

Bartlesville High School

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Bartlesville, OK 74003
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Bartlesville Mid-High

5900 SE Baylor Drive
Bartlesville, OK 74006
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SAFE CALL 1-877-SAFE-CALL EXT. OK1

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BARTLESVILLE PUBLIC SCHOOLS

EDUCATION SERVICE CENTER

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BARTLESVILLE, OK 74005

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STUDENT ACCOUNTABILITY FRAMEWORK

MISSION

Bartlesville Public School Students will actively engage in and be accountable for their own learning in order to attain academic success.

ACCOUNTABILITY STATEMENT

As a student in the Bartlesville Public Schools, it is my responsibility to:

- attend school regularly and be on time to class;
- understand and obey class and school rules;
- come to school properly prepared with materials, assignments, and a positive frame of mind;
- seek answers to questions and participate in class until I understand;
- take ownership of my learning, believe in my abilities and have high expectations for myself in my class work, homework, assessments and citizenship; and,
- accept consequences for the choices I make.

ACADEMICS

AWARDS

The academic record a student earns in school helps determine his/her future in higher education and in the work force. Applying oneself by studying both in the classroom and at home will enable the student to build the best possible scholastic record.

HONORS COURSES RECOGNITION

A student who has started and completed an Honors track in at least one academic area in the Bartlesville Public Schools will receive special recognition in the commencement program and a gold tassel, which he or she may wear at commencement and the awards program. In addition, students must earn an unweighted GPA of 3.0 or higher in each discipline considered for honor distinction.

HONOR ROLLS

Honor Rolls are published by the principal on a regular basis. To become eligible a student must achieve a grade point average of 3.5 or better with no grade below a "C". Courses graded on a pass/fail basis are not included when computing honor rolls.

CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS IN COLLEGE

For in-depth information, see the current High School Curriculum Course Offerings, available at your school office.

GRADE POINT AVERAGE

1. Beginning in the ninth-grade year, all students earn a grade point average (G.P.A.) that is listed as a part of their permanent record. Each student's G.P.A. is based upon semester grades received in each class and is calculated each semester that the student is in attendance. The G.P.A. is used to determine a student's acceptance into such groups as National Honor Society and other school organizations, as well as being one of the criteria for holding a class office or student council office.
2. The cumulative G.P.A. is also used to determine each student's rank in class. It is an indication of how that student academically compares with other students.
3. G.P.A. and rank in class are almost always among the criteria on which a student's college admission is based.
4. Advanced Placement courses, offered in grades 11 and 12, will be given the following weights:

A = 5.0

B = 4.0

C = 3.0

D = 2.0

For students taking AP courses, both weighted and non-weighted grade point averages will be reported on their transcripts. Both weighted and non-weighted class rank will be computed and reported. For internal purposes such as selection of honors and awards based on grade point averages (honor rolls, academic program, honor societies, etc.) the non-weighted 4.0 scale will be used. (For Mid-High students, honors and pre AP Courses are recommended pre-requisites to AP courses.)

GRADING POLICY

Grades are based on a continuous semester average. 80% of the grade will be based on course work with the remaining 20% being based on the comprehensive final exam.

GRADING SCALE

100 - 90 A

89 - 80 B

79 - 70 C

69 - 60 D

59 - 0 F

1. I work turned an Incomplete - The student may be granted an extension of time to complete course work if appropriate. If the student has not completed the work or the teacher has not turned in a grade within two weeks after the grades are due, the "I" automatically becomes an "F".
2. P/NP ing Passing/Not Passing - Some courses are graded on a Pass/Not Pass basis. Passing indicates that a student has satisfactorily completed the work required for a passing grade in the course.
NOTE: Courses graded Pass/Not Pass are not included in the grade point average.
3. WP/WF Ignated Indicates a student withdrew with a passing or failing grade from class within a designated time. This grade will not be counted in the student's grade point average.

GRADUATION REQUIREMENTS

Bartlesville Public Schools require 23 units of credit completed in grades 9-12 for students graduating from high school. A unit is defined as a class which meets each school day for a specified time and for a period of 36 weeks (two semesters). One-semester courses may be accumulated in half units.

Students are required to complete 23 units of credit to graduate. The required units are listed below:

4 units of Language Arts

3 units of Mathematics

3 units of Science

3 units of Social Studies

2 units of The Arts (Includes Visual Art and General Music)

8 units of electives

TOTAL 23

For more in-depth information see the current High School Curriculum Course Offerings available at your school office.

Regulations

1. All students are required to be enrolled in at least six periods with the following exceptions:
 - a. Students who elect to enroll at Tri County Tech are to be enrolled in at least three periods at Bartlesville Senior High School in addition to their course at Tri County Tech.
 - b. Students who are concurrently enrolled in a college course. High School and college course enrollment must equal six courses.
 - c. Students who participate in a cooperative vocational class.
2. Correspondence courses may only be counted toward graduation requirements to allow students to graduate at their proper time in reference to their initial enrollment in high school (4 years from that date).
3. Summer school and evening high school credit will be allowed toward graduation.

POST-HIGH-SCHOOL PROGRAMS

The counseling office has information available on four-year colleges and universities, two-year junior colleges, technical schools, and the military. This information will also be distributed by bulletins throughout the year.

PROGRESS REPORTS will be mailed to all parents every 4 to 5 weeks. This written notification will alert parents to both deficiencies and attendance problems. If the student is having problems, a parent should request a conference so that a plan may be developed to assist the student and improve performance in class.

REPORT CARDS

Report cards are issued every semester.

SCHEDULE CHANGE PROCEDURES

The class schedule for the current school year was constructed to fit the needs indicated by spring pre-enrollment. Therefore, students may change their schedules during the first two weeks of school for the following reasons only:

- To make up failures
- Computer error
- Outside credit earned
- Misplacement due to lack of prerequisite or background
- To balance class sizes

Beginning with the eleventh day of each semester, COURSES WHICH ARE DROPPED WILL BE NOTED ON THE TRANSCRIPT AS WD/F OR WD/P. Students who enroll in courses after the first ten (10) days of school will receive **No Credit** for the **semester** as a general policy. This regulation applies to students who enroll for the first time after ten (10) days of school if these students bring no prior credit for the semester, and to currently enrolled students who would drop a class after the first ten (10) days in class. The building Principal may use his discretion, however, to review **any** case and render a decision that is in the best interest of a student and that is consistent with the goals and philosophy of the school district.

SEMESTER TESTS

1. Semester tests will be comprehensive and will be administered in all classes.
2. Schedules for semester tests will be distributed at least two weeks prior to testing dates.
3. Homework and other tests are not to be scheduled or administered during semester test days.
4. All students must complete a semester test in order to receive a grade for that subject.
5. Illness of a student and/or funeral attendance are the only acceptable reasons for giving tests after the close of school.
6. Personal out-of-town trips are not considered a sufficient reason to miss a semester exam.
7. Unless an emergency arises, permission will not be granted for students to take tests early. Should there be an emergency, the principal shall determine if the emergency warrants the student taking the test at a later date.

