration, providing the student meets OSSAA eligibility requirements and has earned the right to compete or attend. Students with an absence coded as school activity are responsible for obtaining assignments and turning in missed work for full credit immediately upon their return from the activity. Assignments or tests will be due or taken upon return to class. The instructor may grant additional time to complete work.

ACTIVITY ATTENDANCE

Under Rule 2 of the OSSAA, a student must attend classes at least 90% of the time to maintain eligibility in order to participate. A student should be in attendance the entire school day on the day of the game or contest to be considered eligible. Also, any student that is absent for any part of the day immediately following a game or contest will not be eligible to participate in the next game or contest unless the principal approves the absence. Plus, a student cannot attend activities when absent from school that day unless an excused absence. This includes tardies as well as absences. Principal shall make final determination on all absences. Principal with the Athletic director shall make all determinations on eligibility.

RULE 2 - ATTENDANCE (O.S.S.A.A.)

A student who has not attended classes ninety percent (90%) of the time for the semester, on a hourly basis, in school becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance.

ACTIVITY PARTICIPATION

Any student who is a member of a team is expected to attend all practices, contests, scrimmages and any other team activity. The team member shall actively participate for the full duration of the event or practice until they are dismissed by the person in charge of the activity, i.e. coach. If a team member fails to attend and/or participate in any team activity, that team member shall have no expectation to participate in the next contest. Example: Missed practice or left early/arrived late/sat out/told to leave due to attitude or disciplinary reason/refusal to follow coach directive are just some instances that shall result in that team member having no expectation of playing time at the next contest or team event. No team member may "start" if they have missed any part of a practice or team activity since the last contest or mandatory event unless attending another school sponsored event or emergency situation as determined by administration. Team members must maintain 90% attendance to be eligible to participate. This is based on the number of days the school has been in session on a day by day basis, not the nine weeks or semester. **Any student who is not physically present in all classes during the entire school day on the day of a contest will not be eligible to participate unless excused by administration based on excused absences. If you are too sick to go to class or too tired to get to school on time after a contest, you will not be eligible to play the following contest.** Any conditioning missed or assigned shall be made up before the next contest to be eligible to participate after a team activity absence unless excused by administration. No excused absences shall be granted unless the absence was an emergency situation.

No participation of any type is allowed for a student under suspension. This would include in-school or out-of-school suspension of the student. This also includes restriction from practices or attendance at school events. The attendance rule shall be in effect for any type of suspension just as an unexcused absence would apply.

PROFICIENCY BASED PROMOTION

A student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum once in May and once in August as scheduled by the counselor. Those core areas are: Social Studies, Language Arts, Languages, Mathematics, and Science. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. This is notice that the district is disseminate materials explaining the opportunities available to students and parents each year. If interesting in testing opportunities, please contact the principal's office. Student must score 85% on any one PBP test to receive credit for that subject area as a class.

PROMOTION BASED ON PROFICIENCY TESTING

The board of education will comply with all state laws and State Department of Education regulations concerning promotion options based on attainment of desired levels of competencies. Therefore, based on tests pursuant to Section 1210.508 and State Board of Education regulations, a student may attain high school graduation regardless of course credits earned.

CHILD FIND REGULATION

The purpose of this policy is to state the intention of the Braggs Public Schools to fulfill its responsibility to establish and implement an ongoing Child Find system to locate, identify and evaluate students ages 3 through 21 years, who are suspected of having a disability and may need special education, regardless of the severity of the disability, and to coordinate with Sooner Start Early Intervention Program regarding the Child Find system for children ages birth to 3 years of age.

The District's Child Find system will include all children within the District's geographic boundaries.

The District will coordinate with other agencies and promote public awareness to locate children who may have disabilities.

The District will take appropriate and necessary steps to ensure that District staff and the general public are informed of:

- The availability of special education services;
- A student's rights to a free appropriate public education;
- Confidentiality protections; and
- The special education referral process, and will provide this information through a variety of methods.

In the identification process, the District may use screening or coordinated early intervening services. The District's general education interventions will not delay the initial evaluation for special education services of a student suspected of having a disability.

If through Child Find activities, a child is identified as possibly having a disability and needing special education services, the District may seek parent consent to evaluate the child. All such evaluations will be conducted in compliance with applicable federal and state law and regulations.

REFERRAL

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special or related services may be referred for screening and evaluation through the local schools. Local school districts and Regional Educational Service Centers coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services beginning at 3 years of age. The Oklahoma are wide Service Information System (OASIS), through a toll-free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening

Screen activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

1. **Readiness Screening:** Personally identifiable information is collected on all kindergarten students participating in school-wide screening to assess readiness prior to entry into first grade. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be screened for readiness or evaluated without prior notice to the child's parents or legal guardian or whose parents or legal guardian has filed written objection with the local school district.

2. **Educational Screening:** Educational screening includes accepted procedure for the identification of children who may have special learning needs and may be eligible for special education and related services in accordance with the Individuals with Disabilities Education Act (IDEA). Each school district in the State provides educational screening. No child shall be educationally screened without prior notice to the child's parent or legal guardian or whose parent or legal guardian has filed written objection with the local school district.

* Educational screening is implemented for all first grade students each school year.

* Second through Twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

* Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally Screened within six months from the date of such entry. Revised July 1, 1994 as amended by **70 O.S.Supp.1994, 1210.81.**

EVALUATION

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether the child has a disability, and, if so, the nature and extent of the special education and related services that the child requires. The term, "evaluation," means procedures used selectively with an individual child and do not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to receiving an initial evaluation for special education and related services purposes.

STUDENTS WITH DISABILITIES

A free appropriate public education for students with disabilities legally residing within the Braggs Public School district is special education and related services provided through the Braggs Public School district is special education and related services provided through the Braggs Public School at the pre-school, elementary and secondary levels at no extra cost to parents. The programs and services provided shall meet the standards set by the state and federal government and follow goals and objectives stated in the students' individual education plan.

