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**BEAVER PUBLIC SCHOOLS**

**PARENT  
STUDENT  
HANDBOOK**

**IT'S ALWAYS A GREAT DAY TO BE A DUSTER!**



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**BEAVER PUBLIC SCHOOLS**

2023-2024 School Calendar

✓ Enrollment  
 No School

○ Professional Day  
 ★ Parent/Teacher Conference  
 ✦ HS Commencement

[ ] Grading Period  
 \* First/Last Day of School

July 2023						
S	M	T	W	T	F	S
						<del>1</del>
<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>
<del>9</del>	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OSSAA Dead Period: July 1-9  
 FP & CC Practice may begin: July 15

August 2023						
S	M	T	W	T	F	S
		✓1	2	3	4	5
6	(7)	(8)	(9)	[10*]	11	12
13	14	15	16	17	18	19
20	21	22	23	24	<del>25</del>	26
27	28	29	30	31		

Enrollment: Aug 1  
 Football Practice may begin: Aug 7  
 Teacher PD: Aug 7-9  
 First Day of School: Aug 10  
 NO SCHOOL: Aug 25 15 days

September 2023						
S	M	T	W	T	F	S
					(1)	2
3	<del>4</del>	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	<del>29</del>	30

Teacher PD: September 1 - NO STUDENTS  
 NO SCHOOL, Labor Day: Sept 4  
 NO SCHOOL: Sept 29 18 days

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	★10	★11	<del>12</del>	<del>13</del>	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

End 1st Quarter: Oct 13 (40 Days)  
 P/T Conferences: Oct 10: 4pm - 8pm  
 Oct 11: NO STUDENTS; Conf 8am - 12pm  
 Fall Break: Oct 12-13 19 days

November 2023						
S	M	T	W	T	F	S
			1	2	<del>3</del>	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	25
26	27	28	29	30		

NO SCHOOL: November 3  
 Thanksgiving Break: Nov 20-24 16 days

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	*19]	<del>20</del>	<del>21</del>	<del>22</del>	23
24	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	30
31						

JH/HS Semester Tests: Dec 18-19  
 End 1st Semester: Dec 19 (81 Days)  
 Winter Break: Dec 20-Jan 2 13 days

January 2024						
S	M	T	W	T	F	S
	<del>1</del>	<del>2</del>	[3*	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	<del>19</del>	20
21	22	23	24	25	26	27
28	29	30	31			

1st Day of 2nd Semester: Jan 3  
 NO SCHOOL: Jan 1, 2, & 19 20 days

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	★8	★9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

P/T Conferences: Feb 8: 4pm - 8pm  
 Feb 9: NO STUDENTS; Conf 8am - 12pm 20 days

March 2024						
S	M	T	W	T	F	S
					<del>1</del>	2
3	4	5	6	7	<del>8</del>	9
10	11	12	13	14	<del>15</del>	16
17	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	23
24	25	26	27	28	<del>29</del>	30
31						

End 3rd Quarter: March 8 (44 Days)  
 Spring Break: March 18-22  
 NO SCHOOL: March 1, 8, 15, & 29 12 days

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	<del>8</del>	9	10	11	<del>12</del>	13
14	15	16	17	18	19	20
21	22	23	24	25	<del>26</del>	27
28	29	30				

NO SCHOOL: April 8, 12, & 26 19 days

May 2024						
S	M	T	W	T	F	S
			1	2	<del>3</del>	4
5	6	7	8	9	10	11
12	13	14	15	*16]	(17)	✦18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NO SCHOOL: May 3  
 End 2nd Semester: May 16 (82 days)  
 JH/HS Semester Tests: May 14-15  
 Staff PD/Checkout: May 17  
 Commencement: May 18 11 days

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

163 Teaching Days

2 Parent-Teacher Conference Days

5 Professional Days

## ***School Information***

### **Beaver Public Schools**

<u>Mailing Address</u>	<u>Physical Address</u>
PO Box 790	807 Ave. G
Beaver, OK 73932	Beaver, OK 73932

### **Board of Education**

Kerry Stafford	President	kstafford@beaver.k12.ok.us
Kelsey Short	Vice President	kshort@beaver.k12.ok.us
Jacob Bridwell	Clerk	jbridwell@beaver.k12.ok.us
Sara Williams	Member	swilliams@beaver.k12.ok.us
Brock Russell	Member	brussell@beaver.k12.ok.us

### **Administration**

Superintendent	Jeremy Brashears	p: (580) 625-3444	f: (580) 625-3232	jbrashears@beaver.k12.ok.us
JH-HS Dean of Students	McKenzie Leisher	p: (580) 625-3444	f: (580) 625-3232	mleisher@beaver.k12.ok.us
Elementary Principal	Nathan Jones	p: (580) 625-3444	f: (580) 625-3232	njones@beaver.k12.ok.us
Counselor	Shanna Weber	p: (580) 625-3444	f: (580) 625-3232	sweber@beaver.k12.ok.us

### **Administrative Support Staff**

Jaimie White	Treasurer & Payroll	jaimie@beaver.k12.ok.us
Rhonda Hoover	Central Office Asst. & Financial Officer	rhoover@beaver.k12.ok.us
Christi Sharp	High School Asst. & Student Information	csharp@beaver.k12.ok.us
Cass Weber	Elementary Asst. & Payroll	cweber@beaver.k12.ok.us

### **Elementary Teachers**

Kelie Grounds	Pre-Kindergarten	kgrounds@beaver.k12.ok.us
Emily Engelman	Kindergarten	engelmane@beaver.k12.ok.us
Jennifer Jones	First Grade	jjones@beaver.k12.ok.us
Michalia McDonald	Second Grade	michalia@beaver.k12.ok.us
Camee Cline	Third Grade	ccline@beaver.k12.ok.us
Myriah McVay	Fourth Grade, Track	mmcvay@beaver.k12.ok.us
Rene Ramon	Fifth Grade	rramon@beaver.k12.ok.us
Amy Weaver	Sixth Grade, Cross-Country	aweaver@beaver.k12.ok.us
Cara McDonald	PK-4 <sup>th</sup> Music	cmcdonald@beaver.k12.ok.us
Jerod Cline	Elementary Physical Education	jcline@beaver.k12.ok.us
Terena Bridwell	Library & 4 <sup>th</sup> -6 <sup>th</sup> Language Arts	tbridwell@beaver.k12.ok.us
Becca Noble	Special Education	bnoble@beaver.k12.ok.us

