

# **BETHANY HIGH SCHOOL**

## **Parent & Student Handbook**

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**2017-2018**

**“PROVIDING OPPORTUNITIES FOR EXCELLENCE”**

# **MISSION STATEMENT**

To challenge every student,  
to develop strong work ethics,  
and to discover hidden talents.

# Greetings from the Principal and the Dean

**Welcome Bronchos!** It is my pleasure to welcome you to Bethany High School for the 2017-2018 school year. I am grateful and honored to work with so many outstanding students who will become a successful part of the BHS legacy of academic, athletic, and fine arts excellence.

On behalf of the BHS staff, we hope you had a safe and enjoyable summer. Administrators, teachers, and support staff look forward to providing students with educational experiences in a caring and positive school climate. Last year, Bethany High School was recognized as one of the nation's best high schools as a result of the collective hard work and dedication of our staff and students. BHS will strive to meet new goals each year and increase expectations with our commitment to excellence.

It has been proven that students who take a vested interest in their school and explore extra-curricular activities as a part of the entire high school experience will become a well-rounded person ready for the world. I encourage all students to seek out and pursue interests in activities such as sports, clubs, arts, etc. These are opportunities to enhance the overall experience at BHS and display their talents in and out of the classroom. Becoming involved in your school will create a sense of satisfaction, Broncho Pride, and accomplishment that you will be able to use in other ventures throughout your life.

Bethany High School starts with students, parents, and community. Our faculty, staff, and administration are here to maximize the potential of all students who walk through these doors from the moment they step foot as a freshman to the last steps of graduation. We have much work to do and look forward to a year filled with student achievements facilitated through purposeful teaching and learning, effective communication, and authentic relationships.

If you have any questions about scheduling, academics, activities, or any other concern please contact us. Thank you for your continued support and GO BRONCHOS!!

*To challenge every student, to develop strong work ethics, and to discover hidden talents*

Matthew Flinton  
Principal

**Welcome to Bethany High School.** It is an honor to be employed by such a fine school. I am extremely excited and privileged to work together with such an outstanding faculty and staff. We are truly blessed and fortunate to be afforded the wonderful opportunities that come with belonging to such a tremendous school and district.

A great deal of time has been given to the development and establishment of our policies and procedures. These rules exist to ensure all students are afforded the best possible education free of bias or prejudice. They are enacted to enable our staff to effectively teach in a manner which exhibits professionalism, fairness, and compassion. When students, parents, faculty, and staff honor the values and expectations set forth in this handbook, they jointly are expressing a desire for all students to achieve the finest education possible.

Working together we can continue to make Bethany the best educational environment in the state of Oklahoma. The rules and procedures expressed in this handbook are created to ensure our continued success. We sincerely appreciate your support and cooperation in advancing the goals and mission of Bethany High School.

Thank you

Jim Drummond  
Dean of Students

Bethany Public Schools Web Site: [www.bethanyschools.com](http://www.bethanyschools.com)

*Bethany Public Schools does not discriminate on the basis of race, color, national origin, gender, age, disability, religion, or marital or veteran status.*

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**ACTIVITIES:** The purpose of school clubs and activities is to give students an opportunity to join groups that are of special interest to them. Each club or organization has a faculty sponsor(s) who aids students in planning special activities. It is believed that all of these organizations increase a student's feeling of involvement. Bethany High School is a member of the Oklahoma Secondary Schools Activities Association, which has established some guidelines for students participating in various activities.

**AHERA:** The AHERA management plan was developed and has been submitted pursuant to the Asbestos Hazard Emergency Response Act of 1986, Public Law 99-9519; and the United States Environmental Protection Agency Rule; Asbestos Containing materials in Schools, 40 CFR Part 763; and the undersigned does hereby certify that the LEA has and will ensure the following: All management plans are available for inspection and notification of such availability has been provided and may be reviewed at the Administration building during normal business hours.

**AP COURSES, EXAMS AND GRADING SCALE:** The AP Program is a voluntary program that offers students an opportunity to take one or more college-level courses while still in high school. Each AP course has a corresponding exam. AP exams contain multiple-choice questions and a free response section (essay, problem-solving, oral response). AP exams represent the culmination of AP coursework and are an integral part of the program. As a result, the expectation of the school is that students who enroll in AP courses will go on to take the corresponding AP exam.

Satisfactory scores on AP exams offer benefits that may enhance applications for college admissions, placement and scholarships. A student may also receive college credit based on an AP score. Each college decides how much credit to award for AP scores. Credit can range from 3 hours to 15 hours of college credit, depending on the test and score. More information can be found at the AP College Board website (<https://apstudent.collegeboard.org/home>). AP courses will have an additional weight in the GPA computation IF students take the corresponding AP Exam.

**AP students are expected to take the corresponding AP exam at the end of each AP class. AP students who take the AP exams are put on a 5.0 grading scale. If a student takes an AP class, but DOES NOT take the AP exam for that class, he/she will receive the 4.5 grading scale, NOT the 5.0 grading scale**

**ARTICLES PROHIBITED IN SCHOOL:** Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with the school instructional program. Such items prohibited include (but are not limited to): electronic cigarettes, fireworks, hackey sacks, laser pointers, lighters, matches, pocket knives, roller blades, skateboards, water guns, and yo-yo's. Items that could be considered as weapons or facsimiles are prohibited in our school, on school grounds, at school activities or in transit to and from school related events. This could lead to the student's arrest, suspension, and expulsion.

**ASSEMBLIES:** All students are encouraged to attend school assemblies. These are provided for educational experiences and are an important part of the school program. During the school year students will have the opportunity to attend a number of planned assemblies. Cooperation and good behavior during assemblies will result in a more pleasurable experience for all. Some of these assemblies will be for the purpose of fostering school spirit, (usually in the form of pep

assemblies). Others will focus on the many and varied talents of the student body such as dramatic or musical presentations. All assemblies will be the result of the hard work and efforts of participants. Student behavior should reflect how you would like to be treated if you were one of the participants. Follow these guidelines for attending assemblies: 1) Report to class. The teacher will take attendance. 2) Wait until the announcement is given for students to report to the assembly. 3) Go quickly and quietly with the teacher to the assigned seating area. 4) Quietly stand at attention during the Flag Salute. 5) Reserve cheering and shouting for pep assemblies. Students who choose not to behave in accordance with the above list of guidelines will not be permitted to attend future assemblies. If the student body is rude, it will result in the cancellation of the assembly.

**ATHLETIC PARENTS COMMITTEE (STUDENT SUPPORT):** The Bethany High School Athletic Advisory Committee will meet for the purpose of short term, long range, and strategic planning. Though not a governing or policy making committee, they will serve as a general advisory group and meet on a monthly basis. This committee provides vision to the administration when considering athletic improvements, programs, sportsmanship and general sports issues. This committee will provide support to and communicate on behalf of our student athletes, coaches, booster organizations, parents, and community members.

The Bethany Broncho Student Support Committee's Mission Statement is to help every player reach their highest potential by supporting extracurricular programs. Our mission is to help develop players' mental, physical and social skills; henceforth, by partnering with parents, students, and the community we will create an environment geared to the success of all students.