DEAD WEEK

All Bartlesville School District students in grades 8 through 12 are involved in Dead Week. Dead Week is the last five days of a semester, excluding weekends, during which students are involved in comprehensive final examinations. **During Dead Week there will not be any events or practices after 5:00 pm. In addition, no major assignments or tests will be given or be due.** The purpose of these restrictions is to provide our students with every opportunity for success.

STANDARDIZED TESTS

TEST	GRADE	REQ/OPT
SCHOLASTIC APTITUDE TESTING PROGRAM (SAT)	11, 12	OPTIONAL
AMERICAN COLLEGE TESTING PROGRAM (ACT)	11, 12	OPTIONAL
PACT	11	REQUIRED
PSAT	11	OPTIONAL
END OF INSTRUCTION TESTS	9 - 12	REQUIRED

2011-2012 TEST DATES GIVEN AT BARTLESVILLE HIGH SCHOOL

ACT		SAT	
September 10, 2011		October 1, 2011	
October 22, 2011		November 5, 2011	
December 10, 2011		December 3, 2011	
February 11, 2012			
April 14, 2012		May, 2012	
P-ACT	PSAT	ASVAB TEST DATE	
September 16, 2011	October 16, 2011	September 25, 2011	
<p style="text-align: center;">AP TESTS May 7 - 18, 2012</p>			

TRANSCRIPTS/SCHOOL RECORDS

School Records – A cumulative folder of student records is kept on file in the Counselors' Office. The student records may be inspected according to provisions outlined in Public Law 93-380. In order for the school to release records concerning academic achievement or standardized testing of any student, the student must sign a request form each time this information is needed and until the student is eighteen (18) years of age or older, the parent must also sign the request form. This request allows transcripts and entrance exam scores to be sent to colleges and universities as a part of the college application. Information on the transcript includes semester grades (9-12), immunization records, cumulative GPA and R.I.C. End of Instruction exam scores will also be included. Entrance exam scores include ACT and SAT scores. Forms for requesting transcripts to be sent are available in the Counselors' Office and on line at the BHS web site.

FAMILY RIGHTS PRIVACY ACTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should contact the school principal in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her responsibility. Upon request, the District discloses educational records without consent of officials to another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4606
5. During the first week of each school year, the school district will inform the student's parent or guardian that the school district will disseminate directory information concerning the student unless the parent or guardian declines in writing to allow information to be available to the public. Directory information includes the following: name, address, and telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended.

COMPUTER LAB

Bartlesville Sr. High and Bartlesville Mid-High Schools provide students with computer labs to use for educational purposes. The labs are available to students before, during, and after school hours. Use of computers is a privilege that may be revoked for inappropriate use and/or disciplinary action taken. Students using the Internet are not allowed to receive, view, read, or send sexually explicit, threatening, or racist material; access chat systems; or download software of any kind. Complete guidelines for using the lab and the Internet are posted in the computer lab and should be read by all students before using the lab. All students will be required to sign an Internet Guideline Usage Agreement before they may have access to the Internet.

ATTENDANCE

In accordance with the policy of the board of education, the following regulation shall govern student attendance:

GRADES 6-12

A student may not have more than ten absences each semester to receive credit for any course in which the student is enrolled. If a student exceeds the allowed 10 days because of serious illness or injury, the administrator in charge of attendance must concur that the illness or injury is serious enough to prevent the student from attending school. A doctor's note will be required for a waiver to be considered.

Any student who is more than 10 minutes tardy shall be classified as absent and absence regulations shall apply.

All exceptions to these rules must be approved by the administrator in charge of attendance.

LOSS OF CREDIT (GRADES 9-12)

An "eligible student" is one who has reached age 18.

Students who, for any reason other than school-sponsored activities miss more than ten periods in one class during a semester will have "NC" recorded on their transcripts if they have earned a grade of "A", "B", "C", or "D" for the semester. Students receiving an "F" at the end of the semester will have an "F" recorded on their transcripts.

Students will be notified of their attendance status on progress reports and semester grade cards. After a student's seventh absence, the parent/guardian or eligible student will be asked to sign an agreement stating his/her intention for the student to attend school, acknowledgment of the ten-day attendance policy, and loss of credit on the eleventh absence.

When a student reaches the eleventh absence, a letter will be sent to his/her parent/guardian or the eligible student stating that no credit will be granted for the class(es) which the student missed eleven times. Students who lose credit may audit for no credit as long as they do not create a discipline problem. To remain in that class, the student must sign an agreement regarding appropriate classroom behavior and attendance. Noncompliance with this agreement will result in disciplinary action.

Students who, for any reason other than school-sponsored activities, miss more than ten periods in one class during a semester will have "NC" recorded on their report cards if they have earned a passing grade for the semester. Students receiving an "F" at the end of the semester will have an "F" recorded on their transcripts.

EXCUSED ABSENCES

For an absence to be excused, a parent, guardian, or eligible student must notify the school attendance office of the absence before 2:30 p.m. on the day of absence. Except where suitable justification is provided, failure to do so shall be grounds for the absence to be unexcused.

Make-up Work For Absences

Receiving of assignments and make-up work is the student's responsibility to initiate. Upon return to class, students shall be granted two class days to make up each day of class work missed. A maximum of ten class days may be granted for this purpose. The make-up period for each class starts upon return to that class. Homework, tests, and other activities required by the teacher for make up and completed in the period granted shall receive full credit. At the teacher's discretion, the number of make-up days allowed for make-up work may be extended.

Students are required to take any examination or test announced during the student's presence in class or which has been regularly scheduled. Any test missed by the student as a result of an absence other than unexcused/truancy shall be made up on the day the student returns to class.

UNEXCUSED ABSENCES

An absence is classified as unexcused if the student is out of school for other than school-sponsored activities or excused absences. A student's absence (although approved by the parent) may be classified by the principal as unexcused. An accumulation of unexcused absences may be considered truancy and will be treated according to board of education policy and the compulsory attendance laws of the State of Oklahoma.

ABSENCES DUE TO SCHOOL-SPONSORED ACTIVITIES

Only those activities approved by the principals' office shall qualify as an activity absence. Students will be allowed not more than ten absences in any class period per school year for school sponsored activities, i.e. choir, debate, athletics.

1. Should a teacher be granted permission to take a group of students away from school for any part of the school day, that teacher shall compile a list of students and a schedule of activities.
2. The list and schedule must be provided to the office of the principal two class days prior to the scheduled absence from class.
3. The principal's office will distribute the list and schedule to all concerned faculty before the students are to be excused from classes.
4. A student must attend all classes on the day of the activity, unless participation in the activity requires early dismissal from school.
5. Exceptions to these regulations must be approved in writing by the principal.