SERVICES FOR STUDENTS WITH DISABILITIES

Services for all students with disabilities shall be provided by Braggs Public Schools or other qualified service providers as mutually approved by the parent/guardian and the

BPS administration.

GUIDANCE AND COUNSELING

Guidance and counseling services include personal character education, academic, career counseling, scholarship, and financial aid information. The counselor works with parents, teachers, and students to help solve school-related problems.

ACADEMIC COUNSELING

Grades will be checked at the end of the third week of each semester and each week thereafter. The counselor and the high school principal will work with the students who are having academic problems. Three or more failing grades may include mandatory counseling/tutoring. It is the student's responsibility to maintain their grades and seek help when they are having difficulty.

GUIDANCE AND PSYCHOLOGICAL SERVICES

The guidance and psychological services of Braggs Public Schools shall meet state requirements and encompass the following purposes, objectives, and activities:

1. A program for testing students in BPS to identify students with outstanding aptitudes and abilities related to educational and career-planning progress will be developed.
2. The services will make available to the students and parents such educational and career information.
3. Individual counseling will be provided to help the students and parents develop a better understanding of the student's educational and occupational strengths and weaknesses; relating abilities and aptitudes to educational and career opportunities and requirements.
4. Counseling will be provided to the individual students regarding personal, social, and emotional problems. The counselor will recognize that many cases require professional psychiatric referral and will assist the student and parents in receiving these services.

GIFTED AND TALENTED STUDENT PROGRAM

The board of education will provide gifted and talented educational programs for all identified gifted and talented children enrolled in the district. The program will include differentiated education with multiple programming options, which shall be carefully matched with student's identified needs and interests. The district will provide this program as a means for each student, regardless of abilities, to reach his or her full potential to meet this goal; the board adopts the following conditions for the program.

Identification

Students who have been identified by school district as having scored within the top 3% (97th percentile) on the Criterion-Reference or End of Instruction tests or demonstrated

excellence in specific academic ability may participate in the program. Students must qualify each year for the program. Students scoring in the 97percentile on a standardized I.Q. Test shall qualify for this program for the duration of public school enrollment.

Students who have been identified by another district prior to enrollment in this district will be placed in the program for one year and further testing can be made.

CLASS INTERRUPTIONS

The Board of Education believes strongly that the educational material presented in the classroom is the most important ingredient of a student's school day. It also believes that many education support services which may interrupt a class period could be accomplished better, and would allow more time for education, if handled at another time or place. Therefore, the board supports the concept that all class interruptions should be kept to a minimum. The superintendent and the principal should monitor such interruptions to determine that they are necessary, brief, and infrequent. No staff shall be removed from instructional time for conferences with visitors. Teacher conference times shall be used to conduct staff-parent meetings unless it is determined by an administrator that an emergency situation exists.

CLOSED CAMPUS

Braggs Public Schools will require all students to remain on school grounds from their time of arrival until their dismissal. Students will not be allowed to enter into the parking lot, sit in the parking lot, in or on parked cars, at anytime during the school day. If caught in the parking lot, the school's discipline policy will be followed. Parents may pick their child up at any time by signing them out through the office.

LEAVING SCHOOL DURING THE DAY

Students will not be permitted to leave school during school hours except for emergencies or other reasons approved by the principal or superintendent and guardian. If it is necessary for a student to leave school before regular dismissal time, he/she should have a parent or guardian call the school, stating the reason and the exact time a student should leave school. Students will not be allowed to use the school phones except in the cases of illness or emergency.

ARTICLES PROHIBITED IN SCHOOL (NUISANCE ITEMS)

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with the school learning environment. Nuisance items should not brought to school, school activities, or used during instructional time. Some examples of these items are:

1. Radios
2. Headphones
3. Video games
4. Digital music players
5. Cards

6. Hats/caps

The school will not be responsible for personal property that is lost, stolen, or damaged.

TELEPHONE USAGE

Student's use of office telephone - The office telephones are **NOT** to be used by students except in an emergency or on parental request. Messages taken by the office will be delivered to the student before they leave school. Students are not to leave the classroom to make telephone calls. Students needing to make telephone calls with school phone during class period must have permission from the Administration or designee. All telephone calls are to be made before school during the lunch period, or after school.

STUDENT CELL PHONE UAGE- POLICY FNG

It is the policy of the Braggs Board of Education that a student may possess a wireless telecommunications 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 reasonable suspicion, the superintendent, principal, 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 devices for any illegal purpose, including cyber bullying and sexting, 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.

Students found to be 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.

Cell phones cannot be seen or heard for any student of Braggs Public Schools during school hours (8:10 am- 3:15pm).

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to the provisions of **70 O.S. §24-101.3** detailing student suspensions.

DRESS AND APPEARANCE

Good judgment of dress and grooming reflect sound judgment, poise, and maturity. Since many future employers request information concerning the personal appearance of prospective employees, all students should take pride in their dress appearances.