**CREED:**

- **AS ATHLETES** we will work hard and lead with respect and pride.
- **AS COACHES / SPONSORS** we will inspire athletes to love the game, to work hard, and to show respect for the game.
- **AS SPECTATORS** we will support students, coaches/sponsors and players. We will work hard to promote a successful environment. We will keep our attitudes in check to uphold the Broncho Standard... as **WE ALL BLEED PURPLE.**
- **AS BETHANY BRONCHOS** we will...
  - WORK HARD → **BLEED PURPLE**
  - LEAD OTHERS → **BLEED PURPLE**
  - INSPIRE OTHERS → **BLEED PURPLE**
  - LOVE THE GAME → **BLEED PURPLE**
  - SHOW PRIDE → **BLEED PURPLE**
  - BRONCHO STANDARD → **BLEED PURPLE**

**ATTENDANCE/TARDIES:** Punctual and regular attendance is very important. It is governed by Oklahoma law and the Bethany Public School Board Policy. Truancy may preclude a student from achieving credit. Citations may be given for truanancies. If it is necessary for students to be absent for any reason, a parent or guardian should call the attendance secretary before noon during the day of the absence. The number is 499-4627. The school will attempt to contact parents who fail to call.

- **Excused Absences** include, but are not limited to, the student's illness, doctor's appointments, serious illness or accident involving a family member, religious observances, a death in the family, attendance at a funeral, and appearance in court. If the absence is due to being under a doctor's care, an official document from the designated facility must be given to the attendance secretary within fourteen (14) calendar days of the absence to not count against the 10-absence procedure. (Forgery of doctor's notes is a felony. The school will contact doctors to verify notes that we believe may be forged.)
- **Truancy/Unexcused Absences** include, but are not limited to student absences not cleared by parents or guardians, leaving campus without properly checking out, work, transportation problems not caused by District, staying on campus but not reporting to assigned class, not reporting to assigned class when arriving late or checking into school, or working with another teacher or organization without prior approval from that assigned teacher during the assigned teachers class are some examples of unexcused absences. Disciplinary actions such as parent conferences, detention, Saturday schools, and out of school suspensions are consequences that may be used for unexcused absence offenses. Excessive absences may be reported to the county's district attorney.

If a high school student is absent more than ten (10) times per semester from any class, they will **not** receive credit for that class. Appeals dealing with absences must be made to the principal - appointed committee. **A request for an appeal must be made within ten (10) days of the end of each semester.** The committee will determine at the end of the term, if there are extenuating circumstances for the student's failure to meet the attendance requirements. Bethany High School students are expected to maintain good attendance. Because regular attendance in class is needed to properly learn course materials, academic credit will not be granted to students who violate the district's attendance rule during that semester. It is recognized that a major function of the school is to assist students to become responsible and dependable citizens. (See **TARDIES**)

**BETHANY HIGH SCHOOL COMPACT:** The school personnel, parents and students of Bethany High School have high expectations. The purpose of this compact is to communicate our commitment to the highest quality instructional program and to show how we are working together to educate our students. The school personnel, parents and students of Bethany High School agree to implement the following programs and activities.

As a school we will:

- Communicate with families frequently at convenient times.
- Inform students, families, and the community about the high academic standards at our school and how they can help students learn those standards.
- Expect those students not only to learn the basics but also to take more rigorous courses in order to reach their individual potential while preparing for careers.
- Set firm and fair discipline policies.

As parents we will:

- Work with the school and our child to plan a rigorous academic program.
- Discuss with our child the importance of working hard to get the most out of school.
- Be champions of the school expressing our public support and working for school modernization, and the use of technology.



- Encourage my child to follow the rules and regulations of the school.

As a student I will:

- Have a positive attitude towards self, others, school, and learning.
- Recognize and do the hard work it takes to be successful in school.
- Complete assignments and participate in class.
- Arrange question time with teacher if extra help is needed.

**BUILDING HOURS:** The building will open daily for students at 7:30 am and will close at 3:30 pm unless a faculty member is supervising the student(s) or the student(s) is/are attending a school sponsored activity.

**BUS GUIDELINES:** At various times during the school year, groups of students will be taken to activities away from school. It is important that students follow these guidelines to insure their safety and that of others: 1) Keep hands and head inside the bus at all times after entering bus and until leaving the bus. 2) Assist in keeping the bus safe and sanitary at all times. 3) Remember that loud talking and laughing or unnecessary confusion diverts the Driver's attention and may result in a serious accident. 4) Treat the bus equipment as you would valuable furniture in your own home. 5) Bus riders should never tamper with the bus or any of its equipment. 6) Leave no books, lunches, or other articles on the bus. 7) Keep books, packages, coats and all other objects out of the aisles. 8) No tobacco products, alcohol, or drugs of any kind are allowed on the bus. 9) Do not throw anything out of the bus window. 10) Bus riders are not permitted to leave their seats while the bus is in motion. 11) Horseplay is not permitted around or on the school bus. 12) Bus riders are expected to be courteous to fellow students, the bus driver, and the sponsors. 13) Keep absolutely quiet when approaching a railroad-crossing stop. 14) In case of a road emergency, students are to remain in, or with the bus. 15) Students should board the bus and disembark from the bus in an orderly manner.

**CELL PHONES/ELECTRONIC DEVICES:** Cell phones/wireless devices should not be a disruption or distraction from the learning environment. Cell phones/wireless devices may be used in the class room **only at the teacher's discretion**. If a student disregards this policy and allows their cell phone/wireless device to interfere with classroom operations, then a teacher may be forced to confiscate the device. The following guidelines will be followed for a confiscated device.

1. First Offense – student must pick up after 3:00
2. Second Offense – parent must pick up after 3:00
3. Third Offense – parent must pick up after 3:00, and 2 Days of Lunch Detention
4. Fourth Offense – parent must pick up after 3:00, and 1 Saturday School
5. Fifth Offense – parent must pick up after 3:00, and removal of all cell phone/electronic device privileges.

**CHECKING IN:** When students return to school after checking out, arrive at school after 8:00 am, or return from lunch after 12:30 pm, it is necessary to check in with the secretary in the Principal's Office and receive a pass to class.

**CHECKING OUT:** After a student has been checked out properly, (see Leaving Campus), the student must leave school grounds. A student cannot be checked out and remain on school property.

**CHILD FIND STATEMENT:** The Bethany Public School District recognizes its responsibility to provide a free and appropriate public education to eligible students with disabilities within its geographical boundaries. The District has a "child find" process that is designed to locate, identify and evaluate children with disabilities residing within its geographical boundaries preschool through grade 12 or through age 21 if they have not received a high school diploma.

If you know a child who lives within the boundaries of the Bethany Public School District and attends school in the District who may be in the need of special education and/or related services, please contact the Director of Special Services for further information regarding the referral and evaluation process. If the student is a school age student who attends a non-public private school that is not located within the geographical boundaries of the school district, the student may need to be referred to the school district in which the non-public school is located in order to receive services during the regular school year. Please contact that school district for information regarding time deadlines for requests for services.

The District's Child Find process extends to students with physical or mental impairments that substantially limit a major life activity. Such students may be eligible for services or accommodations pursuant to Section 504 of the Rehabilitation Act. Section 504 is a federal civil rights statute that prohibits discrimination against persons with disabilities and programs receiving federal financial assistance. Please contact our special services department for more information regarding Section 504 eligibility and services.

**CHILDREN WITH DISABILITIES:** Any student through age 21 years, living within the school district boundaries, with disabilities such as speech, orthopedic, or retardation disabilities may receive educational and/or related services. Anyone who needs service may contact Bethany Public Schools Special Services Department at 6721 NW 42<sup>nd</sup> St, Bethany, Oklahoma 73008 or may call 499-4611 for further information.