### **Secondary Teachers**

Russ Radford	Junior High Science, Football	rradford@beaver.k12.ok.us
Kyler McDonald	Junior High History, Basketball & Softball	kmcdonald@beaver.k12.ok.us
McKenzie Leisher	Junior High Math, Coach	mleisher@beaver.k12.ok.us
Jake Barnes	Junior High & High School English, Coach	jabarnes@beaver.k12.ok.us
Craig Schlessman	High School Science	craigs@beaver.k12.ok.us
Jinger Looper	High School History & English	jlooper@beaver.k12.ok.us
Gene Baird	High School Math	gene@beaver.k12.ok.us
Ashley Harrison	Agricultural Education	aharrison@beaver.k12.ok.us
Kristen Martinez	Business, Management & Information Technology	kmartinez@beaver.k12.ok.us
Nancy McVay	Family & Consumer Sciences, Athletic Director	nmcvay@beaver.k12.ok.us
Lindsey Sargent	Junior High & High School Band	lsargent@beaver.k12.ok.us
Cara McDonald	Junior High and High School Vocal	cmcdonald@beaver.k12.ok.us
Jerod Cline	Track Head Coach	jcline@beaver.k12.ok.us
Terena Bridwell	Library	tbridwell@beaver.k12.ok.us
Becca Noble	Special Education	bnoble@beaver.k12.ok.us
Nathan Jones	Basketball	njones@beaver.k12.ok.us

### **Instructional Support Staff**

Trudi Brown	Teacher's Aide
Cynthia Lopez	Teacher's Aide
Tesia Davis	Teacher's Aide
Desiree Ross	Teacher's Aide
Rita Fish	Library Aide

### **District Support Staff**

Billy Cates	Maintenance & Transportation
Steven Perry	Maintenance
Laura Guzman	Custodian
Keith Salley	Custodian

### **District Transportation Drivers**

Trudi Brown	Route
Amy Weaver	Route & Activity
Billy Cates	Activity
Kyler McDonald	Activity
Ashley Harrison	Activity

## **Introduction**

The policies set forth in this handbook are intended to provide the structure and framework within which the students, parents, and faculty of our schools can work together to accomplish our educational goals.

## **District Mission Statement**

It is the mission of the Beaver Board of Education to provide students with the educational and social foundations that will promote personal success.

## **BHS Alma Mater**

All Hail to thee, our dear beloved High School  
We love you more each day the sun goes down.  
Your hallowed walls bring memories ne'er forgotten  
Of days gone by and moments held so dear.  
And when we sing your praises to the sky,  
You'll live forever,  
Dear old Beaver High!

## **Nondiscrimination in Curriculum**

The Beaver Public School system is committed to a policy of educating children for living by helping them to develop an awareness and appreciation for the achievements, problems, and aspirations of all people in our culturally diverse society.

The school system shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective cooperative living, including:

1. Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex, or age;
2. Respect for cultural differences;
3. Respect for economic, political and social rights of others; and
4. Respect for the right of others to seek and maintain their own identities.

The school system shall continue to thoroughly reexamine all parts of the curriculum to make sure that it emphasizes positive human relationships. The instructional materials used in the schools must accurately portray the history, contributions, and culture of the various ethnic groups in our society. Children from minority groups must be helped to establish their identity with their own groups as well as with the total society.

It is essential that district staff, students, parents, and citizens become more aware of human relations concerns in the school and community. The school system shall train all staff members to help them become more responsive to the needs of children and adults. It shall also develop programs that will increase the awareness of students, parents, and citizens of the cultural diversity of others.

The Beaver Public Schools must contribute to national efforts to improve international understanding and cooperation by helping to reconcile group differences and by building understanding of the various cultures of the world.

## ***Admissions***

A student entering Beaver Public Schools for the first time must present a certificate of immunization or a certificate of exemption for religious reasons. Immunization must include:

- At least 5 doses of DTaP (unless fourth dose was after the fourth birthday)
- At least 4 doses of Poliomyelitis (unless third dose was after the fourth birthday)
- Two doses of MMR
- Three doses of Hepatitis B
- Two doses of Hepatitis A
- One dose of Varicella (Chickenpox)

Students asking for admission from outside our district will have to follow the district transfer policy. These students and parents will need to see the school administration.

### **Open Transfer Policy**

Open Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year's attendance based upon capacity, discipline, or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting the Monday following spring break. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;

2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or 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, or
  - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

**Please see Beaver Public Schools website for current capacities. <https://www.beaver.k12.ok.us/>**

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

**REFERENCE: 70 O.S. §1-114  
70 O.S. §1-113  
70 O.S. §5-117.1  
70 O.S. §8-101, et seq.  
70 O.S. §24-101, et seq.; §24-102  
Family Education Rights and Privacy Act  
Atty. Gen. Op. No. 87-134, April 1, 1988**

**LEGAL NOTE: Senate Bill 783 repealed 70 O.S. § 8-104 effective March 31, 2021. Oklahoma law no longer allows emergency transfer of students. Oklahoma law regarding transfers will change again on January 1, 2022. A new sample policy has been created which addresses those changes that are effective with regard to student transfers on January 1, 2022.**

## ***Academics***

Each student must earn a minimum of 27 units in high school to graduate from the Beaver Public Schools System.

### **Oklahoma Requirements for High School Graduation**

#### **College Preparatory/Work Ready Curriculum**

*23 Units or Sets of Competencies*

4 English:	Grammar, Composition, Literature, or any English course approved for college admission requirements;
3 Mathematics:	Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics courses with content and/or rigor equal to or above Algebra I and approved for college admission requirements
3 Science:	Limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;
3 History and Citizenship Skills:	1 American History, ½ United States Government, ½ Oklahoma History, and 1 from the subjects of History, Government, Geography, Economics, Civics, or non-Western Culture and approved for college admission requirements;
2 Foreign Language Computer Technology:	To include 2 units of the same foreign or non-English language or 2 units of computer technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;
1 Additional Unit:	Selected from the courses listed above: Or career and technology education courses approved for college admission requirements;
2 Fine Arts or Speech:	Fine arts, such as music, art, or drama, or speech; and
5 Electives:	

\*Passport to Personal Financial Literacy –In order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for a Personal Financial Literacy Passport during Grades 7-12.

\*To meet the graduation requirements, local school district options may include courses taken by concurrent enrollment, Advanced Placement or correspondence, or courses bearing different titles. School districts shall strongly encourage students to complete two units or sets of competencies of foreign language as part of the core curriculum for high school graduation. Local school district requirements may exceed state graduation requirements.

#### **Concurrent Enrollment**

The Beaver Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible. Concurrent enrollment allows students who are enrolled in an accredited Oklahoma high school to take college classes. Beaver Public Schools offers concurrent classes starting with a student's 11<sup>th</sup> grade year. College courses taken through concurrent enrollment may be used for high school and/or college credit. Grades earned for a 3 hour semester course will be used for semester high school grades and GPA under the normal 4.00 scale. **Each concurrent course will be used to satisfy 1 high school unit, with the exception of Composition 1 and Composition 2. Composition 1 and 2 must be used together to satisfy the Senior English requirement. Concurrent courses may not be used to supplant a high school course with a state mandated competency exam.** Concurrent classes may not be dropped per the "Class Changes" policy.