Students must dress properly, modestly, and neatly. The administration will determine proper dress using the following guidelines:

a. No tank tops, spaghetti straps, muscle shirts, sleeveless shirts, see-through tops, low-cut shirts, or bare mid-drift shirts may be worn. Shirts must meet their pants while standing or seated. Skirts, dresses, shorts / skorts may be worn. Acceptable length is determined by a natural sitting position and the garment covering a minimum point half way between the bend of the hip (top of lap) and the top of the knee cap. The top of the garment may not be lower than the natural waist line while standing and then sitting to reference the lowest position. There may be no adjusting of a garment to meet either of these requirements separately. The garment must meet both the upper and lower points of reference simultaneously.

b. No pajama pants and no jeans with holes above the knees. No sagging pants exposing undergarments or exposure of garments worn under the outer layer against the skin. This will be up to administration as to what is acceptable if it is not clear to the student, don't wear it.

c. Shoes will be worn at all times. (No "house" shoes)

d. Hair should be well groomed and clean for both boys and girls.

e. NO "sagging" or "dragging" clothes will be tolerated.

f. Earrings of a reasonable length and face jewelry may be worn as long as they do not pose a safety risk to wearer or others. Dangling and loose jewelry such as large rings (360 degree materials large enough to form a gap between the material and the skin that a pencil can pass through) or hoops/gauges pose a safety risk and are an undue distraction, so they are strongly discouraged. When a student wears such items that are a distraction or a safety risk as determined by principal and/or superintendent, the student will have the option of removing the offending item or being suspended. No jewelry, metal or other materials that pose a possibility of causing injury to the wearer or other participants may be worn during physical education classes or during activities where physical contact may occur including but not limited to any athletics or sports activity.

g. No chains, handcuffs, studded gloves, or studded bracelets of any kind may be worn at school or school sponsored activities.

h. No hats, caps, spiked or metal on bottom of shoes, or sunglasses worn inside the building.

i. No undergarments may be worn as an outer garment including bathing suits and boxers.

j. When multi-layered garments are worn, the outside garment will be considered as the primary garment for determining appropriate dress.

k. Bandannas of any color are not permitted at school or at any extracurricular activities.

m. Gang symbols shall not be displayed.

n. Any article of clothing that is deemed as a safety issue or disruptive in appearance as determined by the administration.

o. Any article of clothing that depicts alcohol, drugs, tobacco, racial, or sexually suggestive materials will not be permitted.

p. Dress code rules apply to school sponsored activities.

NOTE: Violation of student dress code will result in parents having to come to the school to bring a change of clothing or picking their student up from school. Students will receive an unexcused absence for the time it takes them to change clothes and return to school. The second offense of the dress code will result in the student being sent home and a recorded unexcused absence for the remainder of the day plus one (1) day of after school detention when the student returns. Continued violation of the dress code will result in further progressive disciplinary actions. When in doubt if you are in violation of the dress code, wear something else.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public Display of Affection (PDA) will not be allowed at school. PDA includes, but not limited to, hugging, kissing, holding hands, pushing, tickling, or sitting on laps, etc. will not be condoned at school or on school sponsored trips and activities. Students who persist in such practices will be referred to the principal where disciplinary actions may occur.

STUDENT LOCKERS

Student lockers remain the property of the school and are only assigned to the student for storage of school and personal property for the convenience of the student. The school principal has the authority to inspect or conduct periodical locker inspections. Students have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. The school is not responsible for any lost or stolen articles. Backpacks, bags, or other transport devices are subject to inspection upon entering school property.

Section 489 of the Oklahoma State Law concerning privacy of school lockers, desks, or other school property is quoted.

"Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. School shall inform pupils in the Student Discipline Code that they have no reasonable expectations of privacy rights towards school officials in school lockers, desks, or other school property." (70-24-102)

TEXTBOOKS

District-owned textbooks are issued each semester. Students are responsible for returning the issued textbooks in comparable condition. If a replaced book is found later, the price of the replacement may be refunded. The replacement cost of the material (s) shall be paid in full by the student before grades will be released. Damaged books included.

CAFETERIA ETIQUETTE

- A. The lines should be formed as you enter the cafeteria and you should keep your place in line.
- B. Running, pushing, "Cutting" or crowding in line will not be tolerated.
- C. Holding a place in line for your friends will not be allowed.
- D. Observe the rules of etiquette and order in the lines and at the tables as though you were in the dining room of your most respected friend.
- E. Please dispose of all paper or disposable items into the refuse cans before dumping tray.
- F. Cutting in the lunch line will result in your being sent to the end of the line.
- G. Always clean up the area around where you have eaten when you leave.
- H. Gum is not allowed in the cafeteria. Individuals caught chewing gum may be required to clean the cafeteria.

HALL MANNERS

Students shall move from one room to another in an orderly manner in the time permitted for such purpose. No horseplay and wrestling in the hall. Maintain low voice tones at all times.

CURSING

The use of obscenity, profanity or vulgarities is not permitted and will warrant strong disciplinary action. This includes obscene or vulgar gestures, sexual gestures or bullying.

CHEATING

Any student who is caught cheating or is aiding another student to cheat will be liable for immediate disciplinary action as determined by the teachers and/or administrators. The parents will be notified of the action taken. The student will receive an "0" on all material on which he/she cheated and will not be given an opportunity to make up that work.

FIGHTING

Fighting is not permitted on school property or at any school activity. Students and parents will be held responsible for student conduct. Individual parties are subject to severe disciplinary action. Repeated offenses may be expelled. Because of the liability and opportunity for personal injury, the police may be called in the event of a fight. Disorderly conduct, disturbing the peace or other fines may be issued for "fighting" on school property or school sponsored event by local law enforcement. Fighting is defined as any altercation where an individual actively participates in an altercation of a physical manner. Threatening, harassing, "promising" or other mouthing to anyone shall be considered provoking a fight. There is no difference between "playing around" and fighting. Provoking a fight by words or actions shall be punishable as if a physical altercation. Any recording/transmission of an altercation by electronic media shall be a punishable offense including loss of phone privileges.

ASSAULT AND/OR BATTERY

Students are reminded that aggravated assault and/or battery of a school employee is a felony and will be dealt with severely. This includes verbal and physical assault.

WEAPON-FREE SCHOOLS

In order to provide a safe environment for students and staff of this school district, the board prohibits the possession of dangerous weapons and replicas of facsimiles of dangerous weapons on school grounds, transportation, or where students and/or staff are convening in an official capacity.

Dangerous weapons may include but not limited to firearms, are a threat to the safety of students and staff of this school district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school. Possession by any student or employee of a dangerous weapon or a replica or facsimile of a dangerous weapon while on school property, at a school sponsored activity or on a school bus or vehicle, is prohibited.