CHECKING OUT

Students who have reached the age of 18 may not leave school during class hours without the approval of the attendance office. Students under the age of 18 may not leave school during class hours without parental consent and approval of the attendance office. Students who become ill should report to the attendance office so parents may be notified. Failure to observe these rules may cause a class absence to be classified unexcused or truant.

TARDIES POLICY REGULATIONS

The following regulations shall apply to students who are tardy:

1. A student not within the proper area when the bell rings is tardy. A student more than ten (10) minutes tardy shall be classified as absent and absence regulations apply.
2. Students tardy because of an action by an administrator or counselor shall be given a properly completed admit slip by that person. In such case, no record of being tardy shall be made, nor shall a reprimand be issued or any punishment be threatened or carried out. The student shall be provided a reasonable opportunity to make-up any missed work.
3. A tardy may be excused by a teacher only with prior approval from the receiving teacher.

UNEXCUSED TARDIES

1. All tardies not included in items #2 and #3 are unexcused and shall accumulate in each class for the semester. Discipline for unexcused tardies will be assigned as follows:
2. Tardies 1-5: The teacher will assign detention. Parent/guardian contact explaining the absence due to tardy policy will be made by the teacher by the fourth tardy.
3. Sixth and all additional tardies: The student will be referred to the administrator for assignment of discipline. Parent/guardian contact will be made by the administrator on the sixth tardy and may be made by the administrator or designee thereafter.

TRUANCY

Truancies are classified as unexcused absences. A student is truant when his/her absence not been approved by the school attendance office and the parent in case of students under the age of 18 prior to or at the time of the absence. Examples include being absent from class without permission, improper use of a hall pass, "senior skip days", and becoming ill and staying in the restroom instead of reporting to the attendance office.

The following shall govern truancy and attendance in the Bartlesville school district:

1. The principal of each elementary school shall be the designated attendance officer for that school; principals or their designees shall be attendance officers of middle and secondary schools.
2. Each attendance officer shall develop procedures to notify students, parents, guardian, or other responsible person of a student's absence. The parent, guardian, eligible student or other responsible person should be made aware of Oklahoma Statutes, Title 70, Section 10-105, which requires compulsory school attendance of school-age children, and which provides criminal penalties for failure to comply.
3. Each attendance officer shall take necessary steps to insure that a child determined to be truant is properly reviewed for special education needs.
4. Notification Requirements:

- a. Reported Illness – Notification of Parents/Guardian or Eligible Students:

When an investigation reveals that the reported illness of a student is inappropriate, the attendance officer shall give written warning to the parents/guardian or Eligible Student that the student is required to attend some public, private, or other school as provided by law.

If the parents/guardian do not comply with the attendance provisions within five days after the warning is received, the attendance officer shall make a complaint against the parents/guardian or Eligible Student in a court of competent jurisdiction.

- b. Unexcused Absences – Notification of Parents/Guardian or Eligible Student and District Attorney

If a student is absent from school four or more days or parts of days within a four-week period without a valid excuse or is absent without valid excuse for ten (10) or ore days during a semester, the attendance officer will inform the parents that they are not in compliance with Oklahoma Statutes, Title 70, Section 10-101, et seq., and will notify the district attorney in the county in which the school is located.

DISCIPLINARY ACTION FOR TRUANCY: SECONDARY SCHOOLS (6-12)

- A. First Offense: The parent/guardian or Eligible Student will be notified of the absence. The student shall be assigned any of the following: two hours of detention for each hour missed, Saturday School, P.A.S.S. or Back-on-Track. Detention may be before and/or after school.
- B. Second Offense: The parent/guardian or Eligible Student will be notified of the absence and a conference at the school will be requested. The student will be assigned to P.A.S.S. or Back-on-Track for a minimum of five days or a maximum of ten days.
- C. Third Offense: The parent/guardian or Eligible Student will be notified of the absence and a conference at the school will be requested. Long term assignment to P.A.S.S., Back-on-Track, or short term suspension will be assigned at the discretion of the administration.
- D. Fourth Offense: The student may be suspended for the remainder of the current semester or assigned to Back-on-Track. At the option of the principal, this suspension may be extended to include the succeeding semester. If a student who has committed a fourth truancy offense is reinstated during the current school year, the student shall reenter classes on probation at the third offense level. Any further truancy violation shall result in suspension according to step four.

STUDENT DISCIPLINE

DISCIPLINARY ACTION FOR POSSESSION AND USE OF ALCOHOL, DRUGS, AND DRUG PARAPHERNALIA

First Offense:

Any student found to be possessing, selling, using or distributing alcoholic or intoxicating beverages, including low-point beer, any controlled dangerous substance or other mood-altering chemicals, including any illegal or illicit drugs or medicines, inhalants, or drug paraphernalia on school property, while participating in or attending any school-sponsored activity, or on the way to or from school may be assigned to P.A.S.S., Back-on-Track, suspended out of school, assigned to an intervention program, or combination thereof for a period of time allowed under District policy and Oklahoma law.

Second Offense:

Any student who violates the possession or use portion of this regulation a second time may be suspended out of school for the remainder of the current semester through the end of the succeeding semester.

The school official issuing the suspension shall notify the parents/guardian and the appropriate law enforcement agency. All confiscated drugs, alcohol, inhalants, or drug paraphernalia shall be turned over to the appropriate law enforcement agencies.

DRUGS, ALCOHOL AND CONTRABAND SEARCHES (REGULATION)

Searches of school property and grounds will be conducted during periodic unannounced visits during school hours or non-school hours at the discretion of the superintendent or designee.

A student shall have no reasonable expectation of privacy in the contents of student lockers, student vehicles parked on school property, and student desks. Nor will there be any reasonable expectation of privacy in objects left in halls, gyms, entryways, restrooms, etc. of the school grounds. Any of these items and areas may be subject to search. If a search dog indicates the possible presence of any material which the dog is trained to detect, that area or place or thing of concealment may be subjected to a more extensive property search.

Searches of school property which disclose the presence of any items barred by school policy may lead to further investigation by the administration, which may result in suspension.

Any controlled dangerous substance or weapon or firearm removed or otherwise seized shall be delivered to a law enforcement authority for appropriate disposition.

TOBACCO REGULATIONS

Students are not permitted to possess, control, or use any form of tobacco on school property or at school-sponsored functions. Parents/legal guardians shall be notified each time a student is found in violation of this policy. Students who violate this regulation are subject to the following disciplinary action:

First Offense: Students who violate the tobacco policy shall be placed in P.A.S.S. or Back-on-Track for a period of five (5) days.

Second Offense: Students who violate the tobacco policy a second time shall be placed in P.A.S.S. or Back-on-Track for a minimum of five (5) days or a maximum of twenty (20) days.