**Core Curriculum – For those opting out of the College Preparatory/Work Ready Curriculum**

*23 Units or Sets of Competencies*

4 Language Arts:	1 Grammar and Composition and 3 which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition;
3 Mathematics:	Algebra I or Algebra I taught in a contextual methodology which may include, but are not limited to the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra, contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I;
3 Science:	1 Biology I or Biology I taught in a contextual methodology and 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles or Technology, qualified Agricultural Education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science course with content and/or rigor equal to or above Biology I;
3 Social Studies:	1 United States History, ½ to 1 United States Government, ½ Oklahoma History, ½ to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History;
1 Computer Technology	Whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;
1 Fine Arts:	Which may include, but are not limited to courses in Visual Arts and General Music; and
8 Electives:	

### Seventh and Eighth Grade Promotion

Students shall pass all core subject areas to be promoted to the next grade level. Satisfactory completion of summer school courses to remediate courses which have been failed will be allowed for promotion, however, students will not be allowed to participate in the eighth grade promotion ceremony.

### Full-Time Students

A school day by state law consists of not less than six hours devoted to school activities. Students in grades 6 through 12 shall be expected to carry a full load of subjects. ALL STUDENTS shall be required to enroll in a class each class period offered.

### Oklahoma Tuition Scholarship Program

Subject to the availability of funds, OHLAP will help pay the college tuition for students. To enroll in the program, students must be (1) an Oklahoma resident; (2) enrolled in the 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade in an Oklahoma High School; (3) the child of parents, custodians, or guardians who earn less than \$50,000 per year; and (4) must meet additional requirements as defined by the Oklahoma State Regents for Higher Education. Curricular requirements are as follows:

4 English:	Grammar, Composition, Literature; courses should include an integrated writing component;
3 Mathematics:	Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus, Calculus, Advanced Placement Statistics;
3 Lab Science:	Biology, Chemistry, Physics, or any certified lab science; general science with or without a lab may not be used to meet this requirement;
3 History and Citizenship Skills:	Including one unit of American History and two units from the subjects of History, Government, Geography, Economics, Civics, and/or non-Western Culture;
Foreign Language ...OR... Computer Technology:	Two years of the same foreign or non-English language or two computer technology courses in programming, hardware, and business computer applications such as word processing, databases, spreadsheets, and graphics. (Keyboarding or typing classes do not qualify. One foreign language and one computer course will not meet this requirement.);
1 Additional:	From subjects listed above; and
1 Fine Arts or Speech:	Fine arts, such as music, art, or drama, or speech

\*High School Requirements for Oklahoma's Promise: Applicants must be Oklahoma residents; Graduate from an Oklahoma high school or homeschool education program; Take the 17 units of college prep high school courses outlined above; Achieve at least a 2.5 cumulative GPA for all courses in grades 9-12; Attend school regularly; Stay away from drugs and alcohol; Don't commit criminal or delinquent acts; Provide information when requested; Meet with a school official to go over your school work and records on a regular basis; Apply for other financial aid during your senior year of high school; Take part in Oklahoma's Promise activities that will prepare you for college. More information can be found at <https://www.okhighered.org/okpromise/>

### Report Cards/Progress Reports

Report cards will be issued at the end of each semester. Student academic performance may be monitored by the parent from your home computer. The school will issue a password to parents so that they can view student progress weekly. The passwords are issued through our grade book provider, and when received, the school will send notification home through the students. Some individual teachers send periodic grade reports home with students.

### **Classwork Makeup Policy**

Any work missed because of absence or participation in school activities must be made up. Generally, one day will be allowed for each day absent. It is the student's responsibility to ask for and turn in makeup work. Students absent over an extended period of time may generally obtain their work from the online classroom management system. Students may ask for work assignments to be sent home due to unforeseen circumstances preventing use of the online management system. If a student is absent during a test and they were present in class when the test was announced, the student will be required to take the test the first day they are back in class.

### **Parent-Teacher Conferences**

There will be scheduled conferences with parents and students after the first and third quarters. Parents will be notified of the times and dates prior to the conferences. However, individual conferences are encouraged at any time throughout the year.

### **Incomplete Grades**

If a student has one or more incomplete grades due to approved circumstances at the time the grade cards are issued, that student will be notified by the teacher to make up this work within the first ten (10) class periods of the next grading period.

### **Grading Scale**

All teachers in all subjects will use the following grading scale:

90-100	A	Superior
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failing

### **Class Changes**

All changes of class schedules for secondary students will be done within the first week of the first semester. The high school principal, the school counselor, the instructor of the class be dropped, the instructor of the class being added, and the parents of the student must approve all class changes. Class change forms are available in the high school office. Any class changes requested after the first week may be approved due to extenuating circumstances.

### **Honor Roll**

Each year, the upper ten percent of the enrollment in grades nine through twelve will be eligible for membership in the Oklahoma High School Honor Society. Membership will be based upon work done the first semester of the current year and the second semester of the preceding year. The standing of students enrolled in the first year of high school will be based on the work done during the first semester of the current year.

Membership in National Honor Society is based on screening by the Beaver High School NHS Faculty Council. A student needs to be a junior or senior with a cumulative regular GPA of 3.0. Screening will also consider three other NHS guidelines: character, service, and leadership.

Students who receive all A's on their report card for the semester will be included in the Superintendent's Honor Roll. Students with A's and B's will be added to the Principal's Honor Roll.

## **Honors Program**

### Objectives:

1. To encourage increased student enrollment in academic subject areas
2. To broaden the scope of the student's academic knowledge
3. To recognize the students who have achieved academically above and beyond basic requirements

Criteria – To be considered an honor graduate, the following criteria must be achieved

1. 3.5 GPA or above based on seven semesters
2. Specific classes from Oklahoma's "College Preparatory/Work Ready Curriculum" must be taken in eight consecutive semesters in grades 9 through 12 that must include:
  - a. 4 English units (Composition 1 and Composition 2 through concurrent enrollment may be used as one of these units)
  - b. 4 Math units
  - c. 4 Science units
  - d. 4 History units (1 US History, ½ US Government, ½ Oklahoma History, 2 additional history)
3. Honor students must have been involved in extracurricular activities all four years of high school

### **Valedictorian and Salutatorian**

The Valedictorian and Salutatorian of each graduation class must meet the requirements of the honors program. In the event a graduating class has no one who meets the requirements of the honors program, or only one student meets the honors requirements, the Valedictorian and/or Salutatorian will be the students with the highest GPA.

The student or students, in the event of a tie, who have the highest GPA and meet the honors requirements, will be named Valedictorian. The student or students, in the event of a tie, who have the second highest GPA and meet the honors requirements, will be named Salutatorian.

In the event a student moves into the district after the mid-term of the junior year, the honor may be shared, but the incoming student may not replace the student that has been working for this honor.

### **Graduation Dress Requirements**

Appropriate dress for Graduation, Commencement, and Promotion will be business professional attire. Graduation gowns will be black in color. Mortar boards shall not be decorated.