A dangerous weapon included, but is not limited to, pistol, revolver, rifle, shotgun, air gun, paintball guns, air soft guns, or spring gun, B-B gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, all knives, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, all chains, and any replica or facsimiles thereof or any item which is used to threaten harm or is used to harm any person.

Any student in possession of a dangerous weapon or replica or facsimile of a dangerous weapon, in violation of this policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrative staff members may seek to file criminal charges against the student.

THEFT

An act of stealing or aiding another to steal is cause for immediate disciplinary action. Students should carry money, watches and other valuables with them rather than leaving these items unattended. Unless these items are needed at school, they should be left at home.

MATERIALS TAKEN TO CLASS

All students at all times must attend each class with their textbooks, notebooks, pen, pencil, and other items as directed by the teacher. Once in class students are to remain quiet and orderly and do as directed by the teacher. Students disrupting class are taking education from other students and this will not be tolerated.

CLASS OFFICERS

Class officers will be voted on at the beginning of each school year. To be a class officer, the student must meet and maintain eligibility requirements for school activities. In the event that an officer moves or becomes ineligible including suspension more than two weeks during the year, a new officer will be elected as a replacement for that office.

ASSEMBLIES

All students will be required to attend assemblies unless excused by the principal or guardian.

CLASS POLICY

Individual class functions are considered activities. Students are not required to participate in activities. However, for a student to be permitted to participate in a class function, including but not limited to meetings and parties, the student must be current in all payments of class dues and have participated in all money raising class functions unless excused from such function by the class sponsor. Students, who are not current in all payments of class dues and have not participated in all money raising class functions, unless excused by the sponsor, cannot receive any benefit from the class treasury including prom.

STUDENT ACTIVITIES

The board of education believes that student activities are important to the full educational growth of its students. School administrators shall strive to achieve equitable participation opportunities and positive recognition to students, while working to enhance the achievement of desired educational goals. To meet this end, the board supports local, regional and state activities.

This school district shall be a member of the Oklahoma Secondary School Activities Association. All students involved in activities sponsored by the Oklahoma Secondary School Activities Association will strictly adhere to the rules and regulations of the association.

Every student who competes in athletics must have written permission from parents and must pass a physical examination.

In addition, these materials are also required prior to participation, as well as any other forms required by the OSSAA, not known at the time of this publication:

1. Head Trauma Information Sheet signed and on file with the office/coach.
2. Signed information document from the student concerning the effect of receiving money or other things of value on the future eligibility of the student to participate in intercollegiate athletics.
3. Proof of eligibility based on OSSAA "New Student" form for first time enrollment

All students who represent the school in academic, athletic or music competition must be passing all subjects and current in all payments of class dues and other fees.

JUNIOR-SENIOR PROM

Only juniors and seniors are permitted to attend the prom. Freshman and sophomores may attend if invited by a junior or senior. No person 21 years or older will be allowed to attend the prom unless a spouse of a junior or senior of Braggs High School. Only one guest per eligible attendee will be allowed.

EXTRA-CURRICULAR LETTER AWARDS

Letter awards will be given to the high school students who qualify under board policy.

LETTER JACKET POLICY

A. The following list of requirements must be met in order for any student to be eligible to receive a letter jacket:

1. Student must have earned a letter while enrolled at Braggs Public Schools.
 - A. Letter can be earned during any year in high school.
 - B. Letter can be for athletic, cheerleading, or academic competition.
2. A letter must be earned **before** a letter jacket can be ordered.

A student may earn a letter from Braggs schools by being a team member in good standing for the entire season and playing in a minimum of three games or meets.

B. If there is any question about a student's eligibility for a letter jacket, the decision will be made by the coach, athletic director, and the principal. The decision may be appealed to the superintendent and then to the school board.

C. Students will be responsible for paying for their letter jackets as well as any letters or patches before they are ordered.

ACTIVITIES AND ATTENDANCE RELATING TO INSTRUCTION

The board of education believes that attendance in regularly scheduled classes is a key

factor in student achievement and that absences from those classes represent a loss of educational opportunity. However, the board also believes that the extra-curricular programs of the school district and coordinated field trips, which enhance instruction, have value as well and that such activities should be encouraged for the development of well-rounded citizens. The board shall support extra-curricular activities and approved field trips and at the same time direct administrators and teachers to minimize absenteeism from regular classes in providing students with such opportunities. The board expects to ensure that the educational program will be protected from student activities of questionable educational value. The principal shall determine participation based on the contribution made by the activity to the school's educational goals. Student and staff involvement shall be maintained in the formation, organization, chartering, regulating and funding of the activities in the program.

STUDENTS LEAVING SCHOOL ACTIVITIES

Students that enter school-sponsored activities should remain at the activity until it is over. Students needing to leave for an emergency and want to return may explain the emergency to a gatekeeper and be allowed to return one time at the gatekeeper's discretion. Students that leave a school sponsored activity in which they paid to enter must repay the entry fee before they will be allowed admission unless accompanied by an adult.

EXTRA-CURRICULAR DISCIPLINE POLICY

Each extra-curricular activity may have a written discipline policy that is given to each student that chooses to participate in that activity. A student that chooses to violate a sponsor's rule will be subject to discipline by the sponsor/principal. Each sponsor of an extra-curricular activity will enforce his or her policy without favoritism. If a policy exists, it shall be approved by the administration before the activity or enforcement.

FUND RAISING BY IN-SCHOOL ORGANIZATIONS

The Braggs Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects. All fundraisers shall be submitted for board approval no later than the September board meeting.

STUDENT FEES, FINES, AND CHARGES

It is the goal of the Board of Education to provide a quality education to all the children of this district at minimum cost to the child. However, there are certain areas in which the payment of fees, fines or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payments.