Bethany Servicios Especiales 499-4611, Dr. Mary Stevens, Directory BUSCA NINIOS O NINAS. Nostros estamos buscano: Ninos o ninas de recién nacidos hasta de 21 años de edad. Invalidos necesitando servicios de educación especial Hablenos al Servicio Especiales.

**CHROMEBOOKS:** Students may have access to school laptops. Students and their parent/guardian must agree to the terms and conditions of the Chromebook policy.

**CLASSIFICATION:** A student is considered a sophomore when they have earned at least 6 credits. A junior has earned at least 12 credits and a senior has earned at least 18 credits.

**CLUBS AND ORGANIZATIONS:**

Please see school website for more information.

- FELLOWSHIP OF CHRISTIAN ATHLETES: To see the world impacted through the influence of athletes and coaches while demonstrating steadfast commitment through integrity, serving, teamwork and excellence.
- KEY CLUB: To provide its members with opportunities to provide service, build character and develop leadership.
- LIBRARY CLUB: To promote reading and discussing books of interest.
- NATIONAL HONOR SOCIETY: Designed to create enthusiasm for scholarship, service leadership, and the development of character in students.
- DANCE: To maximize individual potential through experiences directed toward developing school spirit.
- SOCIETY OF SCIENCE: To increase science career awareness and research techniques in students.
- SPANISH CLUB: To provide additional language and cultural experiences outside of the classroom for interested students.
- STUDENT COUNCIL: To assist the student body in becoming acquainted with the government processes of the school.
- SENIOR CLASS: To promote school spirit and raise fund for class activities.
- JUNIOR CLASS: To promote school spirit and raise fund for class activities.
- SOPHOMORE CLASS: To promote school spirit and raise fund for class activities.
- FRESHMAN CLASS: To promote school spirit and raise fund for class activities.

**COLLEGE DAYS:** Each student will be allowed two college days, to be used during their junior or senior years, to visit higher education institutions for possible future enrollment following graduation. These college days may not be used during the last 7 days of school either year. At least two days prior notice to the school counselor is required. The student must return documentation to the school counselor from the higher learning institution with the date of the visit and the student's name for that day to be counted as a college day.

**COMMENCEMENT EXERCISES (PARTICIPATION):** Only students who have earned the required number of credits or who are no more than one credit short may participate in commencement exercises.

**COMMUNICATIONS DURING CLASSROOM INSTRUCTION:** Classroom instruction should not be interrupted with phone calls, text messages, or emails. Parents should not contact their student via wireless communication device/cell phone during class periods or flex time. If you send a message to the classroom teacher, they may not be able to respond until their planning period. Your questions or concerns are very important! We appreciate your patience as you await a response to your question or concerns.

**COMPLAINT POLICY:** Whenever a complaint is made directly to the board as a whole or to an individual board member, the individual or group involved will be advised to take their concern to the appropriate staff member. This could be a teacher, supervisor, principal, or superintendent. The individual or group will be advised of the proper channeling of complaints, which is as follows: (a) Supervisor or Teacher, (b) Building Administrator, (c) Superintendent, (d) Board of Education. The procedure to be followed is as follows: 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. Step Two: If the complaint is not

satisfactorily resolved in step one, the complainant will submit his or her complaint in writing to the building principal, stating the reasons for the complaint and the relief desired. The principal will then meet with the complainant at a mutually convenient time within ten (10) working days of receipt of the written complaint. Within five (5) working days of the meeting, the principal will provide a written response to the complainant, stating reasons for his or her decision. Problems and questions concerning an individual school should be directed to the principal of the school or the supervisor. Step Three: In the event the matter is not yet resolved the complainant will file a written appeal to the superintendent within ten (10) working days of the final meeting in step two. The written appeal to the superintendent will include the reasons for the complaint and the relief desired. The superintendent will then meet with the complainant and the building principal within ten (10) working days of the receipt of the written appeal. Within five (5) working days of this meeting, the superintendent will communicate his or her decision, with supporting reasons, in writing, to the building principal and complainant. Problems and questions concerning the school system as a whole should be directed to the superintendent. Within ten (10) working days of receiving the decision of the superintendent, the complainant may appeal to the Board of Education. This appeal directed to the secretary of the board, will be in writing and will be accompanied by a copy of the appeal and the decision rendered at step three. The board will meet on the matter at the next regularly scheduled board meeting, provided the board secretary receives the appeal in time to place it on the agenda. This meeting will consist of the board, superintendent, principal and complainant. Within five (5) working days after this meeting, the board will provide a written decision, with supporting reasons, to all parties involved. The board should not consider or act on complaints that have not been explored at the appropriate administrative level.

**COMPUTER USE:** The district's computers, iPads, Chromebooks, equipment, and software are intended for education, academic research, and assignments made by the instructor regulations. Acceptable uses of the district's computers and the Internet are activities, which support learning and teaching or which promote the district's mission and goals. (See **CHROMEBOOKS**.)

## **CONCUSSION POLICY AND RETURN TO PLAY PROTOCOL**

This concussion policy adopted by Bethany High School falls in line with OSSAA and the State of Oklahoma (SB1700) rules and regulations. It also coincides with recommendations set forth by the NATA (National Athletic Trainers Association), and the American Medical Society for Sports Medicine (AMSSM)

### **BASELINE TESTING**

This policy requires ALL student-athletes at BHS from grades 9-12 to complete a concussion baseline exam. This exam includes the use of the BESS (Balance Error Scoring System) test along with the SAC (Standardized Assessment of Concussion). These exams will give us a baseline on the student-athlete in regards to cognitive, physical and proprioceptive numbers. These exams must be completed before the first scrimmage of their respected sport, in a setting where there will be no distractions and before the student-athlete performs any physical activity that day in relation to his or her sport. These baseline numbers will be used in comparison to post-concussion scores to determine where the student-athlete is in the recovery process.

## **WHEN A CONCUSSION IS SUSPECTED IN A STUDENT-ATHLETE**

If a student-athlete is suspected of having a head injury or concussion, he or she will be removed from the activity by the medical staff (athletic trainer and/or team physician) and/or the coach of that team. In the instance that the athletic trainer is not with the team, the coach of that team will remove the student-athlete and contact the athletic trainer to inform him or her about the injury. In instances where the athletic trainer is present, the student-athlete will be removed from the game and will be evaluated on the sideline using the SCAT3 assessment tools that include the BESS, SAC, Concussion Symptom Scale, Glasgow Coma Scale and Maddocks Score. If the student-athlete is diagnosed with a concussion, he or she will not return to activity the same day. If symptoms do not worsen, the student-athlete may remain on site for monitoring until a parent or guardian is able to pick up the child. Should symptoms worsen and the student-athlete's condition has deteriorated, the student-athlete will be referred to a physician for immediate evaluation. The parents and or guardian of the student-athlete will also be informed of the injury and given guidelines on how to monitor the student-athlete. The school principal and athletic director will also be notified. The student-athlete will also check-in with the athletic trainer on a daily basis in order to monitor their recovery and to determine when the student-athlete may be returning to play protocol.

## **RETURN TO PLAY PROTOCOL (RTP)**

In order for the student-athlete to return to full activity, the student-athlete must complete a return to play protocol. Studies show that concussions to the teenage athlete can affect their cognitive development. As a result their recovery may be slower than that of adults who suffer from a concussion. The goal of this RTP protocol is to provide a safe manner to which he or she can return to sport. The RTP protocol is a six step process that separates each step by 24 hours. In order for the student-athlete to progress to the next step, he or she must be asymptomatic.