## ***Attendance Policy***

The Beaver Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by an attendance committee to consist of no less than 3 of the student's teachers, the counselor, and the principal. Appeals to the committee's decision will be considered by the Beaver Board of Education.

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 9:00 a.m. if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

### 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.

1. A student may take up to 5 days of absences by arrangement per semester.
2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
3. 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

This is any absence that does not fall within one of the above categories. Work may be made up according to the makeup policy. A maximum of 75 percent of the grade shall be counted. Students shall serve one day of In School Detention on the third unexcused absence and every unexcused absence thereafter for the remainder of the semester.

### Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. Twenty percent may be deducted from the student's (nine-week/semester) average for each instance of truancy. The student may be subject to further disciplinary actions.

### Tardy

Students who are late for school must obtain a late pass from the office before entering class (1<sup>st</sup> and 6<sup>th</sup> periods only). It is the responsibility of the student to obtain a pass from the teacher before leaving class if he or she could be tardy for the next class. In order for a student to go from one room to another during school hours, a hall pass must be obtained from the teacher of the class where the student is assigned. A student should not ask to be in a classroom where no teacher is present. The office will not issue passes except for the late pass when a student checks into school.

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 10 minutes late is counted absent for the period.
3. Each 3 tardies will constitute an unexcused absence from that class.
4. Lunch detention, including revocation of off-campus lunch privileges for the day of the assigned detention, shall be assigned on the third tardy and every tardy thereafter for the remainder of the semester.

### Senior College Visits

Seniors are granted 2 college days per year to visit different college campuses. Seniors must schedule these days through the high school counselor's office in order for your visit days to be excused.

# ***Student Body Regulations***

## **Conduct**

Each person who enrolls in the Beaver Public School System immediately becomes one of its citizens and is entitled to full benefits of citizenship and to the obligations of good citizenship. The school is judged by the attitudes and deeds of its citizens wherever they are seen at any time. Their standard of conduct shall be to always think and do those things, which are right and proper in a democratic society. Their speech and actions will be expected to be above adverse criticism. Use this list of good conduct suggestions as a guide to treating others with respect:

1. Be kind to others and respect the rights of others
2. Boys should hold open the doors for girls and let them go first
3. Respect property of other students and the school
4. Do unto others as you would have them do unto you
5. Be friendly and civil to everyone

Student in Good Standing: A "Student in Good Standing" shall be defined as a student who:

1. Has NO zero's or missing assignments in any classes during the preceding quarter
2. Has NO detention referrals during the preceding quarter
3. Has NO referrals to the principal's office during the preceding quarter
4. Has NO unexcused absences during the preceding quarter
5. Has NEVER been placed on the D-List or Ineligible list during the preceding quarter

\*Students in good standing will be named at the end of each quarter.

## **Vehicle Regulations**

Vehicle Registration: All vehicles driven to school must be registered in the principal's office during enrollment or the week following enrollment or at any time students begin driving that vehicle to school.

Parking Permits and Decals: Each student must complete a parking permit form each year with each vehicle listed that may be driven throughout the year. When the completed form is returned to the office, students will be issued a parking permit to place in their vehicle.

Driving and Parking Lot Rules and Requirements: Automobiles driven by our students present a major problem as far as public relations and safety are concerned. Students who will not observe the following high school parking and traffic rules will not be permitted to drive their cars to school:

1. The speed limit for school zones should be observed while in the vicinity of the school property.
2. A very slow rate of speed should be observed while cars are approaching or leaving the school.
3. All students who drive to school will park in the designated areas.
4. Students are not allowed to re-enter any vehicle without authorization from the school administration.
5. No student vehicle will be driven during school hours without administrative approval.
6. When students arrive at school, vehicles are to be vacated and no loitering in or on the cars will be permitted.
7. Students should park along the north curb of the high school. Overflow student parking will be along Ave. G, east of the music building.
8. The school is not responsible for vehicles or their contents. Students are encouraged to lock their car doors.

9. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, stolen property, weapons, or other contraband might be present in those vehicles.
10. Students shall not pass busses when they are loading or unloading.
11. At no time shall students transport other students without approval from district administration.
12. The school administration or its designated authorities may refuse to grant driving privileges, or revoke the same for any student who fails to follow the rules set forth by the school district, for any violation of the safe driving habits, or for violation of any state laws or city ordinances concerning vehicle safety and highway travel.

Violation Consequences: A violation of rules can result in:

1. 3 day loss of off-campus lunch privileges
2. 5 day driving suspension. The driver may be subject to further disciplinary action.
3. 10 day driving suspension. The driver may be subject to further disciplinary action.
4. Suspension of driving permit for the remainder of the school year. The driver may be subject to further disciplinary action.

### **Open Campus**

All students in elementary and junior high must stay on the school grounds from the time they arrive until they are dismissed or until they are picked up by the bus unless permission has been obtained by the student's parent/guardian. High school students may leave school grounds only during the lunch period. **This is a privilege that may be revoked for disciplinary purposes.** Written permission from a student's parents must be provided to the school for the student to leave campus with anybody that is not the student's parent/guardian.

### **Student Dress Code**

The dress guidelines are designed for all students with emphasis on good grooming, cleanliness, and proper dress. These guidelines are an integral part of the student's education process, which tends to enhance one's appearance and personal image of the school. Guidelines for proper dress include:

1. Students may not wear clothing that is too tight, too short, or too revealing. This includes halter tops, midriff shirts/blouses, tank tops (shirts having shoulder widths of less than the size of a dollar bill and exposes any undergarment), see-through shirts or blouses, shirts/blouses/dresses with spaghetti straps, and other revealing clothing. Cut-off shirts are not allowed.
2. Shorts must be hemmed. All dresses, skirts, shorts, or clothing of a similar nature may not be any shorter than the mid-thigh (a point at the middle of the distance from the hip to the knee), unless it is a school issued uniform.
3. All students will wear proper undergarments in an appropriate manner.
  - a. No undergarments will be worn as regular tops or bottoms.
  - b. All undergarments must be covered at all times.
4. Students may not wear clothing that has unreasonable or inappropriate cuts and holes.
5. For students in grades PK-6, flip-flop type shoes are not allowed.
6. Clothing with advertisements of alcoholic beverages, drugs, drug paraphernalia, objectionable or implied slogans, inappropriate images, obscenities, or implied obscenities may not be worn.
7. Clothing depicting gangs, gang signs, or gang association may not be worn.
8. No unnatural hair coloring and/or hair styles, haircuts, or etchings that detract or interfere with the learning process or environment of classmates and all students in the district (administrative discretion).