Payments to schools for lost or damaged instructional materials will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

Students who are financially unable to make payment for lost or damaged instructional materials will be allowed to arrange to work off their debts in a program approved by the superintendent or his designee.

Any student owing money to the district for an extended period of time will not be allowed to participate in any extra-curricular school/organization sponsored activity until

the entire balance owed is paid. Students in the 12th grade who have not fulfilled these obligations also will be denied a cap and gown and the privilege of participating in the graduating ceremonies of the class and class activities/trip/prom. All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district. Any debts owed to the school may result in the deferring of records until the debt has been paid and collection proceedings against parents.

TRANSPORTATION OF STUDENTS

The district may provide transportation to and from school for students who attend this school district. The purpose of transportation is to provide opportunity for education, which might not otherwise be available. Transportation will be available for those students who live more than a reasonable walking distance from the school. The State Board of Education defines a reasonable walking distance as one and one-half (1 ½) miles from school. Transportation may be provided for other students if sufficient seats are available on the buses. State law is that school district may provide transportation to students. This means that students must follow bus rules and regulations. Riding the school bus is a privilege, not a requirement. Students who ride the Braggs School buses are required to follow the "bus rider rules" and instructions from the bus driver at all times. The bus driver is a school official and has the same control of the student as a teacher in the classroom. Misconduct will be reported to the principal immediately. Students disobeying the bus rules may not be allowed to ride the bus to or from school.

REGULATION BUS RIDER RULES

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules. The school bus driver is the sole authority of the passengers on the bus. The bus driver will wait a maximum of one (1) minute for a late student not at the designated stop. If student does not appear immediately, the driver will proceed. Only students enrolled in BPS will be allowed on the bus. A student must have a signed note from the office to ride a bus other than their regular route bus.

Bus drivers have a full-time job driving the bus safely. Therefore, there shall be no scuffling, loud talking, immoral talk, or leaving of seat during transit and/or other misconduct.

DO NOT LOSE YOUR RIDING PRIVILEGE.

RIDING THE SCHOOL BUS IS A PRIVILEGE AND THE PRIVILEGE MAY BE REMOVED FOR NOT ABIDING BY THE BUS RIDER RULES:

- I. Previous To Loading (On the Road and At School)
 - A. Be on time at the designated school bus stops---keep the bus on schedule
 - B. Stay off the road at all times
 - C. Wait until the bus comes to a complete stop before attempting to enter
 - D. Be careful in approaching bus stops
 - E. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

- II. While on the Bus

- A. Keep inside the bus at all times.
- B. Assist in keeping the bus safe and sanitary at all times.
- C. Remember that loud talking and laughing or unnecessary confusion divert the driver's attention and may result in a serious accident.
- D. Treat the bus equipment as you would valuable furniture in your own home.
- E. Do not leave materials on the bus.
- F. Bus riders should never tamper with the bus or any of its equipment.
- G. Keep books, packages, coats, and all other objects out of the aisles.
- H. Help look after the safety and comfort of small children.
- I. Do not throw anything.
- J. Bus riders are not permitted to leave their seats while the bus is in motion.
- K. Horse play is not permitted around or on the bus.
- L. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
- M. Keep absolute quiet when approaching a railroad crossing stop.
- N. In case of a road emergency, children are to remain in the bus unless in doing so creates a safety issue.

III. After Leaving the Bus

- A. When crossing the road, go at least ten (10) feet in front of the bus, check traffic, and watch for bus driver's signal, then cross the road.
- B. Students living on right side of the road should immediately leave the bus and stay clear of the traffic.
- C. Help look-out for the safety and comfort of small children.
- D. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.
- E. No food, drink, tobacco, markers, white out or other materials are permitted to be used while on a school bus.

IV. Extra Curricular Trips

- A. The above rules and regulations will apply to any trip under school sponsorship.
- B. Pupils shall respect the wishes of a competent chaperon appointed by the school officials.

V. Misconduct on Bus

- A. The drive/adult monitor will complete a disciplinary referral form and turn into the Principal's office upon return to school.

BUS STOPS

1. The law requires that a school bus cannot go down a private drive, private road or enter onto private property to pick up or discharge riders. If a request to enter upon private property to pick up or discharge riders, the land owner must provide written permission and a statement holding Braggs Schools harmless for any property damage, loss of property, or any liable situation arising by entering the private property. Landowner must provide necessary and adequate room for a turn a bout without obstruction and a solid base for tire travel. Requests for entrance upon private property shall be evaluated and a decision made by the administration as to the determination for access. The decision of the administrator in charge is final.

2. Bus stops will be designated for pickups and discharging of student riders. (Usually at the point where your drive or road meets a public road or highway. However, the school officials can designate other areas or central pickup area.)
3. All transportation decisions shall be made by the Superintendent. If you have any requests, comments, or concerns, please take them directly to the superintendent.

VO-TECH BUS RIDING RULES

Students must comply with the same rules while riding the Career Tech bus as they would while riding the Braggs School bus in addition to any rules that the Career Tech has. Students are encouraged to ride to Career-Tech on the Career-Tech bus. Parents who request that their child drive to Career-Tech or ride with someone else must understand that Braggs Schools is not responsible or liable for any occurrence relating to such transportation arrangements. If students come onto Braggs School property before leaving to Career-Tech, they are under School jurisdiction and must follow all Braggs School policies. Driving to Career-Tech is a privilege that will be granted or denied by the principal. A written permission form signed by the parent or legal guardian must be on file before any student will be allowed to drive to Career-Tech or ride with someone upon entering Braggs School Property. Upon returning from Career-Tech, students will park their vehicles and go directly to the cafeteria unless they need to go to the office for an admit slip or other office business. The students shall remain in the cafeteria until dismissed with other regular students in their grades.