- STEP 1: NO ACTIVITY: THE STUDENT-ATHLETE MUST BE ASYMPTOMATIC ON THE SYMPTOM EVALUATION FORM AND HAVE A SAC TEST AND BESS TEST SCORE THAT EQUALS OR EXCEEDS THEIR BASELINE EXAM IN ORDER TO PROCEED TO STEP 2.
- STEP 2: LIGHT EXERCISE < 70% MAX HEART RATE
- STEP 3: SPORT SPECIFIC ACTIVITY WITHOUT CONTACT (FOOTBALL PLAYERS MAY WEAR HELMET ONLY)
- STEP 4: NO CONTACT TRAINING, RESUME RESISTANCE TRAINING, AND PRACTICE WITHOUT CONTACT (FOOTBALL PLAYERS MAY WEAR HELMET AND SHOULDER PADS ONLY)
- STEP 5: FULL PRACTICE (FOOTBALL PLAYERS MAY PARTICIPATE IN ALL CONTACT DRILLS)

- **STEP 6: RETURN TO GAME**

The student-athlete will complete a symptom evaluation form pre and post activity for each step. Should symptoms be reported at any time during the RTP process, the student-athlete will be removed from activity and returned to step 1 of the process. If at any time the parents or guardian of the student-athlete present a medical clearance note from a physician trained in the evaluation and management of concussion prior to completion of the RTP protocol, the student-athlete will still need to complete all steps of the RTP protocol before he or she is allowed to compete in his or her sport. Upon completion of the RTP protocol, the student-athlete will still need written clearance to return to full activity from a healthcare provider trained in the evaluation and management of concussions. The following is a list of approved healthcare providers.

- Medical Doctor (MD)
- Doctor of Osteopathic Medicine (DO)
- Physician Associate (PA)
- Nurse Practitioner (NP)
- Certified Athletic Trainer (ATC)

## **STUDENT-ATHLETE CARE WITH MULTIPLE CONCUSSIONS OR LOSS OF CONSCIOUSNESS**

It is possible that teenage student-athletes who sustain multiple concussions are at a higher risk of developmental issues of the brain than that of non-concussed athletes. Therefore, if a student-athlete has suffered from more than one concussion, the time- table to return to play could take longer than what is listed above. The RTP criteria will be based on an individual basis depending on the severity of the concussion and how many concussions the student-athlete has sustained. It is not uncommon for a teenage student-athlete who has suffered from more than one concussion to miss 2 to 4 weeks of activity. If a student-athlete suffered from a loss of consciousness due to a head injury, the return to play criteria could take 4 to 6 weeks. Athletes who suffer multiple concussions or a loss of consciousness will need a physician clearance in addition to the completion of the RTP protocol. This physician clearance must come from a physician trained in the evaluation and management of concussions and who specializes in traumatic brain injuries. The RTP protocol may be extended per the treating physician and/or staff athletic trainer.

**CONSEQUENCES:** Students should recognize that there are consequences for their actions, both good and bad. The consequences of good conduct include the establishment of a good reputation among staff members (one that might help the student attain a job someday, receive a recognition, etc.), and equally important, the opportunity to become an educated person. Consequences of poor behavior, whether as an individual or as a member of a group, vary with the "degree of offense". Parent conferences, in-school suspension and out-of-school suspension are not considered too severe measures for the school to take to maintain a good educational environment. The school has realistic expectations for student behavior. They are the minimum that well-mannered people of any age may be expected to use at all times.

**COUNSELOR'S OFFICE:** The Counseling Department's main concern is the physical, emotional, and educational well-being of all Bethany High School students. The counselor will work closely with the administration, teachers, parents and students on these concerns. Some of the counselor's responsibilities are small group or individual counseling, career and academic guidance, scheduling, group achievement testing, and career aptitude testing.

**DELIVERING MESSAGES TO STUDENTS:** We will be unable to deliver messages to students during class time, except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message later. Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, lunch plans, job times, meeting places, etc. should be made before the student arrives at school. Any non-emergency notes or deliveries will be made between classes via the intercom.

**DETENTION:** Students may be assigned detention to help recognize appropriate behavior or for failing to meet policies and procedures. The detention may be assigned to be served before school, during lunch, Flex time or after school. Students serving lunch detention should bring a lunch or purchase a meal from the corral because they will not be allowed to leave campus to get food. The assigned detention time will occur at least 24 hours after notice to the student unless mutual agreement is reached between student and the personnel assigning the detention. Student(s) that miss an assigned detention will have more time added and if they continually miss detentions it may result in Saturday school, short term in or out of school suspension, or long term suspension. If absent from school on the day of the assigned detention, it is the students responsibility to serve detention on the day of their return to school.

**DIRECTIONS:** Directions by teachers, substitutes and other members of the staff must be followed. Students may not always agree with the direction of a staff member, but the staff member has a position of authority that must be respected. Students have recourse in situations where they feel inappropriately directed, but they do not have the right to refuse the directions as given. Any student who disobeys a reasonable request made by school personnel will be disciplined.

**DIRECTORY INFORMATION:** The District designates the following items as Directory Information: Student's name, parent's or guardian's name, address, telephone number, date and place of birth, weight and height, courses taken, major field of study, dates of attendance, degrees and awards received, most recent previous school attended, student statements, photographs, audio or videotapes which identify the student's participation in/and or achievements gained in enrolled courses or officially recognized activities and sports. Directory information may be disclosed on teacher's school web pages and the district will disclose any of these items without prior consent, unless notification is made in writing within ten days from the date of student enrollment that any or all of the above information should not be released without consent.

**DISRUPTIVE BEHAVIOR:** Students may be suspended immediately for disruptive behavior. Disruptive behavior is such action that: (a) impedes the educational program, (b)

prevents students from attending classes or activities, (c) is designed to discourage attendance to school or classes, (d) encourages demonstrations and forms of protest (violent or non-violent), (e) indicates a student might be under the influence of alcohol or drugs, (f) involves possession or consumption of any narcotic drug, stimulant, barbiturate, or alcohol, (g) jeopardizes the safety of others, (h) involves assault and battery to another person.

**DISTRIBUTION OF LITERATURE:** No person may display or distribute literature to students or school district personnel at school, on school vehicles or at school sponsored or authorized functions, unless he/she has permission from the school principal or the superintendent of schools. Literature may be displayed on the community bulletin board outside the office with the principal's approval.

### **DRESS CODE:**

Students' appearance, conduct, and character should not reflect discredit upon the school and its proper functioning. It is expected that students be fully clothed, clean, and well-groomed while at school or during school related activities, such as carnivals and field trips. Students should abide by the following guidelines, and any student whose clothing or actions distract or take away from the positive learning environment will be sent to administration for further review. Any variation to the dress code will be subject to the Dean, Principal or Counselor. Students who do not follow these guidelines will be asked to change into school provided clothing. Repeat offenders will receive further disciplinary action.