9. Oversized and bagging pants (bagging/sagging) with the band of undergarments able to be seen, even if covered with a shirt, will not be allowed.
10. The wearing of hats, caps, stocking caps, scarves, bandanas, or hoods will not be permitted inside any school building except for medical or religious reasons (must apply to the local board of education) or deemed as necessary equipment for a class.
11. No visible body piercing, except ears. No gauges or large hoops or extensions.
12. Draping over-garments may not be worn to school. Book bags or coats are not allowed in the classroom.
13. No see-through or stretched fitting garments such as yoga pants, leggings, tights, form fitting pants, or spandex may be worn as the primary outer garments. When worn, these items must be appropriately covered as in Rule # 2.
14. No costume contact lenses
15. No visible tattoos
16. No marking of self or others
17. No sunglasses in the buildings
18. No skateboards, roller skates, roller shoes, or scooters allowed
19. No billfold/wallet chains

Any change in the normal school dress regulations must first have administrative approval. Any student in violation of the dress code will either be given school issued attire to wear for the remainder of the school day or be sent home. This will be left to the administrator's discretion. Students who violate these rules will be sent home to change clothes and receive an unexcused tardy or absence.

Students returning to regular classes from Physical Education classes will wear dress code appropriate clothing and NOT return to class dressed in their PE attire. Athletic coaches/sponsors should remind student/athletes of this policy when releasing them on time to get their next academic class.

The BPS faculty will help administer student dress regulations with the administrator making the final decision. The Beaver Administration reserves the right to make exceptions or adjustments to school dress regulations as deemed necessary and/or appropriate for the school environment.

**All students must adhere to the Student Dress guidelines while attending or participating in any school function. Exceptions may be granted by the sponsor with administrative approval.**

#### **Items Prohibited at School**

In addition to generally accepted items prohibited from school grounds or activities including tobacco, vapes, e-cigarettes, alcohol, and drugs, the following items will not be allowed on BPS school grounds: laser pointers, guns, knives, animals, reptiles, dog collars, computer games, or other articles deemed inappropriate, disruptive, or dangerous to the school environment.

#### **Lockers**

Each student is assigned a locker for the storage of books and equipment. You should keep your material in the locker assigned to you at enrollment. It is the student's responsibility to see that the locker is kept in order at all times.

Lockers are a permanent part of the building, and students are expected to keep them in good, usable condition. Students should not keep money and valuables in lockers. Students may place a lock on their locker, however, a

spare key or the combination must be kept in the appropriate school office. If the key or combination is not provided, the lock may be cut off the locker. Lockers will be inspected periodically at the discretion of the administration.

### **Electronic Devices**

It is the policy of the 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 prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

While possession is allowed, students are prohibited from using electronic devices during instructional time, including class changes, unless the teacher allows as part of their curriculum in that class only. Students will be allowed use of their cell phones while on campus before the school day begins, after the school day has concluded, and at lunch. At no other time shall any student be authorized to have a cell phone turned on (including texting, silent, or vibrate) nor visible during the school day. Parents should not advise any student to have a cell phone turned on at any other time than that authorized by this policy. To contact any student with an emergency, please call the office of the appropriate school. The phone number to the district is (580) 625-3444. Every effort will be made to promptly notify the student.

Cellular phones, texting, messaging, etc. have become real nuisances across the nation. Therefore, cell phones shall be placed in the appropriate holding area when a student enters the classroom and may not be removed without teacher permission until the bell sounds to dismiss class. If you are caught in violation of this policy, the following punishment will be issued:

- 1<sup>st</sup> Offense: Student shall be sent to the office to place the device in the holding area for the remainder of the day. The student may retrieve the device when they leave the building for the last time that day.
- 2<sup>nd</sup> Offense: Student shall be sent to the office to place the device in the holding area to be retrieved by the student's parent by the end of the day, plus lunch detention, including loss of off-campus lunch privileges for high school students.
- 3<sup>rd</sup> Offense: Student shall be sent to the office to place the device in the holding area to be retrieved by the student's parent by the end of the day, plus 3 days In School Detention.
- 4<sup>th</sup> Offense: Same as 3<sup>rd</sup> Offense, plus loss of phone privileges for the remainder of the semester.

E-Readers: E-Readers, such as Kindles, Nooks, iPad, etc., will be allowed in class for the explicit purpose of **READING BOOKS ONLY**.

School Activity – A cell phone may be taken on school activities for the purpose of communicating with parents. It is at the sponsor's discretion if use of the device will be allowed during the trip or activity.

Students found to be using any wireless telecommunications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information during the school day shall be subject to discipline and the student's parent/guardian shall be called to retrieve the device. Students violating this rule will be disallowed from carrying any wireless telecommunication device following the incident unless a bona fide health emergency exists.

The administration of Beaver Schools may alter or adjust this policy as deemed necessary and/or practical.

### **Assemblies**

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. All teachers and students are expected to attend. Assemblies provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers or speakers are very conscious of their audience. Talking and whispering are discourteous. Yelling and whistling are appropriate only at pep assemblies. The following rules are to be observed for assemblies:

1. Do not take books to assemblies unless instructed to do so.
2. Proceed to the assembly area quietly and promptly. Find your seat quickly.
3. When the chairperson of the assembly asks for your attention, give it immediately.
4. Be courteous to the performers and to your neighbors. Do not use an interval of applause or the short time in between numbers to start conversations.
5. Applaud in keeping with the occasion. Applause should be generous and courteous.
6. Do not eat food during the assembly.
7. Leave the floor clean.
8. Do not leave the assembly until dismissed.

### **Activity Trips**

All students going on school-sponsored activity trips and participating in extra-curricular activities must meet the eligibility requirements set forth by the Oklahoma Secondary School Activities Association (OSSAA). Students who are "behind" in class work or who have delinquent makeup assignment may lose the privilege of attending activity trips which cause them to be absent from regular classes. It will be the responsibility of the student to give teachers advance notification of absences caused by activity trips. Beaver Schools will abide by the OSSAA rule that no student will be allowed to miss more than 90% in any one class for a school-sponsored activity. Records will be kept in the high school office of student's absences and each student will be expected to check on and keep up with their activity absences. Activity absences will become a fixed part of school attendance registers.

### **Transportation**

The Beaver School District recognizes that in Oklahoma, student transportation is a service that may be provided for its students by the school district. The school district wishes to assure its citizens that any transportation services provided by the district are to accomplish three goals:

1. To ensure that children of our district are transported in the safest manner possible
2. To ensure that the transportation services provided are cost effective to our district's taxpayers
3. To ensure that all transportation services are rendered in an equitable manner.

Route buses will start the same as last year, but changes will be made where necessary. Routes can be long, therefore drivers will operate the buses so that they will be at the appointed place at the appointed time. Be early to the bus pickup point. The buses are scheduled to arrive at the school building no sooner than 7:40 am, and no later than 7:55 am.

Safe transportation is the ultimate goal, whether on a route bus, activity bus, or other school vehicle. Each rider is asked to:

1. Sit facing forward while the vehicle is in motion
2. Throw NO objects in the vehicle or from the vehicle at any time
3. Obey the driver when they make a request

Drivers have a great responsibility and they do not have time for disciplinary problems. It is the order of the Board of Education that there shall be no scuffling, loud talking, smoking (by either the driver or pupils), immoral talk, destruction of vehicles, or any other misconduct. Drivers are to report any offenders to the administration at the first available opportunity.