COMMUTERS/PARKING ON CAMPUS

It is a privilege to drive/park on campus. Driving in a reckless manner will forfeit your driving privileges and you may be suspended from driving on campus. All vehicles parked on school property during the school day by students shall be subject to search. Vehicles must be registered with the principal's office including a current insurance verification form before a vehicle will be allowed to be parked on campus during the instructional day by a student.

MOTOR VEHICLES

Braggs High School students are permitted to bring motor vehicles to school under regulations set by the administration and the school board. However, students must provide copies of their valid driver's license; maintain a current insurance verification on file with and a signed parental permission form. Students who fail to comply with vehicle regulations will be disciplined and may be banned from driving onto school property.

Rules that apply:

1. Students will leave the vehicle immediately after parking it.
2. Students will not sit in or on parked cars.
3. Cars will be parked only in the area designated for students.
4. Drivers will use only one parking space; improper parking may be a cause for towing your vehicle.
5. Everyone must have legal driver's license to drive to school. Those who do not have a

legal driver's license will not be allowed to drive onto school grounds.

6. Speed limit - 10 miles per hour in school zone-5mph on school property.

7. No one is to be in the parking lot during school hours unless a pass is given by the Office. All vehicles are subject to search. Any careless or reckless driving as defined by a Braggs Staff member observing the activity shall result in disciplinary action.

The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

THE PRINCIPAL'S JUDGEMENT SHALL BE THE DETERMINING FACTOR.

SCHOOL VISITORS

It is the policy of the Braggs of Education that all visitors to any school facility obtain a visitor's pass at the principal's office. Visitors are not allowed in a class during instruction time. Staff members are not normally expected to have personal visitors during the school day. Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the principal. This shall only be approved on a teacher's conference period or other non instructional/duty time.

Parents are welcome to come eat with their student (s) Meal prices are 2.50 for breakfast and 5.00 for lunch. You will have a designated seating area for your dining experience with your child.

WITHDRAWAL FROM SCHOOL

The board of education directs the administration to maintain an accurate enrollment record for each student. Any student enrolled in this district who decides to withdraw from school should follow withdrawal procedures developed by the superintendent. Any student who has ten (10) consecutive days of unexcused absence shall no longer be considered a student in this district and will be dropped from the membership rolls of the school and reported to the State Department of Education and/or Authorities.

REGULATION WITHDRAWAL FROM SCHOOL

Students wishing to withdraw from school should notify the principal of the impending withdrawal. All school district books, materials, and equipment must be returned in issuing condition. Failure of the student to comply with such requirements may result in a delay in forwarding the student's records. Students who withdrawal from school and do not enroll in another school are dropouts. A student shall be dropped from school membership after 10 consecutive days of unexcused absences. Any non compliance of the Compulsory Attendance Laws shall be reported to the proper authorities.

CHANGE OF ADDRESS/TELEPHONE

Students will report any change of directory information to the principal's office immediately.

STUDENT DISCIPLINE

The Braggs Board of Education believes that 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 school's discipline policy, corrective actions are necessary for the benefit of the individual and of the school.

The Oklahoma Legislature has amended O.S. 6-114 to read as follows:

"Each local Board of Education will adopt a policy for the control and discipline of all children attending public school in that district. The local policy will provide options for the control and discipline of the students. The parent or guardian of every child residing within a school district will be notified by the local Board of Education of its adoption of the policy and will receive it upon request. Provided, the teacher of a child attending a public school will have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or another school function authorized by the school district or classroom presided over by the teacher."

It is the policy of the Braggs Board of Education that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- * The seriousness of the offense;
- * The effect of the offense on other students;
- * Whether the offense is physically or mentally injurious to other people;
- * Whether the incident is isolated or habitual behavior;
- * The manifestation of a disability;
- * Any other circumstances which may be appropriately considered.

Students of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission

5. Refusing detention
6. Tobacco use or possession including lighters or matches
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal - battery
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action
19. Violation of dress code
20. Any action deemed in conflict with the Braggs Public Schools missions and policies

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are to determine the most effective disciplinary measure. In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each issuance.

1. Conference with student
2. Conference with parents
3. Before / After School Detention
4. Referral to counselor
5. Behavioral contract
6. Changing student's seat assignment or class assignment
7. Requiring a student to make financial restitution for damaged property
8. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
9. Restriction of privileges
10. Involvement of authorities
11. Referring student to appropriate social agency
13. Suspension/expulsion
13. Corporal punishment

"The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transition to and from school or any other school function authorized by the school or classroom presided over by the teacher."

(70-6-114 Section 127) 1990

14. Other appropriate disciplinary action as required and as indicated by the circumstances.

STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS

The Braggs Board of Education recognizes that out-of-school conduct of students attending school within the district is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school or presents a safety matter or is a disruption of the school environment.

Therefore, it is the policy of this board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct which, in the opinion of the school administrators, has an adverse impact upon the school, even if such misconduct occurs off school property and during non-school time.

Such activity includes, but is not limited to, the following:

- Damaging school property, e.g., a school bus;
- Engaging in activity that causes physical or emotional harm to other students, teachers, or other school personnel;
- Engaging in activity that directly impedes discipline at school or the general welfare of school activities.
- Repeated school discipline referrals.
- Refusal to follow reasonable staff directives.

PARENT RESPONSIBILITY

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

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

ORDERS TO LEAVE SCHOOL PROPERTY

The Superintendent and/or Principal has the authority to order non-students and parents to leave the school premises, or any facility/area being used for school activities, for interfering with or committing an act which interferes with peaceful conduct of the learning process and activities of the school. Any person to whom this applies, who fails to leave the school premises as directed or returns within thirty (30) days without first obtaining written permission from the Superintendent, shall be guilty of a misdemeanor (O.S. 70-24-131).

Some of the acts covered by this law:

- A. The use of foul or abusive language to any person.
- B. Non-students or parents that enter campus without checking in with the main office.
- C. Unsportsmanlike conduct at any school sponsored activity.