Appropriate Dress Guidelines:

- Any clothing that distracts or takes away from the positive learning environment will be sent to administration for further review.
- Headgear (examples: hats, caps, bandanas, sunglasses, stocking caps, hoods, hoodies) is not to be worn in the building. Any headgear brought to school should be kept in student's locker during regular school hours. The principal may make exceptions for spirit day or special activities.
- Halter tops, bare midribs, tube tops, spaghetti straps, mesh shirts or fishnet (unless a t-shirt is underneath), back-less garments or outer garments with the appearance of underwear are not permitted to be worn by students
- Footwear is to be worn at all times.
- Apparel that is too tight or too loose is not to be worn by students. Clothing which is too revealing or does not completely cover undergarments may not be worn. (Examples: miniskirts, short shorts, low cut clothes, ripped and/or frayed jeans which allow undergarments to be seen, or exposed cleavage.)
- Bike or animal chains/collars/spikes are not to be worn.
- Apparel that reveals offensive writing, suggestive slogans, or logos that pertain to beer, liquor, drugs, or tobacco is not to be worn.
- Pants, trousers, shorts, etc. are to be worn at the waistline, and belts are to be buckled.
- No Halloween costumes, slippers or blankets.
- Graduation attire will be standard, school issued and approved by the Principal.



*Additional modifications or exemptions to the dress code may be enacted as deemed necessary by the administration.*

Clothing normally worn when participating in a school-sponsored extra-curricular or sports activity may be worn to school when approved by the sponsor, coach, and principal. Examples: cheerleader outfits, pom squad uniforms, athletic attire, etc.

**DRUG DOG:** Bethany High School will have access to a trained drug dog. The dogs' services will be used throughout the school year to help keep Bethany High School drug free.

### **DRUG FREE EDUCATION PROGRAM GOALS:**

1. To build on the concepts learned in the younger grades.
2. To continue to develop self-respect that comes from within.
3. To develop the ability to deal with life realistically.
4. To practice problem solving without depending on peer pressure.
5. To research effects of chemical abuse on a person psychologically.
6. To examine current methods of treatment for chemical abuse.
7. To understand and appreciate laws and accept responsibility for obedience.

### **DRUGS/CONTROLLED SUBSTANCES/NON-PRESCRIPTION**

**MEDICATIONS:** The possession or use of certain drugs is a serious violation of the law and is punishable by fine and/or imprisonment. It is the responsibility of the student to know and obey the laws about drugs. Schools are part of society and are subject to the same laws as the rest of society. Accordingly, students and school authorities have the same responsibility as every other citizen to report violations of the law. It should be noted that school discipline would be imposed independently of court action. The use or possession of intoxicants, including beer and alcoholic beverages, is prohibited on school property, at any school-sponsored event, or in any vehicle being used to transport students. Students may be suspended two semesters for possession or use of drugs or controlled substances including marijuana. Students who use or possess non-prescription medications for intoxicating, stimulating or mind/body altering purposes will be under the same guidelines as stated above.

**DUE PROCESS RIGHTS:** Students at Bethany have the right to due process as guaranteed by our constitution. Any student accused of an action and threatened with punishment for this action has the right to request a hearing before the principal with the student's parents attending if desired. If the student is dissatisfied, they may request a hearing before the Bethany Board of Education.

**EDUCATION:** The goal in attending school is to provide a fair and equitable education to all students. Rules have been established to ensure all students receive the best possible education without interference.

**ELEMENTARY SCHOOL PROPERTY:** High School Students are not to loiter at the Elementary School. This includes before school, lunch period, and after school.

**ELIGIBILITY:** A student's scholastic eligibility depends upon their grade averages from the beginning of the semester to Thursday of the school week immediately preceding the week of the

event. The student will remain on probation or ineligible during the week following the grade check. **Ineligible status results in the student having closed campus during lunch and being unable to participate in OSSAA sponsored events, field trips, pep assemblies, talent shows, Faculty basketball games, school plays and skits, extracurricular activities, and other school related experiences.**

**EXTRACURRICULAR ACTIVITIES:** A student must be passing all classes to participate in extracurricular activities.

**FLEXIBLE FRIDAYS:** Students who meet the following guidelines will have an early release time at 2:15 pm. on most Fridays throughout the year:

- 1.) Students must be passing all classes the Thursday immediately preceding early release Friday.
- 2.) Students must not have any missing assignments.

Students who do not meet the above guidelines will attend Flex Time from 2:20pm to 3:10pm on Fridays and attend the class(es) they are failing or missing assignments and work to improve their grade.

Students who are passing will be required to attend flex Friday if they were absent (including school activities) and have not made up their missing work/tests by the following Thursday when grades are posted. Before flex Friday is required, students may be offered times to make up their work during lunch, before or after school. Students who are missing work will not have to stay the entire time but be allowed to leave once all of their missing work has been completed.

A student who does not qualify for early release time can only be checked out on Friday afternoons by a parent physically entering the office and signing an acknowledgement notice of the student not attending flex time. Please keep this in mind when scheduling doctor appointments.

A few Fridays will not have early release time due to midterm testing, semester testing, special assemblies/activities, etc.

**FUNDRAISERS:** Only school-sanctioned fund-raisers are allowed. There is to be no selling of articles or collecting money at school for outside organizations (including church, personal activities, etc.). All money raised by students or parents will be under the direction of school personnel. All items purchased through a school account will become the property of the school and will be under the supervision of a school employee. All money raised by students or parents will remain in the designated activity account under which the money was raised.

**GRADES:** Following are the values and meanings of letter grades:

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

**GRADES (INCOMING TRANSFER TRANSCRIPTS):** All grades on incoming transfer student's transcripts will be changed to meet Bethany High School curriculum grading standards. Pre-AP classes will be calculated on the 4.5 scale and AP classes will be calculated on the 5.0 scale for transfer students' G.P.A.

**GRADUATION REQUIREMENTS:** In order to graduate from Bethany High School, a student must earn 26 credits in the following areas:

- 4 credits in English
- 3 credits in Math: including Algebra I
- 3 credits in Science: including Biology I
- 3 credits in History: including World History, Government (.5 credit), US History and Oklahoma History (.5 credit),
- .5 credit in Personal Financial Literacy: Grade of "C" or better
- 2 credits of Foreign Language or 2 Computers credits
- 1 credit of Fine Arts
- 9.5 credits of Electives totaling 26 credits

**\*HONOR GRADUATE REQUIREMENTS:** Honor Graduate selection is based on the grade point average (GPA) of semester grades earned in the 9th, 10th, 11th grade and the first semester only of the 12th grade. Eighth (8th) grade course work will not be calculated in the GPA. Bethany High School administration reserves the right to adjust the awarding of robes based on significant changes in GPA that occur the second semester of the senior year.

**HALL PASS:** It is expected that students remain in the classroom during class periods. If it becomes necessary for a student to leave class during the class period, the student must have a hall pass issued by the teacher. The pass must give the destination and the time the student left the classroom.

**HARASSMENT, BULLYING, AND HAZING:** It is the policy of Bethany School District that no student or employee of the district shall participate in or be members of any secret organization that is in any degree related to the school or to a school activity.

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include but are not limited to, gestures or written, verbal, or physical acts, or electronic communications, including circulating, showing, creating, or sharing emails, websites, and social media posts or messages of a harassing nature. Such behavior is specifically prohibited.

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 sanctions of the school district.

At school means on school grounds, in school vehicles, at designated school bus stops, at school sponsored activities, or at school sanctioned events.

No student in this district will be subject to harassment, bullying, hazing or any other form of persecution by any student or employee at school or on school sponsored activities whether connected to an organization or not.

The administration will take necessary and appropriate disciplinary action toward any student and employee who violates the policy. Disciplinary action of a student may include short or long term suspension, or education in an alternative setting, among other consequences as set forth in District policy. Employees may be recommended for termination in compliance with state law. Transfer students who violate this policy may have their transfer terminated depending upon the degree of the offense. The administration may involve law enforcement in any situation it deems appropriate.