### **Internet Use Policy**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. 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 other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

## **Online Classroom Policies**

High school students at Beaver Public Schools are encouraged to participate in online classes. We expect our students to be on their best behavior while in the online classroom. You represent the students of Beaver, therefore your behavior reflects upon this school.

1. Equipment used is very expensive and must be respected
2. Follow the direction from the online instructor

The online instructors have the right to declare any student as a behavior problem and can expel the student from the class. No credit will be received for that class.

## **Student Discipline**

The Beaver 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. Occasionally, 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 authorized school function. Further, it is the policy of the district 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:

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

Standards 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. Truancy
4. Leaving school without permission
5. Refusing detention
6. Smoking
7. Vaping
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
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. Discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, country of origin, gender, or socio-economic status and directed toward another student, an employee, or a visitor.
17. Sexual Harassment
18. Gang related activity or action
19. Violation of any other school policy

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. Lunch detention
4. Before-school detention
5. In-school suspension
6. Out-of-school suspension
7. Long-term suspension
8. Referral to counselor
9. Behavioral contract
10. Requiring a student to make financial restitution for damaged property
11. Restriction of privileges
12. Involvement of local authorities
13. Referring student to appropriate social agency
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.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

## ***General Information***

### **School Closing Information**

In the event of severely inclement weather or mechanical breakdown, the school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced through the messaging system through our school website, on social media, and on any class announcement apps teachers may have such as Remind, Class Dojo, etc. It is very important to update your phone number changes with the school. If it is reported that “buses will run one hour late,” then school will begin one hour late also. If no report is seen or heard, it is assumed that school will be in session. Please refrain from calling the school.

### **Visitors**

**All visitors to the school must report to the Principal’s Office.** Prior arrangements **MUST** be made before an all-day visitor is permitted in the school. Visitors are not allowed to accompany class-sponsored events without prior approval of the sponsor and administration.

### **Tornado Safety Rules**

1. Tornado Watch – there is a chance of dangerous weather later with damaging winds. Be ready to move quickly and orderly to safety if an emergency exists.
2. Tornado Warning – a tornado has been sighted nearby and you should go at once to the area designated and protect yourself.
3. The warning signal will be sounded.
4. Students will go to their assigned areas with their teacher as indicated on the storm map located in each room. If a student is not in the classroom at the sound of the siren, they are to report to their assigned area to meet their teacher.

### **Fire Drill**

1. The warning signal will be the tone from the fire alarm system.
2. Students will go to their assigned areas with their teacher as indicated on the fire evacuation map located in each room. If a student is not in the classroom at the sound of the siren, they are to report to their assigned area to meet their teacher.

### **Asbestos Policy**

The asbestos management plan is available for review in the Superintendent’s office during normal business hours at no cost.

### **Child Abuse and Neglect**

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee

shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

“Child Abuse and Neglect” shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;
13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;
14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes;
15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.

### **School Meal Programs**

All Beaver students shall establish a “Lunch Account” prior to eating in the cafeteria. Students may charge only five meals prior to replenishment of funds in the account. The school will notify students when their account balance reaches \$5 or less. Parents are encouraged to make note of when lunch payments are due.

Beaver Public Schools offers a breakfast program for all students, Pre-K through 12. Students may begin eating at 8:00 am. Students must not be late for class because of the breakfast program. Exceptions will be made for a late bus or slow breakfast line.

Breakfast:	Students:	\$1.75	Lunch:	Students PK-6:	\$3.00
	Staff:	\$2.50		Students 7-12:	\$3.00
	Guest:	\$6.00		Staff:	\$5.00
	Extra Milk:	\$0.50/carton		Guest:	\$6.00

In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Keep milk cartons, food, and waste paper on the plate or table. Dispose of waste properly.
2. Return plates, silverware, and glasses to the receiving window.
3. Keep the tables and floors clean.
4. Keep the lines orderly, do not push or run to lunch.

5. All food must be eaten in the cafeteria. Pick up and clean up any food you drop or spill.
6. Chewing gum is not permitted.
7. No carbonated beverages are allowed in the cafeteria.
8. Sack lunches are permitted. A parent may bring lunch to their children only. No other outside food or drink is allowed.

### **Reporting Students Under the Influence or Possessing Intoxicating Beverages, Alcoholic Beverages, or Controlled Dangerous Substances**

It is the policy of the Beaver Board of Education that any administrator, teacher, or counselor who has reasonable suspicion that a student may be under the influence of, or has in his or her possession, alcoholic beverages - including the legally non-intoxicating beverage commonly referred to as 3.2 beer (low-point beer) - or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student's possession of a controlled or counterfeit substance or suspected abuse thereof.

Any search, seizure, or subsequent disciplinary action shall be subject to applicable school policies, regulations, state laws, or student handbook rules.

It shall be the policy of the Beaver Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his/her possession:

1. Intoxicating or non-intoxicating beverages
2. Alcoholic beverages
3. Controlled dangerous substance
4. Dangerous weapons
5. Missing or stolen property if missing or stolen from school grounds shall immediately notify the building principal.

### **Medication**

Legally, Beaver Public Schools are not allowed to provide any form of medication for students unless the following guidelines are met:

1. Parents must submit a permission to dispense medicine form for the student giving the school their permission to dispense medicine.
2. The form must clearly state what medicine is to be administered.
3. A log must be maintained for the medicine dispensed and kept with the release form.
4. Medication to be dispensed must be in the manufacturer's packaging or a pharmacy issued container.
5. Due to legislative guidelines, NO medicine will be given unless the guidelines listed above have been followed. Forms are available in the high school and elementary school offices.

### **Self-Administration of Medication**

It is the policy of the Beaver 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, or an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis 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 or anaphylaxis 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, anaphylaxis medication, or replacement cystic fibrosis enzymes 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 or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, anaphylaxis medication, or replacement pancreatic enzyme medication at all times.
  3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
  4. Nonprescription medication 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 directions 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 prescription medication 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.

### **School Nurse**

The District will make an effort to have a health nurse available each day at a specified time period. She will be located in the Elementary Building where minor medical services will be provided to all students and school personnel. Students who require medical advice or medication for headache and minor accidents may go to the nurse's office after obtaining permission from the teacher and the principal's office. Accidents and illnesses requiring a medical doctor's attention will not be handled in the school. The student's parents will be notified in such cases and the student sent home.

### **Search and Seizure Policy**

The Beaver Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. In no event shall a strip search of the student be allowed. The authorizing personnel shall have the right to detain the pupil to be searched and to preserve any items pursuant to the search. Any pupil found to be in possession of any of the items mentioned above or other items which are dangerous or hazardous or inappropriate for the school environment may be suspended for a period not to exceed the current school semester and the succeeding or not more than 2 semesters. Suspension may be appealed to the Beaver Board of Education through the superintendent.