It will be a felony for any person to commit assault and/or battery on any school employee.

STUDENT SUSPENSION

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- a. Acts of immorality
- b. Violations of policy or regulations
- c. Possession of an intoxicating beverage, low-point beer
- d. Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- e. Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act)
- f. Possession of a fireman shall result in out-of-school suspension of not less than one year
- g. Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- h. Adjudication as a delinquent for a violent or non-violent offense

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school suspension. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with the supporting regulations.

Parents or guardians will be provided a copy of the education plan and will bear the of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy. The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

Note: O.S. 70-24-104.1 and FERPA provides that a school district in which a student seeks to enroll may request student discipline records, and a school district must provide student discipline records upon request by another school district.

SUSPENSION OF STUDENTS - REGULATION

In accordance with the policy of the board of education, the following regulations shall govern the suspension of students from school.

The authority to suspend a student from school is delegated to the respective building principal.

1. Any student may be suspended for:

- A. Acts of immorality
- B. Violations of policy or regulations
- C. Possession of an intoxicating beverage, low-point beer (O.S. 70-24-132)
- D. Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- E. Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act)
- F. Possession of a firearm may result in out-of-school suspension of not less than one year
- G. Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- H. Adjudication as a delinquent

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.

3. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.

5. Students suspended out-of-school who is on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services accordance with the student's IEP.

6. A student who has been suspended for a violent offense, which is directed towards a classroom teacher, shall not be allowed to return to that teacher's classroom without the approval of that teacher.

PROCEDURAL STEPS TO SUSPENSION

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.

2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension appeals committee.

3. Out-of-school suspensions.

A. Both the student and the parent(s) shall be notified of the suspension, the grounds for the suspension and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, Mathematics, Science, Social Studies, and Art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

SUSPENSION APPEALS COMMITTEE

A suspension appeals committee is hereby established which would consist of three administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed

above, or the student's parent(s), may appeal the suspension to the suspension appeals committee.

The following procedures shall govern the appellate process:

- A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
 - D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
 - E. Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.
2. A student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
- A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal before the board of education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have

the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The board of education shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board shall be final.

Note: O.S. 70-24-101.3

E. States that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired. This policy is required by law.

COMPUTER USE REGULATION

In accordance with the policy of the board of education, this regulation governs the use of computers and computer technology in this school district. Personal computers not owned by the school district shall not be brought to school or used in school except with permission of the superintendent or the superintendent's designee.

School district computers and computer accessories will be used only by students and faculty members. School district patrons may be permitted to use school equipment after school hours and with an approved facility use agreement and a signed Braggs Internet Usage Policy on file. Permission to use school computers or other school technology is granted as a privilege that may be withdrawn for violation of this policy or for failure to follow the verbal or written instructions and direction of school faculty or system operators.

Students must read the Braggs Internet Usage Policy agreement that is found in the back of this handbook and have the form signed by the student's legal custodian before using any district computer that has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such form is on file before a student is permitted to use computer telecommunications equipment.

Violations of this policy by students shall result in disciplinary proceedings including suspension and the loss of user privileges.

Violations of this policy by school patrons may result in the loss of user privileges.

No legitimate expectation of privacy exists for users of the school district's Internet service or computers. Activity is monitored/recorded at all times and disciplinary action taken for inappropriate use. Any illegal activity shall be reported to authorities.

Students and staff have an affirmative duty to notify the administration of web sites that were accessed and contain inappropriate materials. Non-educational related game

sites are considered inappropriate.

BRAGGS INTERNET USAGE POLICY

TERMS AND CONDITIONS FOR USE OF INTERNET

Please read the following carefully before signing this document. This is a legally binding document.

Internet access is available to students in the Braggs school district. We are very pleased to bring this access to Braggs and believe the Internet offers vast, diverse, and unique resources to our students. Our goal in providing this service to teachers and students is to promote educational excellence in the Braggs school district by facilitating resource sharing, innovation and communication.

The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students have access to:

1. Electronic mail communication with people all over the world.
2. Information and news.
3. Public domain and educational shareware of all types.
4. Discussion groups on a wide variety of topics.
5. Access too many university catalogs.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Braggs School District and the Oklahoma State Department of Education have taken available precautions to restrict access to inappropriate materials. However, on a global network it seems impossible to control all materials and an industrious user may discover inappropriate information.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Braggs user violates any of these provisions, their access will be terminated and future access could be possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET - TERMS AND CONDITIONS

1. Acceptable Use - The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. All policies shall meet or exceed the Child Internet Protection Act. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules

appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Braggs faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access.

3. Netiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- A. Be polite. Your messages should not be abusive to others.
- B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- C. Do not reveal your personal address or phone number of the addresses and/or phone numbers of students or colleagues.
- D. Illegal activities are strictly forbidden.
- E. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- F. Do not use the network in such a way that you would disrupt the use of the network by other users.
- G. All communications and information accessible via the network should be assumed to be private property.

4. Braggs School District and the Oklahoma State Department of Education make no warranties of any kind, whether expressed or implied, for the service it is providing. Braggs School District and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Braggs School, or the Oklahoma State Department of Education is at the users own risk Braggs School is not responsible for the accuracy or quality of information obtained.

5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to access the Internet, as a system administrator will result in cancellation or user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone.

This includes, but is not limited to, the uploading or creation of computer viruses.

7. Restrictions for Internet/Web Access:

A. All students will be assigned a user I.D. number and password to access the Internet and school programs. This number will allow the district to monitor individual(s) use of the Internet, internal programs and web sites the user has accessed. The use of an I.D. number other than the assigned number is prohibited.

B. Unauthorized access by persons to programs, websites, or Internet/computer equipment is prohibited. No programs, safeguards/filters or computer configuration may be altered by any person other than the technology administrator or administration. Any person who attempts to alter existing programming or attempts access, known as "hacking," to existing programs/sites/equipment shall be in violation of this policy.