**ILLNESS:** In case of student illness, the student must go to the Principal's Office where the secretary will call the student's parent or guardian or send the student to the district nurse.

**INSURANCE:** The school provides a medical coverage as a service to the families in the district. The school district is not an agent for the insurance company nor does it determine the amount of payment of claims. Parents deal directly with the insurance company.

**LANGUAGE:** It is expected that language used at school be polite and appropriate. Profanity, obscenity and vulgarity have no place in the school setting. This pertains not only to students as individuals but also as a part of larger groups. Offensive wording or pictures on T-shirts or other clothing or in lockers are considered inappropriate use of language.

**LEAVING CAMPUS:** If it becomes necessary for a student to leave during the school day, the student must be checked out through the Principal's or Counselor's Office by a parent or guardian. Only a parent or guardian has the right to give a student permission to leave school, and this permission must be conveyed to an administrator or the Principal's Secretary or Counselor's Secretary orally. The student must sign out in the office before leaving the building. B.H.S. is a closed campus except at lunch; students shall remain in the building unless they have obtained the appropriate permission to be outside.

**LOCKERS:** Lockers are provided for the students' convenience. Lockers are located in the halls with two or three students assigned to a locker. Objects of value should not be left in coats or lockers (i.e., money, watches, purses, etc.). The school does not supply its students with lockers for illicit use in harboring pilfered property or harmful substances; it is a proper function of school authorities to inspect the lockers under their control and to prevent their use in illicit ways or for illegal purposes.

**LOST AND FOUND:** Students are responsible for all items used at school. Personal items should be marked with a full name. Lost and found items are located in the commons area. Items that are not claimed after the closing of each semester will be donated to a charitable organization.

**LUNCH PERIOD:** Students may purchase hot lunches in the corral. Lunches cannot be charged. Applications for free or reduced lunches may be obtained from the Principal's Office. In order to keep the corral clean and attractive, students should eat at the tables and clean up after themselves. Throw away all trash and return plastic food baskets to the food carts. Failure to follow these rules may result in disciplinary actions.

Freshmen have closed campus and must remain on school property during lunch. Sophomores, juniors and seniors may choose to leave campus to eat lunch. Students should leave campus in an orderly manner. Students are not allowed to loiter in the parking area during the lunch period. Students who choose to accept the privilege of open campus shall represent Bethany High School in a positive manner. Students who choose to act or drive inappropriately during the open campus time period may have their open campus privileges denied.

**MAKE-UP WORK:** A student who is out of school for one or two days is expected to obtain make-up work from each teacher through direct contact. When a student is absent three (3) days or more, the parent is expected to contact the Counselor's Office (499 -4631) and make arrangements for the schoolwork to be picked up. Parents of a student who will be absent for an extended period of time should contact the High School Counselor so that arrangements can be started for a homebound teacher. Work missed because of absence can be, and often needs to be, made up on the student's return to school. Make-up provisions vary depending upon the type of absence. Teachers are granted discretion in setting deadlines for make-up work within these guidelines.

1. Unexcused Absence: All work missed for this reason may be entered as zero credit. If make-up work is required in any class, the deadline may be set at whatever time the teacher feels is appropriate.
2. Excused Absence: It is the responsibility of the student to check with each teacher and arrange to make up missed assignments. A student will have two days after the first day of absence and one more day for each additional consecutive day of absence to hand in make-up work. Example: If students are absent on Monday, then work will be due no later than end of class Wednesday. If they are absent two days, they will have the day of their return and two more days to complete the missed assignments. If work is not made up on time a zero may be given.
3. Activity Absence: If students are to be absent for a school activity, they must check with their teacher and pick up work in advance of their absence. Work assigned and due prior to

or on the day of the activity absence should be handed in when due; **no extra days will be given.**

4. All work that was due the day(s) the student was absent, and had been assigned previous to the absenteeism, would be due on the day the student returned to class. Any tests, quizzes, etc. that were administered while the student was absent, but had been announced prior to the student's absence(s) and no new information had been covered, would be taken on the day of the student's return to that class period.

**MEDIA CENTER:** The High School Media Center is available for all students to use as a means to further their education. Students are expected to show a pass from their teacher and sign-in upon entrance to the media center. Students who do not have a pass will be sent back to class to get one. Students are allowed to study and read in the media center during lunch. All students are expected to use the Media Center in such a way that their actions do not interfere with the learning of others. Loud talking, horseplay, and playing games on the computers are not considered appropriate behavior in the Media Center. Books, reference materials, and audio-visual items may be checked out on the following basis: Fiction and non-fiction books may be checked out for a period of two weeks. Some encyclopedias and other reference books may be checked out overnight and returned by 8:00 a.m. the following school day. All students who enjoy the privileges of using the Media facilities must also accept the responsibilities to see that items borrowed are returned in good condition within the appropriate time period. If a book has been lost, or damaged beyond repair, the student who checked out the book/material is responsible to pay for the replacement price of book/material.

**MEDICAL CONFIDENTIALITY:** A student's medical problems will not be disclosed by the nurse to other staff members without the consent of the parent. The parent has a duty to inform school officials of the student's disability. Medical information cannot be given out without the consent of a parent or guardian.

**MENINGOCOCCAL DISEASE:** Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood. Although the risk is extremely low, disease does occur. Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Vaccines can prevent many types of meningococcal disease, but not all types. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age),
- College freshmen who live in dormitories,
- Other people at high risk 11- through 55- years-of-age.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

This vaccine is not required to attend kindergarten through the 12<sup>th</sup> grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

**MIDDLE SCHOOL PROPERTY:** High School students are not to loiter at the Middle School or on the south side of the High School. This includes before school, lunch period, and after school. Students who enter by the south doors should do so in an expedient manner.

**NATIONAL HONOR SOCIETY:** The purpose of the Bethany Chapter of National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in pupils of Bethany High School. Membership in the Bethany Chapter of NHS is based upon scholastic grades, character, leadership and service. Students in grades 10 - 12 having a cumulative grade point average of 3.75 are eligible for consideration as prospective members. Prospective members are notified by mail during the second semester of the school year. The notification letter includes a Student Activity Information Form. Students who complete the form are recommended to the Faculty Council for further consideration. Once the results of the student's self-evaluation and the Faculty Council's evaluations are tabulated, the inductees are notified by letter and public announcement.

**NO CHILD LEFT BEHIND ACT OF 2001:** Section 1111(6)(A)-  
QUALIFICATIONS - - At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- (i) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

According to the Act the information listed above must only be provided to parents who request the information. The LEA/school site must notify parents that they have the right to request the information.

Section 1111 (6) (B)-ADDITIONAL INFORMATION.- In addition to the information that parents may request under subparagraph (a), a school that receives funds under this part shall provide to each individual parent –

- Information on the level of achievement of the parent's child in each of the State academic assessments.

- Timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

The Act also requires that this information be provided to parents, to the extent practicable, in an understandable format and in a language that parents can understand.

## **NOTIFICATION OF FAMILY EDUCATION RIGHTS AND PRIVACY**

**ACT (FERPA):** Students and their parents will be notified of the following procedures:

1. The type of records kept
2. The procedure for inspecting and copying these records
3. The right of interpretation
4. The right to challenge data or to provide a rebuttal to the data
5. The right to lodge a complaint with the US Department of Education if the law is not adequately implemented

Educational records that are kept by the district shall include all materials directly related to a student. They shall not include records and notes of a teacher, administrator, school nurse or therapist for his or her own use.