### **Family Education Rights and Privacy Act**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

### **LOCATIONS OF EDUCATION RECORDS**

<b>TYPES</b>	<b>LOCATION</b>	<b>CUSTODIAN</b>
1. Cumulative School Records	Counselor's Office	Counselor
2. Cumulative School Records (Former Students)	Counselor's Office	Counselor
3. Health Records	Counselor's Office	Counselor
4. School Transportation Records	Superintendent's Office	Superintendent
5. Speech Therapy Records	Special Education Office	Elementary Principal
6. Psychological Records	Counselor's Office	Counselor

## **Harassment, Intimidation, Bullying, and Hazing Investigating Reported Incidents**

No student in this district will be subject to hazing, harassment, or any other form of persecution by any student or employee at school or on school-sponsored activities. The district specifically prohibits threatening behavior, harassment, intimidation, and bullying by students at school and/or by electronic communication, 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.

### *Hazing*

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

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

### *Harassment, Intimidation, and Bullying*

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. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

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. In-school suspension
4. Detention
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 or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. 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.

#### *Investigating Reported Incidents of Harassment, Intimidations, Bullying, Horse-playing or Threatening Behavior*

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

## Definitions

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or 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.
2. "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.
3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

## Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care, substance abuse, or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 3 days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 3 days of the conclusion of the investigation.
8. Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

### *Parental Responsibilities*

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

### *Discipline of Students*

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. In-school suspension
4. Detention
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 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.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

## ***Complaint Resolution Procedure***

Whenever a complaint is made directly to the school board as a whole or to an individual school board member, the individual or group involved will be advised to take the concern to the appropriate school staff member. The Board of Education will only hear complaints that have properly passed through the following channels:

1. The individual or group will be advised of the proper channeling of complaints, which is as follows:
  - a. Teacher or staff member
  - b. Building administrator
  - c. Superintendent
  - d. Board of Education
  
2. The procedure for complaint resolution is as follows:
  - a. Step One – A complaint will first be discussed by the complainant and the person or persons against whom the complaint is registered with the object of resolving the matter informally.
  - b. Step Two – If the complaint is not satisfactorily resolved in step one, the complainant will submit their complaint in writing to the building principal, stating the reasons for the complaint and the relief desired. The principal will contact the complainant within five (5) working days of receipt of the written complaint to discuss the matter. Upon investigation, the principal will issue the complainant a written response stating the principal's decision and reasons therefore. Problems and questions concerning individual schools are appropriately directed to the principal at this level.
  - c. Step Three – If the complaint is not satisfactorily resolved in step two, the complainant will submit their complaint in writing to the superintendent of schools, stating the reasons for the complaint and the relief desired. The superintendent will contact the complainant within five (5) working days of receipt of the written complaint to discuss the matter. Upon investigation, the superintendent will issue the complainant a written response stating the superintendent's decision and reasons therefore. Problems and questions concerning the school system as a whole are appropriately directed to the superintendent at this level.
  - d. Step Four – If the complaint is not satisfactorily resolved in step three, within ten (10) working days of receiving the response from the superintendent, the complainant may appeal the matter to the board of education. This appeal, which should be addressed to the clerk of the board, shall be in writing and shall be accompanied by a copy of the responses from steps two and three. The board will address the matter at the next regularly scheduled board meeting, provided the appeal is received in time to place it on that meeting's agenda in compliance with the Oklahoma Open Meeting Act. The meeting will consist of input from the parties involved in each step of the complaint, and/or others the board may feel are relevant to the issue. After the issue has been investigated, the board will issue a written decision to the complainant and parties involved at each step of the process.

\*NOTE: The above procedure for handling complaints does not apply to cases involving student suspension or expulsion, grievances filed by employees, complaints relating to disability discrimination and/or cases regarding special education placement.

## ***Extra-Curricular Activities***

The Beaver Board of Education believes that extracurricular activities are those activities that primarily involve students in other than classroom situations;

The board believes that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas;

Therefore, Extra-Curricular Activities shall be defined as “any school sponsored activity or social function that occurs outside the scope of the curriculum of the regular classroom.”

Participation in extra-curricular activities, such as athletics, music, speech, and pep clubs presents our students to the community in a much more open manner than the classroom. For this reason, each participant is expected to meet performance levels above that of the non-participant. This performance is in the area of academic achievement, as well as student appearance, and student behavior. Extra-curricular activities play an important role at Beaver, so it is imperative to keep a close touch on the academics of the participants.

Drug Testing will be mandatory for all students in grade 7-12 participating in extra-curricular activities.

All rules and regulations of the Oklahoma Secondary School Activities Association shall be complied with at the Middle School and High School level. The administration/activities director/coaching staff/activity sponsors shall have charge of all contests and/or activities and shall determine the eligibility of players to participate.

### **Scholastic Eligibility**

#### Beaver Academic Eligibility Policy:

Eligibility will be checked during the fourth week of each semester, and every week thereafter. Eligibility will be checked on Friday for the following week. Consequences of the eligibility check will be enforced Monday through Sunday. Students must maintain a passing grade in every course in which they are enrolled to remain eligible for any extra-curricular activities. At the end of a semester, if a student fails 1 class, they will be ineligible for participation for the first 2 weeks the following semester; if a student fails 2 classes, they will be will be ineligible for participation for the first 4 weeks the following semester; and if a student fails 3 classes, they will be ineligible for participation for the first 6 weeks the following semester.

Any other eligibility questions not addressed previously will be governed by the OSSAA Minimum Requirements.

#### OSSAA Minimum Requirements Governing Interscholastic Activities:

In accordance with the policy of the board of education, the following regulation shall govern student activity eligibility requirements.

Oklahoma Secondary School Activities Association eligibility rules<sup>1</sup> state that a student is eligible:

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<sup>1</sup>There are 21 “Rules” in the OSSAA Administrators’ Handbook. Not all deal with student eligibility. Information for the listing comes from the first 15 Rules. Please note the following:

- Rule 6 relates to the ineligibility of students who have completed all requirements for high school graduation or who have already graduated.
- Rule 9 relates to schools maintaining certification of eligibility forms until requested by the OSSAA.

1. If the student will not be nineteen years of age before September 1st for athletic competition or if the student will not be 21 years of age before September 1 for non-athletic events.
2. If the student has on file, in the principal's or authorized director's office, a physical examination and parent's consent certificate for the present school year.
3. If the student has attended classes 90% of the time for the current semester. Exceptions may be made by the principal due to illness, injury, death in the immediate family, or other valid reason.
4. If the student is passing all subjects in which enrolled and passed any five subjects to be counted for graduation the preceding semester.
5. If the student has not been disqualified from a contest because of flagrant or unsportsmanlike conduct or whose conduct or character is not under school discipline. (Principal may reinstate student following a conference and after a written report of details and action taken has been filed with the OSSAA.)
6. If the student has not participated in a contest under an assumed name.
7. If the student does not belong to a gang, fraternity, sorority or secret society in violation of the State Law of Oklahoma or the regulations of the local board of education.
8. If the student has not participated in a contest where he/she has used his/her knowledge or skill for financial gain.
9. If the student has not attended school eight semesters in grades 9 through 12.
10. If the student has not participated in interscholastic sports activities during more than four academic years, or have had three seasons of opportunity in a sport after attending two semesters in the 9th grade.
11. If the student's parent(s) or guardian(s) are bona fide residents of this high school district.
12. If the student has not participated in organized practice or a game of football or basketball before the season opens, or after the season closes.