Third Offense: A third violation of the tobacco policy by any student will result in suspension from school or Back-on-Track for the remainder of the current semester. At the option of the principal, this suspension may be extended to include the succeeding semester.

WEAPONS/DANGEROUS ARTICLES

Students bringing and/or possessing any item, which in the judgment of the principal may be used to destroy property or threaten, harm, or intimidate persons, may be suspended or assigned to P.A.S.S. or Back-on-Track, according to Board Policy and the item(s) confiscated. Possession of firearms is a felony that will be reported to the police and also will result in suspension for up to one calendar year.

VANDALISM

Any student involved in any act of vandalism will be subject to the following:

1. Reports will be filed with the Police, the Board of Education, the District Attorney, and the parent or guardian of that student.
2. The student may be suspended or assigned to P.A.S.S. or Back-on-Track, and restitution required.

FIGHTING, HARASSMENT, HAZING AND BULLYING

Students engaging in fighting, physical, sexual, or verbal harassment, hazing or bullying are subject to assignment to P.A.S.S., Back-on-Track, or out of school suspension and a conference held with a parent or guardian. The student may be suspended from all classes or assigned to Back-on-Track for the remainder of the current semester and may include the following semester.

Any student who believes he or she is a victim of sexual harassment or hazing, or bullying, and any student who has knowledge of sexual harassment or hazing or bullying, is encouraged to report the incident(s) to the school principal. Such reports will be investigated and appropriate corrective action will be taken. The District has a policy that details unacceptable conduct, the reporting of complaints, the confidentiality that will be given to reporting students, the manner and time guidelines in which complaints will be investigated, and possible discipline that may be imposed. Students may review this policy by contacting the office.

STUDENT DISCIPLINE

The Bartlesville Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any school function.

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 omission of unacceptable behavior is not an acceptance of such behavior. When, in the judgment of a teacher or administrator, a student has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Violations of district or school policy, rules or regulations
2. Truancy, cutting class, unexcused absence from school or class, unexcused tardiness to school or class
3. Leaving school without permission
4. Exhibiting defiance of school personnel
5. Refusing remedial or corrective action
6. Possession/use of tobacco
7. Possessing, distributing or using alcoholic or intoxicating beverages, including low-point beer, any controlled dangerous substance or other mood-altering chemicals, including any illegal or illicit drugs or medicines
8. Stealing, forgery, fraud, or embezzlement
9. Fighting, physical and/or verbal assault
10. Possession of weapons or other items which can be used for assault, injury or threatening another person
11. Sexual Harassment, Hazing, Physical or Verbal Harassment or Bullying
12. Racial discrimination including racial slurs or other demeaning remarks or symbols concerning another person's race, ancestry, or country of origin and directed toward another person
13. Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
14. Possessing, distributing or viewing obscene literature, pictures or materials
15. Destroying/defacing school property
16. Gang related activity
17. Acts of immorality
18. Possession of missing or stolen property at school or school activities
19. Adjudication as a delinquent for a violent or non-violent offense
20. Any conduct occurring off school property and not involving a school activity, which, in the opinion of the school administrators, has an adverse impact upon the school, including, but not limited to that which
 - a. Involves school property, e.g. a school bus;
 - b. Involves other students, teachers or other school personnel;
 - c. Directly impedes or affects discipline at school or the general welfare of school activities.

In considering alternative 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.

1. Conference with student
2. Conference with parents or guardians
3. Detention, Saturday School, P.A.S.S., Back-on-Track
4. Time Out Program
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate corrective action as required and as indicated by the circumstances

Parents, guardians, and students residing in this school district shall be notified at the beginning of each school year that this policy is in effect. Teachers, parents, guardians, and students are invited to suggest to administrators appropriate means of discipline for specific infractions.

STUDENT DISCIPLINE (REGULATION)

In accordance with the policy of the board of education, the following regulations shall govern student discipline.

A student who violates a policy, rule or regulation shall be subject to appropriate remedial or corrective action. The following are guidelines for some alternatives:

Time Out Program

A time out program shall be tailored to fit the needs of each level. The time out area and the length of the assignment can vary from school to school and may vary from an hour to several school days. It may be located in another teacher's classroom or a specifically assigned space within the building.

Saturday School

Saturday School is intended to be used as a corrective action without removing the students from their daily class schedule. Saturday School is scheduled on most Saturday mornings during the school year at a time and location determined by the school administration. Students are required to work on school assignments during their time in Saturday School.

P.A.S.S. and Back-on-Track Programs

The purposes of the P.A.S.S. and Back-on-Track programs are to provide students with an alternative to out-of-school suspensions. Students removed from the regular learning program are required to remain in a structured academic environment, isolated from the mainstream student body. Placement in the P.A.S.S. or Back-on-Track program shall be the decision of the building principal or designee.

1. The classroom teacher shall prepare lesson assignments for each student in the P.A.S.S. or Back-on-Track program and shall furnish any necessary special materials. The student shall receive full credit for work completed and shall not be recorded absent from class.
2. The length of time for P.A.S.S. or Back-on-Track program placement shall be a minimum of a few hours and a maximum of the remainder of the current semester through the end of the succeeding semester.
3. A student assigned to the P.A.S.S. or Back-on-Track program is ineligible to attend or participate in any school activity during the day, evening hours or weekends.
4. If an assignment is extended because of lack of progress, and sufficient evidence indicates that the student will not make progress in the near future, another alternative may be selected by the administrator.

Detention

Detention time may be assigned to a student by the principal or teacher.

Parents or guardians of elementary students shall be notified by phone or in writing prior to the student serving detention. Middle school and secondary students will be responsible for parent or guardian notification. In those cases where transportation is required, twenty-four hour notice will be given so that transportation may be arranged.

Parents are responsible for the transportation of the detained student. However, if the parent cannot or will not provide transportation, an alternative corrective action may be substituted.

Students serving detention will not be left unsupervised during their detention.

Restriction from Participating in Selected School Activities/Functions

When, in the opinion of the building administrator, a student's misconduct warrants, the student will forfeit the privilege of participating in certain school activities/functions. These may include, but are not limited to:

1. Driving a car/riding a bicycle to school;
2. Attending and/or participating in school-sponsored competitive events;
3. Attending dances, proms, assemblies, graduation ceremonies or other school activities; and
4. Participating in school-sponsored field trips.

The length of time and the restriction will be at the discretion of the building administrator.

Temporary Removal From School

1. An administrator may immediately remove from school property or a school function any student who is disruptive to the learning environment or who endangers the health and safety of the student or of other students, and whose presence is perceived to pose a continuing danger to persons or property or an ongoing threat of disrupting school operations. Prior to removal, the parent or guardian and the student shall be notified of the reason for removal and the conditions under which the student may return. A conference between the principal and parents regarding any proposed out-of-school suspension for a violation will be held within three (3) school days of such removal.
2. Length of removal will be for a period of time allowed under district policy and Oklahoma law.