The board will require a prior written consent from the parent before providing such information to third parties. Exceptions are allowed for district employees who have reasons for reviewing the records and for school officials where the student seeks to enroll.

When district officials transfer records, they will notify parents of the transfer and of their rights to review and contest. Although an exemption exists for material under court order, parents will be notified of such order.

Within the first three weeks of each school year, Bethany School District will publish on the District Website a notice to parents and eligible student of their rights under the FERPA and this policy. Upon enrollment, each student will receive a Parent Student Handbook that includes a copy of the FERPA policy.

The board of education is committed to compliance with the Family Educations Rights and Privacy Act and other pertinent guidelines. Copies of the FERPA and related forms may be obtained in the superintendent's office.

Additional information about the Family Privacy Act may be obtained from: Family Policy Compliance Office, US Department of Education 600 Independence Ave. SW, Washington, D.C. 20202-4605.

References: Family Education Rights and Privacy Act (FERPA)  
Bethany School District policy adopted May 3, 1993  
Revised December 4, 2006  
Adopted by Bethany Board of Education December 4, 2000  
Revised: December 4, 2006



Location of Education Records:

<u>Type</u>	<u>Location</u>	<u>Custodian</u>
Cumulative School Records (Present and Former Students)	Elementary School, Middle School & High School	School Principal
Health Records	School Principal's Office School Nurse's Office	School Principal School Nurse
Active Special Education	School Principal's Office	Active School Principal
Inactive Special Education	Special Services' Office	Director of Special Services
Special Test Records	Counselor's Office	Active School Counselor
Occasional Records Student education	Principal will collect and make available	School Principal
Records not identified above at parent's request	School Principal's Office	

Reference: Bethany School District policy

Revised: December 4, 2006

Approved by Bethany Board of Education December 4, 2000

Revised by Bethany Board of Education December 4, 2006

**NURSE:** Bethany Public Schools has a full time nurse on campus located in the north wing of the elementary. If a student needs to see the nurse they must go to the Principal's office where the secretary will call to verify the nurse is in her office, and write a pass before the student reports to the nurse.

**OKLAHOMA HONOR SOCIETY:** Ten percent of the high school enrollment is eligible for membership in this society. Grades are figured over the first semester of the current school year and the second semester of the past school year (9th graders on the first semester of the current year only).

**ONLINE COURSES:** All online courses to be counted for credit towards a student's graduation requirement and to be included on the student's transcript must have approval by the counselor prior to enrolling in the online course. Most online courses cannot be substituted for a core class requirement unless the student meets the concurrent enrollment guidelines. Students seeking guidance or assistance with online course information should make an appointment to meet with the counselor.

**PARENT PORTAL:** Parents can check their teen's grades and attendance online from any computer or smart phone using PARENT PORTAL. Go to the Administration building to obtain a username. Parents can see missing assignments, grades, tardies, and absences any time. Also, there are links to the teachers' email addresses so you can send an email to ask about grades or to schedule a conference if needed.

**PARENTS RIGHT TO KNOW:** In keeping with the provisions of No Child Left Behind, Bethany Public Schools will provide the parents on request (in a timely manner) information regarding the professional qualifications of their child's classroom teachers. The information, which will be provided, includes the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification of degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

**PARKING FACILITIES:** Students are expected to park in areas that have been designated for student parking. Seniors may purchase parking permits on a first come basis in designated spaces in the parking area immediately to the north of the gym, the large parking area north of the high school building, and the parking area behind the maintenance building. Juniors may participate in the parking lottery for the remaining student spaces. Underclass students and those juniors and seniors who have not purchased parking permits for a designated space in the assigned areas will need to park in the northwest parking lot on the property of Bethany First Church of the Nazarene.

Students are not allowed to park in the loading and unloading areas along the curb in front of the high school or on any property associated with the elementary or middle school. They may not park in any spot designated for faculty or staff, nor in the visitor or handicapped parking areas. They may not park in any space with a painted name. Students' vehicles should occupy only one space designated by two solid painted lines. Students are not allowed to park along the islands in the student parking lot or along any curbs not associated with a marked parking space. Asbury Street has also been designated as a no parking area.

Violations of the above may result in off campus suspension of the student's vehicle, or principal's directives may result in the vehicle being towed at the owner's expense.

During the school day students are not allowed to sit in or on cars or gather in the parking lot. This is for the student's own safety and welfare and the protection of the cars in the parking lot. Students who do not observe safe driving practices in the parking lot, or ignore the non-student parking area designation, may have their parking privileges taken from them.

**PARKING PERMITS:** All students who drive to school must register their vehicle(s) in the office. Unregistered cars will be towed without warning. Seniors and juniors who want to park on school premises are required to purchase a parking permit in the principal's office. A limited number of permits will be sold. Seniors get to purchase permits first, and then juniors can purchase the remaining permits until all spaces have been reserved. Students must have their driver's license, show proof of current insurance, and pay a fee to obtain a parking permit. The permit must be properly displayed to show that the vehicle has been properly registered and has permission to be parked in the school parking lot. As part of the permission to park on school property, students acknowledge that the vehicle is subject to search by drug sniffing dogs, dogs searching for bombs, or other contraband or illegal substance. Also by parking on school property, the student is consenting to a search of the entire car, including the interior and trunk. If a student refuses to allow the search of the interior or trunk of the vehicle, out of school suspension could be assigned

to the student. Students who have not purchased a parking permit are expected to park in the northwest parking lot on the property of Bethany First Church of the Nazarene.

### **PUBLIC DISPLAY of AFFECTION:**

Bethany Public Schools recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from Public Displays of Affection (PDA) while on campus or while attending and/ or participating in a school-related activity.

PDA includes any physical contact that may make others in close proximity uncomfortable or serve as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA includes but are not limited to:

- a. Kissing
- b. Holding hands
- c. Fondling
- d. Cuddling
- e. Inappropriate touching
- f. Rubbing/Massaging
- g. Caressing/stroking/ petting
- h. Excessive and/or inappropriate hugging

Inappropriate public displays of affection will not be tolerated. Students who engage in such acts are subject to disciplinary actions.

**PRESCRIPTION DRUGS:** If it is necessary for a student to take a prescribed drug (medicine) during the school day, the medicine must be turned in to the school nurse when the student arrives at school. A student may then obtain written permission to be released from class at the appropriate time for the purpose of taking such medication. Students who need to carry an inhaler with them while at school must have their physician, parent/guardian, school nurse, and their selves complete an “Inhaler Authorization Form” which may be obtained in the principal’s office.

### **PROFICIENCY BASED PROMOTION:**

1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
  - a. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students to perform relevant laboratory techniques.
  - b. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year: once before the beginning of the school term and at the end of the school term as identified in OSSBA Policy Services, 70 O.S. Section 11-103.6:
    - 1.Social Studies
    - 2.Language Arts
    - 3.The Arts
    - 4.Languages

5. Mathematics

6. Science

- c. Qualifying students are those who are legally enrolled in the local school district.
  - d. Students will be allowed to take proficiency assessments in multiple subject areas.
2. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
    - a. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social, emotional, and intellectual needs of the student will be used in the consideration of the promotion/acceleration decision.
    - b. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirement for the high school diploma.
  3. Assessment will be aligned with curriculum and instruction.
  4. Completion will be noted with a "P" for passing.