NOTE: There are some exceptions to the above rules. There are also additional requirements. Consult your coach or principal for additional information.

To be eligible to participate in activities involving other schools, a student must be passing in at least three regular classes. The student must be attending classes at least 90% of the time. This applies to all students in any school-sponsored activity (basketball, FFA, FHA, music, etc.).

Any student who reaches his or her nineteenth birthday before September 1 will not be eligible in athletic contests. Any student dismissed from school or regular class will not be eligible to represent the school in any activity between schools.

Any person absent during the day of an activity must have the absence accounted for prior to being eligible. If the absence is considered as unexcused by the administration, the student must attend at least one day of school and satisfy the requirements for same before again becoming eligible.

Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. Fans, school personnel, and students must conduct themselves in true sportsmanship manner. Any student participating in a contest will not be permitted to play the next game if the student was ejected from the game. A second offense will automatically disqualify that student for that sport for the rest of the season.

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- Rule 10 relates to selection and contracting of game officials.
  - Rule 11 relates to competitions between members of OSSAA and nonmembers.
  - Rule 12 relates to local school enforcement of the OSSAA constitution and rules.
  - Rule 13 relates to tournaments, meets, and contests.

## ***Authority***

Teachers and staff have the responsibility to insure a climate conducive to the safety and welfare of students and others in the school. They are also responsible for the learning and social development of students at school. Teachers and staff are therefore vested with the necessary authority to discharge these responsibilities. It should be understood that any teacher or staff person has this authority at any time on school property or at school functions.

One of the most serious offenses a student can commit is INSUBORDINATION to school personnel. Any such behavior shall be dealt with most severely. Under no circumstances will disrespectful or threatening behavior toward a teacher or staff be tolerated.

## ***Parents Rights to Know Policy***

Every school district receiving Title I funds must annually notify parents of each child in each school receiving funds that they have the right to request information about the qualifications of their children's teachers. The information available to parents on request must include the following:

1. Whether a teacher "has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. What major each teacher earned his/her bachelor's degree in
4. Whether the teacher holds a graduate certification or degree and in what field or discipline
5. Whether a child is provided services by paraprofessionals and, if so, their qualifications

In addition, every school receiving Title I funds must provide to each parent:

1. Information on the child's level of achievement on each required state assessment
2. Timely notice if a child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified as defined by law

All information provided to parents must be in an understandable and uniform format and provided in a language parents can understand to the extent practicable.

## ***Notice of Non-Discrimination***

The Beaver Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The following person has been designated to handle inquiries regarding the District's non-discrimination policies and procedures and compliance therewith:

**Jeremy Brashears, Superintendent of Schools**  
**Beaver Public Schools**  
**PO Box 580**  
**Beaver, OK 73932**  
**(580) 625-3444**

## ***Grievance Based on Discrimination Procedure***

It is the policy of the Beaver Board of Education that the District shall not discriminate against any person on the basis of race, color, national origin, age, sex or disability. The District is committed to taking appropriate measures to remedy and prevent recurrence of any discrimination of which it has notice. The Board of Education has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging discriminatory action prohibited by law:

Any person believing that the District, its Board of Education or any part of the organization has inadequately applied the principles and/or regulations of (1) Title VII of the Civil Rights Act of 1964 (race, color, national origin discrimination); (2) Title IX of the Education Amendment Act of 1972 (sex discrimination, sexual harassment); (3) Section 504 of the Rehabilitation Act of 1973 (disability discrimination); (4) the Age Discrimination Act of 1975 (age discrimination); and/or (5) Title II of the Americans with Disabilities Act of 1990 (disability discrimination) may bring forward a complaint – which shall be referred to as a grievance – to:

**Jeremy Brashears, Superintendent of Schools**  
**Beaver Public Schools**  
**PO Box 580**  
**Beaver, OK 73932**  
**(580) 625-3444**

Any person who believes he or she has been subjected to such discrimination may file a grievance under the procedures outlined below. It is against the law for the District to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. Additionally, the availability and use of this grievance procedure does not prevent a grievant from filing a complaint of discrimination with the appropriate federal agency handling such issues.

### **Procedure for Grievance Resolution:**

The following procedures will be used by any person, including personnel and students for the filing, processing, and resolution of alleged discrimination complaints.

#### Pre-Filing Procedures

Prior to the filing of a written complaint, the grievant is encouraged to visit with the high school principal, and reasonable effort should be made to resolve the problem or complaint.

#### Filing and Processing Discrimination Complaints

1. Grievant Submits written complaint to Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in all school offices.
2. Coordinator Notifies respondent within 10 days and asks respondent to:
  1. Confirm or deny facts,
  2. Indicate acceptance or rejection of grievant's requested action, or
  3. Outline alternatives.
  4. Respondent Submits answer within 10 days to Coordinator.
5. Coordinator: Within 10 days after receiving respondent's answer, Coordinator refers the written complaint and respondent's answer to the building principal. The Coordinator also schedules a hearing with the grievant, the respondent, and the building principal.
6. Principal & Grievant: Hearing is conducted.  
Respondent, & Coordinator
7. Principal: Within 10 days after the hearing, issues a written decision to the grievant, respondent, and Coordinator.
8. Grievant or Respondent If the grievant or respondent is not satisfied with the decision, the Coordinator must be notified within 10 days and a hearing with the superintendent requested.
9. Coordinator: Within 10 days of receiving a request for a hearing, schedules a hearing with the grievant, respondent, and superintendent.
10. Superintendent, Grievant: Hearing is conducted.  
Respondent, & Coordinator
11. Superintendent Issues a decision within 10 days following the hearing.
12. Grievant or Respondent If the grievant or respondent is not satisfied with the decision, the Coordinator must be notified within 10 days and a hearing with the board requested.
13. Coordinator Notifies the board within 10 days after receiving a request for hearing. Coordinator schedules the hearing with the board. The hearing is to be conducted within 30 days from the date of notification to the board.
14. Board of Education or Hearing is conducted.
  - a. Hearing panel established by the board, Grievant, Respondent, & Coordinator
15. Board of Education: Within 10 days after the hearing, issues a final written decision regarding the validity of the grievance and any action to be taken.

**Please complete, detach, and return to your English Teacher**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom or English Teacher \_\_\_\_\_ Class Period \_\_\_\_\_

**Statement**

**I have read and understand the policies, procedures, and statements presented in the Beaver Public Schools Parent-Student Handbook for the 2023-2024 school year.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Student