Suspension

Suspension alternatives may include in-house suspension or out-of-school suspension. If a student is suspended out-of-school for five (5) or fewer days the district may provide an education plan.

If a student is suspended for more than five (5) days, 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 (PreK-8). 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 OF STUDENTS

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 detention. 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 a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility 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 during the term of the suspension. 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, 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.

SUSPENSION OF STUDENTS

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school. The authority to suspend a student from a school in the school district is delegated to the respective building principals. Any student may be suspended for any of the offenses set out in Policy FJ.

NOTICE TO PARENTS/GUARDIANS

DUE PROCESS

The student has:

- * the opportunity to know these policies or any other school regulations or procedures.
- * been informed of the policy, rule or regulation allegedly violated.
- * sufficient opportunity to give his/her version of the alleged violation.
- * the right to a conference with the principal.
- * the right to appeal a suspension of ten (10) days or less to the Suspension Appeals Committee (SAC), and if over ten (10) days, to the Executive Director, the Superintendent and the Board of Education.

SPECIAL NOTICE: A disabled student and his or her parent/guardian are entitled to the procedural protection of Section 504 and/or IDEA-B before the student's placement is changed for disciplinary reasons. If additional information is needed, consult the handbook titled, "Discipline of Handicapped Students in Elementary and Secondary Schools," supplied by the U.S. Department of Education, Office for Civil Rights, Washington, D.C.

APPEAL

The student suspended out of school shall have the right to appeal the principal's suspension action by following the procedures outlined below:

IF THE OUT-OF-SCHOOL SUSPENSION IS FOR TEN (10) DAYS OR LESS (SHORT-TERM)

- * A student who has been given a short-term out-of-school suspension and the student's parent/guardian have the right to appeal the out-of school suspension decision to a building Suspension Appeals Committee (SAC).
- * Within three (3) school days from the date of the Notice of Suspension, the student or the student's parent/guardian may request, in writing to the Principal, a review by the building SAC. The SAC is composed of teachers and/or administrators.
- * The SAC will meet to review the suspension action as soon as possible. The principal will notify the student's parent/guardian of the date, time and place of the hearing not less than 24 hours in advance of the hearing.
- * The student and the student's parent/guardian will have a right to be present at the hearing and to present evidence and witnesses to support their position. The SAC will determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension.
- * The SAC will uphold, overrule, or modify the out-of-school suspension action. THE DECISION OF THE SAC WILL BE FINAL AND CANNOT BE APPEALED.

IF THE OUT-OF-SCHOOL SUSPENSION IS FOR MORE THAN TEN (10) DAYS (LONG-TERM)

- * A student and/or parent/guardian may appeal the out-of-school suspension decision of the principal to the appropriate Executive Director of Education, the Superintendent of Schools and the Board of Education.
- * Within three (3) school days from the date of the Notice of Suspension, the student's parent/guardian may request, in writing, a review of the out-of-school suspension by the appropriate Executive Director of Education by delivering the written request to appeal to the appropriate Executive Director of Education.
- * The appropriate Executive Director of Education will schedule a hearing as soon as possible, notify the parent/guardian of the date, time and place of the hearing at least 24 hours prior to the hearing and notify the parent/guardian that they and the student have a right to be present at the hearing.

- * The appropriate Executive Director of Education will review the facts, determine the guilt or innocence of the student, the reasonableness of the term of the suspension and decide to uphold, overrule, or to modify the out-of-school suspension. The Executive Director of Education will notify the student's parent/guardian of the decision within three (3) school days of the hearing.

If the student and/or parent/guardian is not satisfied with the action of the appropriate Executive Director of Education, the student and/or parent/guardian may appeal that decision to the Superintendent by written notice to the Superintendent within three (3) school days after the appropriate Executive Director of Education's decision. The Superintendent will schedule a hearing as soon as possible, notify the parent/guardian of the date, time and place of the hearing at least twenty-four (24) hours prior to the hearing and notify the parent/guardian that they and the student have a right to be present at the hearing.

- * The Superintendent will review the facts, determine the guilt or innocence of the student, the reasonableness of the term of the suspension and decide to sustain, rescind, or to modify the out-of-school suspension. The Superintendent will notify the student's parent/guardian of the decision within three (3) school days of the hearing.
- * If the student and/or parent/guardian is not satisfied with the action of the Superintendent, the student and/or parent/guardian may appeal that decision to the Board of Education by written notice to the Superintendent or Board Clerk within three (3) school days after the Superintendent's decision. The student and/or parent/guardian will be notified in writing of the date, time and place of the Board of Education hearing at least 24 hours prior to the hearing. The student and the student's parent/guardian will have a right to be present in person at the hearing. Both the administration and the student or student's parent/guardian will have the right to present evidence and witnesses to support their position and to be represented by legal counsel. The Board of Education will determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The Board will sustain, rescind or modify the out-of-school suspension action. THE DECISION OF THE BOARD OF EDUCATION WILL BE FINAL AND CANNOT BE APPEALED.

All appeal hearings are based on the following criteria:

- * Is the student guilty or innocent of a violation of a school rule, policy, or regulation?
- * Is the term of the out-of-school suspension reasonable and in keeping with the severity of the infraction?

SPECIAL NOTICE: Students who are disabled and are subject to out-of-school suspension will be afforded the same treatment as provided to students who are not disabled in accordance with Section 504 and its implementing regulations at 24 F.R. § 104.4(a), (b) (1) (vii). Specifically, suspension and appeal procedures will be the same as for students who are disabled. These procedures could be altered if the administration makes a determination that the student will be a danger to other students, staff, or school property, or would substantially interfere with the educational process at the school.

DISRUPTIONS AT THE END OF THE SCHOOL TERM

Students engaging in disruptive behavior on or near the last day of the school year may, at the discretion of the principal, be suspended for the remainder, if any, of the current school year. The offending student shall not be admitted to school for the succeeding semester until the principal and the parents have conferred and resolved the issue regarding the student's unacceptable behavior. The discipline that the student receives may be carried out during the succeeding semester.

TRANSPORTATION BY BUS REGULATIONS

The following regulations shall govern the school bus safety program:

1. The Supervisor of Transportation, in conjunction with the building principal, will assign each student to a bus. Bus passes will be issued to secondary students during enrollment. Students will present the passes and identify themselves upon the request of drivers or school officials. A student will not be allowed to ride another bus without a bus pass from either the supervisor of transportation or the building principal.
2. A student who disregards safety rules or who becomes a behavior problem on a bus or at a bus stop will be reported to the principal's office. The principal or the principal's designee will administer appropriate discipline.

Emergency - Should an emergency arise requiring immediate removal of a student from a school vehicle, the vehicle operator will proceed to the nearest school site and seek help from the building administrator. The operator will remain in control of the vehicle and send a messenger to seek assistance.