C. Students shall not access websites that contain violent, obscene, or vulgar materials that may be deemed harmful to minors, public decency or school policy.

D. Students may use e-mail for in school communications only. No outside e-mail may be accessed, sent or received without authorization from the technology director. Access to "chat rooms" or other websites designed to communicate a conversation or disseminate personal information is strictly prohibited and shall be monitored on a weekly basis.

8. Braggs Public School has in place filtering devices to restrict access to certain information and web sites. When a web site has been accidentally accessed that contains information in violation of this policy, the technology coordinator/administration shall be notified immediately and the web site shall be blocked from future access.

9. Any person who violates this policy may lose Internet privileges and be subject to disciplinary sanctions in accordance with school policy.

10. Exception of Terms and Condition - All terms and conditions as stated in this document are applicable to Braggs School District, the Oklahoma State Department of Education, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.

STUDENT/PARENT COMPACT

This policy and compact has been jointly developed and agreed upon by the Braggs Public School and parents of students served in the school pursuant to Title I (hereafter referred to as "parents").

The administration, staff and parents of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, students, and parents (as defined for purposes of this policy to include guardians and all

members of a student's family involved in the student's education).

Parent involvement activities in the school will include opportunities for:

- Parents to volunteer and be involved in school activities
- Staff development and parent education
- Parents to provide home support for their student's education
- Parents to participate in school decision-making
- Effective communication between the school and parents

Responsibilities of school

The school will:

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards.
- Involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I programs, plans and policies.

School Parent Involvement Policy, the administration will:

- Facilitate and implement the Title I Parent Involvement policy.
- Involve parents in the planning, review and improvement of the School Parent Involvement Policy at least annually.
- Provide notice to parents of the School Parent Involvement Policy in an understandable and uniform format and to the extent practicable, in a language the parents can understand.
- Make the School Parent Involvement Policy available to the community.

With regard to parent meetings, the administration will:

- Convene annual meetings to inform parents of their school's participation in Title I, the requirements of Title I and the right of parents to be involved.
- Inform parents of all meetings and encourage and invite parents to attend. Meetings shall be offered at various convenient dates and times too facilitate attendance by parents.

With regard to Title I Programs and Plans, the administration will:

- Inform parents about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Involve parents in the planning, review and improvement of any Title I programs at the school.
- If the Title I plan is not satisfactory to the parents, submit any parent comments on the plan when it is submitted to the district.
- If requested by parents, provide opportunities for regular meetings of parents and the school where parents may offer suggestions and ask questions regarding Title I policies and programs.
- Administrators will provide timely responses to parents' suggestions and questions.
- Provide assistance to parents, as appropriate, in understanding such topics as the state's academic content and achievement standards, state and local academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.

With regard to professional development, the administration will:

With the assistance of parents, educate teachers, pupil services personnel, principals and other staffing:

- The value and utility of contributions of parents
- How to reach out to, communicate with, and work with parents as equal partners
- Implementing and coordinating parent programs
- Building ties between parents and the school

With regard to the coordination with other programs, the administration will:

To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their student.

Shared responsibilities of administration and staff

Administration and staff will:

- Provide assistance to parents, as appropriate, in understanding such topics as the state's academic content and achievement standards, state and local academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.
- Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology as appropriate, to foster parental involvement.
- Provide such other reasonable support for parental involvement activities as parents may request.

Responsibilities of staff

The staff will:

- Assist the administration in facilitating and implementing the Title I Parent Involvement policy and parent involvement activities.
- Advise parents of their student's progress on a regular basis.
- Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education. For elementary schools [may want to include this provision for all grade levels], at least one parent/teacher conference shall be held each year during which the School-Level Title I Parent

Involvement Policy (School/Parent Compact) will be discussed as it relates to the student's achievement.

- Provide opportunities for parents to volunteer and participate in their student's class and observe classroom activities.

Responsibilities of parents

Support their student's learning at home by:

- monitoring attendance
- monitoring completion of homework
- monitoring television watching
- encouraging positive use of extracurricular time
- Volunteer in the classroom.

- Participate, as appropriate, in decisions related to their student's education.
- Participate in school activities on a regular basis.
- Actively communicate with school staff regarding their students needs and circumstances.
- Be aware of and follow rules and regulations of the school and school district.

PARENTS NOTIFICATION REGARDING THE NO CHILD LEFT BEHIND

REPORT CARD

BRAGGS PUBLIC SCHOOLS

PARENT NOTIFICATON LETTER

Date: School Year 2016-2017

Dear Parents and Guardians:

The federal *No Child Left Behind Act of 2001 (NCLB)* Section 1111(h)(2)(E) requires districts and school sites to provide parents and/or guardians the latest district and site report cards for your review.

Braggs Public Schools is proud of our progress toward meeting the national goal of having all children at or above grade level in mathematics and reading by 2014. Our students work hard toward meeting these rigorous academic achievement standards and we commend them.

The report cards are located on our school web site and posted in the main office. These reports contain many aspects of our district's performance and should you have any questions or comments, please contact at (918) 487-5265.

Sincerely,

Brad Wade, Superintendent

NCLB ACT OF 2001 - "PARENTS RIGHT TO KNOW"

According to Federal Law, parents of students attending Braggs Public School have the right to request information regarding their child's teacher, including, at a minimum:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject-matters in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or their provisional status through which state qualification or licensing criteria have been waived.
3. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

4. Whether the child is provided services by paraprofessionals, and if so, their qualifications. In addition each Title I school must provide each parent "timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified."

As of August 6, 2015, all teachers at Braggs Public Schools have obtained or are rated as "Highly Qualified" status.

TITLE IX

It is the policy of Braggs Public School not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the superintendent at Braggs Public School or to the Director of Civil Rights, Department of Health, Education and Welfare, Washington D.C. 20000.