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA):** The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. #1232h, requires Bethany Public School District to notify parents and obtain consent or allow them to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

**REPORT CARDS:** Report Cards are given four (4) times a year at nine (9) week intervals as an indication of pupil progress in each subject. The nine weeks grades are not recorded on any official record. Only the semester grade becomes a part of the pupil's permanent record.

**REVOCAION OF STUDENT TRANSFERS:** It is a privilege for a transfer student to attend Bethany High School on an open or emergency transfer. As such, all transfer students must meet the following expectations to remain on emergency/open transfers:

- 1) The student has maintained passing grades. Any failing grades at either the fall or spring semesters may cause the transfer to be revoked.
- 2) The student has not been suspended, had multiple discipline referrals, or a major infraction.
- 3) The student has maintained a 94% attendance record.

Students and their parents may appeal a revoked transfer by writing the principal a letter stating why an exception should be made for the family.

**SCHEDULE CHANGES:** Each student at Bethany High School has been individually counseled and placed into the appropriate classes. The changing of class schedules is strongly discouraged. If a schedule must be changed, a Schedule Change Form may be obtained in the Counseling Office. The schedule change must be approved by the parent. All schedule changes must be completed by the 5th day of the current term. After the 5th day students can only drop classes at the semester. Students must attend all classes that they are enrolled in until the end of the semester even if they are failing the class or have lost credit due to absences. We expect students to continue attending class in such situations because we believe that there is value in the course content and the class interaction apart from the grade earned. Students who quit attending a scheduled class after the schedule change deadline will be considered truant and will be subject to disciplinary action. All students must be enrolled in seven periods of approved Bethany High School courses.

## **SCHOOL DANCE AND EVENT POLICY**

- a. The school will hold three dances per year: Fall Ball, Sadie Hawkins and Prom.
- b. Each dance will have tickets sold in advance and outside guest forms will be required. The forms must be turned in to the office three days before the dance or the outside guest will not be allowed to attend.
- c. No outside guests will be allowed at other school functions such as Back to School, Homecoming, or SWAT events.
- d. Fall Ball, Sadie Hawkins and all school events, except for the Prom will be held on school property.
- e. A uniformed police officer must be present.
- f. Students who attend dances and school events may be subject to a breathalyzer.
- g. All students must be checked in by a teacher as they enter the dance. Teachers should be aware of what students and outside guests are present at the event. Once a student leaves the premises, he/she is not allowed to return.
- h. DJs must be selected from a list of pre-approved DJs who are familiar with school policies.
- i. Attendance at these events is a privilege for students that may be revoked as determined by administration.
- j. No outside food or drinks will be allowed at school events. Bags may be subject to search.
- k. An appropriate number of teachers, parents and administrators will be present at all school related dances and events.

**SEXUAL HARASSMENT:** The Bethany Public School District believes that every student has the right to attend school and school-related activities free of all form of discrimination on the basis of sex, including sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature such as:

- a. Unwelcome sexual flirtations or propositions
- b. Sexual slurs, leering, epithets, verbal abuse, derogatory comments or sexually degrading descriptions
- c. Graphic verbal comments about an individual's body, overtly personal conversation

- d. Sexual jokes, notes, drawings, pictures, or gestures
- e. Spreading sexual rumors
- f. Circulating, showing, creating, or sharing emails, websites, and social media posts or messages of a sexual nature
- g. Touching an individual's body or clothes in a sexual way
- h. Purposefully cornering, blocking or hindering normal movements
- i. Displaying sexually suggestive objects and clothing

Disciplinary action will occur and may include suspension, expulsion, and legal action depending on the nature of the offense and employees may be terminated in compliance with state law. Transfer students who violate this policy could immediately have their transfer terminated depending upon the degree of the offense.

**SNOWBALLS:** Throwing snowballs is prohibited by students while in or on school properties, or under the schools' jurisdiction during school hours.

**SOCIAL MEDIA:** Bethany High School expects parents, students and faculty to be respectful and kind when posting on all Social Media sites such as Facebook, Twitter, Instagram, YouTube, etc. Any posts that are intended to harm, insult or demean any student, or faculty member will not be tolerated. (See **HARASSMENT, BULLYING, AND HAZING**)

**SUBSTITUTE TEACHERS:** Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. It is important that students respect and follow the instructions of the substitute, just as they would a regular teacher. Failure to do so will result in disciplinary actions.

**SUSPENSION:** If students group to miss classes for any reason, they can be considered for immediate suspension by the administration (i.e., athletic victories, extra holiday, etc.). The principal can issue an in-school suspension or an out-of-school suspension to a pupil for persistent and continued violations of the schools rules as well as gross infractions; namely engaging in acts of immorality, lewdness or improper decorum; use of profanity or vulgar language or expression (including gang graffiti); showing disrespect for school property or causing damage to school property; violation of written school rules, regulations or policies; willful and open disobedience of a teacher, administrator, or a person designated with school authority; truancy; stealing or an act of thievery; promoting or encouraging any of the above acts.

**TARDIES:** It is important that students attend classes regularly and on time. Students who are tardy more than three times in a class per semester, will be assigned detention. Habitually tardy students face more serious consequences. A tardy is defined as arriving during the first ten minutes after the class bell rings. Students arriving more than 10 minutes after the bell rings will be counted absent. An absence for tardiness will be characterized as excused or unexcused based on the criteria listed for absences. (See **ATTENDANCE**)

**TELEPHONE USAGE:** The office telephones are not for student use except in the case of illness or valid emergency.

**TEST EXEMPTION:** Students may be exempt from taking Semester Tests if they meet the following criteria for that class:

- 1.) A average and 4 or fewer absences  
B average and 3 or fewer absences  
C average and 2 or fewer absences
- 2.) None of the absences are trancies or unexcused.
- 3.) No Saturday school or out of school suspensions during the semester.
- 4.) No library fines, overdue books, or cafeteria balances due.

**\*\*NOTE:** For the purpose of exemptions only, 3 tardies will equal 1 absence.  
Students will not be allowed to take tests early or to leave school during a testing session.  
Student exemption will be contingent upon behavior and attendance through the day before semester tests.

**TEXTBOOKS:** Students are responsible for books checked out in their name. If the book is lost, stolen or damaged regardless of fault, then the student may be held financially responsible.

**TOBACCO PRODUCTS:** Smoking and possession of tobacco products or electronic cigarettes by students while in or on school properties, or under the school's jurisdiction during school hours, or while participating in or attending a school-sponsored event is prohibited. Students who violate the rule may be suspended. Continued violations may result in long-term suspension.

**VISITORS:** Parents and other visitors are welcome to visit District Schools. All visitors must first report to the principal's office. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Students absent or on holiday from other schools/campuses may not visit the schools. The Principal may request identification from any person on school property and may ask any person not having legitimate business to leave.

**WEAPONS:** It shall be unlawful for any person, except a peace officer or other person authorized by the Board, to have a firearm or weapon in his/her possession on any public school property or while in any school bus or vehicle used by the school for transportation of students or teachers. Dangerous weapons including, but not limited to firearms, are a threat to the safety of students and staff of Bethany School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of school. Possession by any student of a dangerous weapon or a replica or facsimile of a dangerous weapon while on school property, at a school-sponsored activity, or on a school bus or vehicle is prohibited.

**WEATHER CLOSING:** In the event of adverse weather, school closings are announced on the television stations and on the school connect application.

**WITHDRAWALS:** Any student considering withdrawal from school is to report to the office so that proper procedure will be followed. Each teacher must initial the proper form and all books and outstanding fees or deposits must be paid.