3. Any student causing damage to any part of the school bus will be suspended from the bus until restitution has been made. After restitution has been made, the student will be allowed to return to the bus, but will be placed on probation for one full semester. A minimum fee of \$20 will be charged for any damages to a bus regardless of extent of damage.
4. To comply with the rules and the regulations set by the Oklahoma State Department of Education and Bartlesville Public Schools (which strives to provide for the safety and welfare of all students) the following regulations must be observed:

Eligible bus riders being transported to and from school will board and exit the bus **ONLY AT AUTHORIZED BUS STOPS**. The student's bus stop is designated by the school the student attends and will be determined by the address of the parent/legal guardian.

ACTIVITIES

Students are subject to school district regulations and the authority of school district officials at school-sponsored activities occurring both on and off campus. In addition to school district regulations, each teacher, sponsor, and coach has specific regulations for his or her classroom or activity. The student is responsible for learning and following these rules. Only those activities approved by the principal's office shall qualify as absences related to educational purposes. For a complete list of activities and their sponsors visit the school website: www.bps-ok.org/bhs/activities.

DANCES

At least one member of the couple attending the Prom or a Dance must be a currently enrolled junior or senior at Bartlesville High School. Guests must be no older than 20 years old and currently enrolled in good standing in an accredited high school or home school program or a high school graduate (GED programs do not qualify). Students must attend Prom in order to be eligible to attend the After Prom celebration.

SCHOLASTIC ELIGIBILITY/INTERSCHOLASTIC COMPETITION

Oklahoma Secondary School Activities Association

Section 1. Semester Grades

- a. 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 he/she attended fifteen or more days.
- b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2. Student Eligibility During a Semester

This policy is applicable to non-competitive as well as competitive activities, provided that one of the three following criteria applies:

1. The event is sponsored by the OSSAA.
2. The event is considered interscholastic competition.
3. The event requires any loss of class time to include travel time.
 - a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
 - b. A student must be passing in all subjects he/she is enrolled in during the semester. If a student is not passing all subjects enrolled in at the end of a week, they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one week period. **The ineligibility periods will begin on Monday and end on Sunday.**
 - c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule B with the first class of the new one-week period (Monday through Sunday).
 - d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

The following criteria must be met after semester eligibility has been established:

1. A student must not reach his/her nineteenth (19) birthday by September 1.
2. A student who has not attended 90% of the time for the semester becomes ineligible.
3. All applicable OSSAA guidelines must be met.

CONDUCT – SCHOLASTIC ELIGIBILITY

- a. A student who is under school disciplinary action or whose conduct or character outside the school is such as to reflect discredit upon the school shall be subject to the principal's discretionary authority to impose ineligible status.
- b. A student who is disqualified during a game or contest because of unacceptable or unsportsmanlike conduct shall be ineligible.
- c. Students ineligible under "a" or "b" are not eligible until reinstated by the principal or the principal's designee.
- d. If a student who is ineligible under "a" or "b" transfers, the principal or the principal's designee shall notify, in writing, the principal of the receiving school and the Executive Secretary of OSSAA of the student's eligibility status.

GENERAL INFORMATION

BACKPACKS

Backpacks are allowed to be kept only in student lockers.

DRESS CODE

General Rules

The following decorations and/or designs imprinted upon clothing or attached to the body (temporary or permanent) are prohibited:

- Advertisement of tobacco, alcohol, or illegal drugs
- Sexually suggestive messages
- Vulgar or profane messages
- Messages advocating violence

All students participating in approved school activities are expected to comply with required dress code regulations while in class. Students who participate in school sponsored extra curricular activities must have their uniforms approved by the secondary school administration. Spirit squads may be allowed to wear uniforms as approved by the building administration.

Thick metal chains, dog collars, choke chains, wallet chains, etc. are prohibited.

Apparel for the Head or Face

Caps, hats, bandanas, or other head coverings may be worn in the school building when previously approved by the school's administration for medical or religious reasons or for a school activity.

Sunglasses, unless prescribed by a physician to wear in the classroom, shall not be worn to class.

Upper Garments

Shirts or blouses must have sleeves and may be worn provided that the arm opening is not unnecessarily revealing of the student's body or undergarments. The fabric is to cover the student's shoulder from the base of the neck to the end of the sleeve. Basketball jerseys are permitted only when worn in combination with another shirt such that the combination meets the original dress code. It is not permitted to wear clothing that exposes the back and shoulders. Immodestly low necklines, and/or bare midriffs are prohibited. Garments must be of appropriate length and fit to meet these requirements while sitting and/or bending.

Lower Garments

Pants and shorts shall be worn at the waist. Undergarments shall not be visible.

Tights or leggings worn as outerwear are prohibited. Shorts, skirts, and dresses must be no shorter than six inches above the middle of the knee; however, administrators have the authority to rule on appropriateness.

Shoes and Footwear

Students must wear footwear while on school grounds or participating in a school activity. Shoes with cleats and shoes with wheels are not acceptable footwear.

Consequences/Penalties

Students who elect not to conform to the dress code set forth by this policy will be subject to disciplinary action.

Unusual Circumstances

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the principal, or designee, shall have the authority to rule on the appropriateness of the attire.

ANNOUNCEMENTS

Daily announcements will be made via the intercom. Announcements must be written and approved by school administration in advance.

EMERGENCY PROCEDURES

Bartlesville High School and Mid-High will schedule fire evacuation and emergency weather drills during the school year. These rehearsal procedures are extremely important should an emergency occur. Students are asked to proceed with the highest degree of cooperation and follow instructions in a calm and mature fashion. Diagrams of disaster plans are posted in every room.

SAFE CALL HOTLINE

Bartlesville Public School District's Safe School Committee agrees to promote the current OK "Safe Call Hotline." The hotline may be used to confidentially report any threatening situation at school.

Safe Call Hotline Procedures: Dial: 1-877-723-3225

Caller provides our extension number code: 651

Caller states school name after first beep. (Either Mid-High or High School)

Caller states school district after second beep. (Bartlesville)

Caller states city and state after third beep. (Bartlesville, Oklahoma)

Caller presses number one to record the confidential message.

School authorities will then be contacted by the Safe Call system.

ELECTRONIC EQUIPMENT

Personal CD players, video cameras, video games, digital cameras, etc., and/or tape players/recorders are not allowed at school. Video cameras may be permitted at special events.

WIRELESS TELECOMMUNICATION DEVICES

It is the policy of the Bartlesville Board of Education that secondary students may possess wireless telecommunication devices 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. Wireless telecommunication devices are deemed to include cellular phones, pagers, two-way radios, and other devices that use radio frequencies for communications.

While possession of wireless telecommunication device is permitted, the usage of wireless telecommunication devices is regulated. A wireless telecommunication device is considered to be in use if it is turned on, regardless of whether or not it is actively receiving or transmitting information. Students may not use wireless telecommunication devices inside school buildings on school days during the period of time starting thirty minutes before classes start at the location and extending thirty minutes after the completion of classes at that location. The prohibition against usage of wireless telecommunication devices extends to students who travel outside school buildings when moving from one class to another class and to students who may be outside the building for recreation or during assigned lunch periods at locations other than Bartlesville High School. Students at Bartlesville High School may use wireless telecommunication devices outside the school building during the instructional day when they are on their designated lunch period. Approved instructional use of wireless telecommunication devices is permitted.

Violation of this policy may result in confiscation of the device and other appropriate disciplinary action. Repeated violations may result in loss of privilege to possess wireless telecommunication devices on school premises and may require a parent to pick up the device.

CYBER BULLYING AND INTERNET SAFETY

As young people embrace the Internet and other mobile communication technologies, bullying has manifested itself in a new and potentially more dangerous way – through cyber bullying. Cyber bullying can generally be defined as sending or posting harmful or malicious messages or images through e-mail, instant messages, cell phones and websites. It is emerging as one of the more challenging issues facing educators, since it has a direct impact on students but often occurs away from school property.

Examples of cyber bullying include, but are not limited to:

- Sending cruel, vicious and sometimes threatening messages;
- Creating websites that contain stories, cartoons, pictures and jokes ridiculing others;
- Posting pictures of classmates on-line with intent to embarrass them;
- Breaking into an e-mail account and sending vicious or embarrassing material to others;
- Engaging in IM (instant messaging) to trick another person into revealing sensitive or personal information and forwarding that information to others; and
- Taking a picture of a person using a digital phone camera and sending that picture electronically to others without consent.

Social Networking Sites

Most teenagers visit websites to communicate with friends and meet new people. **MySpace.com** is a social networking site, one of many that has become increasingly popular with dents. MySpace allows students to create a personal website (for free), post pictures, add comments, and use it to meet “on-line friends.” The website often includes their full name, telephone number, address, school name, and a picture.

YouTube is a similar site dedicated to hosting video clips.

About 68 million people reportedly use MySpace and millions more use other social networking sites, such as: friendster.com; livejournal.com; nexopia.com; and facebook.com. According to MySpace, 22% of its users are younger than 18. The danger lies in that the Internet is vast, public and constantly expanding. And, if students have not developed critical thinking skills, are unsupervised or create websites that are not monitored, they can be at risk of unknowingly communicating with predators, spammers or pornographers.

As such sites proliferate, students should be warned not to post identifying information to the site and never to meet someone in person they have met through the site unless an adult accompanies them. And, parents should conduct frequent reviews of the site to ensure that identifying information or pictures have not been posted.

MySpace will cooperate in shutting down a site created solely to harass another individual.

Internet Safety

No action is foolproof, but there are steps students can take to protect themselves on-line and lessen the chance of becoming the victim of unsolicited messages:

- Never give out personal information, passwords, PIN numbers, etc.
- Remember that personal information includes your name, age, e-mail address, the names of family or friends, your home address, phone number (cell or home) or school name.
- Choose a user name that your friends will recognize but strangers will not recognize (such as a nickname used at school). This will help you to identify yourself to friends and lets you know who is trying to communicate with you.
- Do not submit or post pictures of yourself to any website, including your own. These can easily be copied and posted to any other website.
- Passwords are secret. Never tell anyone your password except your parents or guardians.
- Do not respond to "spam" or unsolicited e-mail.
- Set up e-mail and instant messenger accounts with your parents.
- Do not respond to, or engage in, cyber abuse.

If you are the victim of a cyber bully:

- Do not reply to messages from cyber bullies.
- Tell an adult you know and trust. Just as with any other kind of bullying, ignoring it often leads to escalation.
- If the bullying is occurring through text messaging, use "call display" or dial *69 to identify the phone number and have it tracked through your cell phone/pager service provider.
- Instant messages (e.g. Yahoo instant messenger; Microsoft Messenger) are best handled by blocking messages from certain senders.
- Bullies are likely to register for an anonymous e-mail account, such as Hotmail, Yahoo or G-Mail, using a fake name. If you receive threatening e-mail messages, instruct your e-mail program to block messages from that address. Then, inform your Internet Service Provider (ISP).
- If physical threats are made or the bullying escalates, inform your local police.
- Do not erase or delete messages from cyber bullies. You do not have to read them; but keep them as evidence. You may get similar messages from other accounts. The police, your ISP and/or your telephone company can use these messages to help you.
- If necessary, get a new phone number, account or e-mail address and give it out to only one (1) person at a time.

Suggestions for Parents:

- Make sure your children understand how vast and public the Internet is. Remind them that anything they post or send in a message is virtually available to be seen or read by anyone in the world.
- Talk to your children about cyber bullying. Make sure they understand what it is. Let them know that cyber bullying is no less serious and unacceptable than other forms of bullying.
- Set up the family computer in an open, common area so that you can monitor what your child is sending and receiving.
- Inform your ISP or cell phone service provider of any abuse. Although it can take a lot of time and effort to get Providers to respond and deal with your complaints about cyber bullying, it is necessary in order to try to stop it from reoccurring.
- Purchase software that can help track activity. There are parental controls that filter both IM and chat rooms.

SKATE BOARDS

The possession of skateboards, inline skates, roller skates, etc., will not be allowed on school property.

VISITORS

Students will not be allowed to bring visitors with them or invite them to come to school. Parents, however, are welcome to visit the school at any time. All visitors are asked to check-in in the main office.

COUNSELORS

Counselors provide the students with a variety of services. Our counselors will assist you as you plan a long-range high school academic program, schedule classes, select career materials and resolve conflicts. Get to know your counselors. They are invaluable to you and your education. Counseling assignments are made at the beginning of the school year.

SCHOOL CLOSING DUE TO WEATHER

On days when inclement weather may cause school to be closed for the day, students should listen to one of the Bartlesville radio stations, KWON (AM 1400), KYFM (FM 100.1), or KRIG (FM 94.3). DO NOT CALL THE SCHOOL. Any closing information will be announced through the media and will be broadcast several times during the morning.

HALL PASSES

Students must properly identify themselves upon request or be subject to disciplinary action. Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have a hall pass. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls are never permitted.

LIBRARY

The school library is a pleasant place in which to read or study. It is open daily. Books are checked out for two weeks and may be renewed for another two weeks. Lost or damaged books must be paid for. There is a fine for overdue materials. Reference books and current magazines are to be used only in the library. Back issues of magazines may be checked out overnight.

LOCKERS

Each student will be assigned a locker. Use only the locker assigned to you and keep it locked at all times. The school retains the right to supervise the use of these lockers. School officials have the legislated authority to conduct searches of lockers to retrieve dangerous materials or controlled substances. Students are responsible for items in the locker and the school will not accept responsibility for any item that might be missing from the locker. Thefts can only occur when the locker is left open or when a student permits others to know the combination. Should you have locker problems, report them to the attendance office.

LOST AND FOUND

A lost-and-found box is maintained throughout the year in the main office.

FEES, FINES, AND CHARGES

The following areas will require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of materials, supplies, or equipment.
3. Items of personal use, such as student publications.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the district.
6. Items of personal apparel that become the property of the student and are used in extracurricular activities.
7. Parking fees and fees for identification cards, if applicable.
8. Fines assessed for lost, damaged, or overdue library books, classroom materials, supplies, and equipment.
9. Other fees, fines, or charges specifically permitted or required by law. Payments to school 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 may be allowed to arrange to work off their debts in a program approved by a building principal.

STUDENT VEHICLE USE AND PARKING

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lot and inspections of the exteriors of student automobiles when on school property. The interiors of student vehicles may be inspected whenever there is reasonable suspicion to believe that illegal or unauthorized materials may be inside. Refusal to allow inspection of the vehicle will result in the student's loss of on-campus parking privileges and notification of the police.

PARKING PERMIT

Any vehicle parked on a school parking area must display a valid parking tag. Tags may be purchased in the school offices for \$10.00. Permits are not transferable to another student's vehicle.

The following rules and regulations shall govern student parking:

1. Students who wish to park a motor vehicle in any school parking area must register the vehicle and must possess an appropriate and valid Oklahoma operator's permit or license.
2. Students may not sit in, or upon, or congregate around vehicles at any time during school.
3. Any motor vehicle must be registered in order to park in the campus parking lot. Students driving a motor vehicle to the school campus must park the vehicle in the parking lot designated for student parking. Students will **not** park vehicles in areas designated for faculty parking, driveways, fire lanes, or on private property or adjacent side streets.
4. All state laws, city laws, ordinances, and school rules and regulations shall be strictly enforced.
5. Any student in violation of any of these rules may be subject to fines, disciplinary action, and/or suspension from parking and operating a vehicle on school premises.
6. Vehicles improperly parked may be towed or immobilized at the owner's expense. This includes unregistered vehicles.
7. Students ticketed by the police department for moving violations during the school day may have their parking permits revoked.

PUBLIC DISPLAY OF AFFECTION

Physical contact, other than holding hands, is prohibited. Students in violation of this policy will be disciplined.

STUDENT MESSAGES

Student phone messages will be received only from a parent or guardian. The message must be of an emergency nature. Classes will be interrupted only for an emergency.

PARENT SUPPORT GROUP

Bartlesville Secondary Schools Parent Support Group Inc. is an organization of interested parents and patrons who volunteer their time and talents for the benefit of the students and faculty of Bartlesville Mid-High and High School. Persons interested in participating in the Parent Support Group projects should contact the main office for additional information.

BRUIN SNACK SHACK & PAW MART

The Bruin Snack Shack and Paw Mart are operated by the Bartlesville Secondary Schools Parent Support Group Inc. Proceeds benefit students of each school.

IMMUNIZATIONS

This table lists the immunizations currently required by the state of Oklahoma for school attendance. There are other immunizations recommended for some students such as Gardasil, Menactra, and a second Varicella vaccine that are not yet required. There are also some exceptions. If you have questions, consult your health care provider, the Washington County Health Department, or your school nurse. You may also call the Immunization Service at 1-800-234-6196 or visit their website at <http://imm.health.ok.gov>.

Pre-K	K through 12th grade
4 DTaP	5 DTP/DtaP/Td/Tdap
3 Polio	4 Polio
1 MMR	2 MMR
3 Hep. B	2-3 Hep. B
2 Hep. A	2 Hep. A
1 Varicella	1 Varicella

MEDICATION DISPENSED IN SCHOOL

1. Non-prescription and prescription medicine may be administered at school. Prescription medicine to be given must be in the prescription bottle with the student's name, name of medicine, dosage, and instructions. Non-prescription medicines must be in their original containers with the student's name on them.
2. The parent or guardian must complete Board Policy Form, MEDICATION: ADMINISTERING TO STUDENTS (available in school offices), giving permission to administer both prescription and non-prescription medicine each year. All medications and authorization forms are to be taken to the main office at the Mid-High and to the attendance office at the High School. All other medications shall be confiscated by school authorities and released only to the parents, legal guardian, or other authority.
3. At the end of each school year, all medicine should be picked up by the parent or student. All medicine left at school will be destroyed.

ILLNESS AND ACCIDENTS AT SCHOOL

When a child becomes too ill to remain in class or is injured, the school will contact the parents. For this reason, it is important that the school be notified if your telephone number has changed and that your information is kept up-to-date. If a student has a serious illness or injury, an emergency medical technicians and parents will be notified. If school personnel are unable to locate the parents, the child will be taken by ambulance to Jane Phillips Hospital. The Board of Education and school district does not assume the responsibility for payment of hospital, doctors, or ambulance fees.

MENINGOCOCCAL DISEASE AND MENINGITIS

Meningitis is an infection of the fluid surrounding the brain and spinal cord that can be caused by a virus or bacteria. Meningococcal disease is a more widespread bacterial disease that gets into the bloodstream. People can carry bacteria in their noses and throats without becoming ill themselves. Direct contact with tiny droplets of saliva or respiratory secretions of an infected person can cause the disease in a susceptible person. Anyone can get these diseases but some are at increased risk, such as adolescents in their first year of dormitory living, household contacts of someone who has had the diseases, immunocompromised people, persons who have no spleen, and travelers to parts of the world where the diseases are more common.

Symptoms of the disease can appear from two to ten days after infection, most commonly three to four days afterwards. People with meningitis will have fever, intense headache, nausea, vomiting, and a stiff neck. People with meningococcal disease have fever, nausea, vomiting, and a peculiar dark red or purple rash. These diseases can be treated with antibiotics, but even when treated ten to fifteen percent of the victims die. Of the survivors, eleven to nineteen percent lose their arms or legs, become deaf or disabled due to seizures or strokes.

Four types of meningitis and meningococcal disease can be prevented by two vaccines that are available. These vaccines have been shown to protect ninety percent of the people who receive them. These vaccines like all medicines could possibly cause problems. The vaccines have been shown to cause mild side effects such as redness or pain at the injection site in fifty percent of the people. A small percentage of people who receive the vaccine develop a fever. Very rarely, there have been serious allergic reactions and nervous system disorders.

The meningitis vaccines are recommended for children aged eleven to eighteen, students living in dormitories, people routinely exposed to meningococcal bacteria, U.S. military recruits, travelers to certain parts of the world, persons with damaged or no spleen, people with an immune system disorder or people who may have been exposed to meningitis or meningococcal disease during an outbreak.

For more information, contact your physician, the Washington County Health Department at 335-3005, the Center for Disease Control www.cdc.gov or call 1-800-232-4636.