BETHEL PUBLIC SCHOOLS

Achieving Excellence in a School of Excellence



ELEMENTARY STUDENT AND PARENT/GUARDIAN HANDBOOK 2025 - 2026

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BETHEL PUBLIC SCHOOLS ADMINISTRATION AND DIRECTORS

Administration

Superintendent
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405.273.0385

Lower Elementary Principal
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405.273.7632, ext. 1105

Upper Elementary Principal
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Middle School Principal
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High School Principal
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MS Assistant Principal
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HS Assistant Principal
Courtney Howser
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Directors

Athletic Director
Jennifer Lynch
405.273.3363, ext. 7130

Child Nutrition Director
Lesa Bailey
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Transportation Director
Dan Murdock
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School Nurse
Michelle Jackson
405.273.7632, ext. 1308

Special Services
Dr. Morgan Dillingham
405.273.3363, ext. 7310

Title IX Coordinator
Dr. Matt Posey
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EXTRACURRICULAR ACTIVITIES

Accelerated Creative Education

Mission Statement: The mission of the Accelerated Creative Education (ACE) program in Bethel Public Schools is to provide a variety of educational opportunities/services for intellectually and academically-gifted, first-fifth grade students. Students will be given the opportunities to reach intellectual/academic potential in all areas of the curriculum and to develop lifelong processes of autonomous learning.
UE Sponsor: Andrea Brown, Stacy Engle, Vikki Stewart
LE Sponsor: Heather Arnold, Mandy Sulphur

Math Hoops

Mission Statement: The mission of Bethel Upper Elementary Math Hoops program is to motivate and challenge their highest level of mathematics performance.
UE Sponsor: Stacy Engle

2025-2026
BETHEL ELEMENTARY SCHOOL
Student and Parent/Guardian Handbook Acknowledgement

My signature below indicates that:

- I have received the handbook and been informed of the general contents of the handbook.
- I have read and understand the district's attendance policy on pages 18-21.
- I have read and understand the district's discipline policy regarding inappropriate student conduct including student offenses, suspensions, bullying, harassment, and cell phone use on pages 29-41.
- I have read and understand the district's dress code policy on pages 41-43.
- All policies, procedures, and punishments cannot be covered in a document of this nature and that school administration may enforce or implement items not specifically listed in this document.

Grade: _____

Print Student Name: _____

Student Signature: _____

Print Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____

Date: _____

The student handbook is a condensed version of the Bethel Board of Education's policies and procedures and Oklahoma State Law. The handbook addresses the most common issues that specifically pertain to students. We reserve the right to take any appropriate action on events which may not directly appear within the guidelines of the handbook in order to offer a safe and secure environment for BPS. All efforts have been made in order to provide a comprehensive guide of our school rules and policies, but unforeseen circumstances will be dealt with in accordance to administrative interpretation.

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FOREWORD

This booklet is not intended as a legal document, but rather is an attempt to provide students with guidelines. These guidelines will provide for the maximum operational efficiency of our school. This booklet is not all-inclusive in that it does not contain a complete list of policies and procedures of Bethel Public Schools. The complete book of policies and procedures is located in the Bethel Board of Education, 16605 Bethel Road, Shawnee, OK and available on the Bethel Public Schools' website.

NON-DISCRIMINATION STATEMENT

The Bethel Public Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or veteran status.

MISSION STATEMENT

Bethel Public Schools considers the total student. This requires careful consideration of each child's emotional, physical, intellectual, social, and economic well-being. We further encourage the mastery of learning skills through educational opportunities which include accessing and processing information, dealing with change, thinking, reasoning and problem solving, developing creativity, and positive human relationship.

The development of each student's positive self-esteem and attitude toward him/herself and the work which he/she must learn to function is an important element of education. Students should have educational experiences that will help them to live productive lives. Students will be provided every opportunity possible to learn in a safe environment. Individual differences will be recognized while assuring equity for all. The development of each child's potential shall be the goal of each teacher, administrator, board member and all others concerned with education in the Bethel Public Schools.

Bethel Public Schools will continue to actively involve school district patrons in the educational process.

PURPOSE

The purpose of this handbook is to provide student information concerning Bethel Public Schools. Read and carefully study this handbook as it contains policies and procedures to follow this year.

Any additions or deletions to this handbook may be suggested to the building principal.

When it is necessary for a large number of people to work together, the success of that work depends on mutual understanding and responsibility. This school system cannot operate efficiently without a certain amount of rules and uniformity. Only through the cooperation of parents/legal guardian, students, and teachers can Bethel Public Schools provide the best educational opportunity.

The primary importance of the educational program will be to encourage self-discipline and responsibility, which are characteristic of the mature person. The obligation of each student to become a useful member of society will be encouraged. Since an orderly atmosphere is essential if learning is to take place, these guidelines are for the personal welfare of the student as well as the common good of the entire school. The written policy as set forth in this handbook has been developed by the school administration and provided for each student by the Bethel Board of Education. The policies and information contained herein have been reviewed and approved by

the Bethel Board of Education on June 30, 2025.

ACCREDITATION

Bethel Public Schools is a fully accredited institution, being accredited with the Oklahoma State Department of Education.

LETTER TO PARENTS/LEGAL GUARDIANS

Welcome to Bethel Public Schools, an institution of learning recognized for its academic and extracurricular activities.

New students will find that Bethel offers a wide range of courses and extracurricular activities aimed at meeting the needs and interests of all students.

You are the beneficiaries of Bethel traditions--spanning many generations--and a school of which you can be proud to attend and graduate. The success of this school, as all schools, depends upon and will be insured by the contributions each person makes, not only toward his/her individual objectives, but also toward the common goals of the total school community. Education is a two-way street. We ask that you take pride in your school and express the required effort on your part to take advantage of the opportunities.

The faculty, administration, and Bethel Board of Education are sincerely interested in each student receiving a well-rounded education and are dedicated to doing everything within reason to see that provisions are made for achievement.

We all are here to help you. The staff members are vested in many areas of learning and continuously strive to progress.

Parents/legal guardians are encouraged to visit our school and feel free to discuss any problems or questions they might have. All visitors will be required to report to the building administrator's office.

We also have a student software package which enables you as parents/legal guardians to keep up with your child's grades and progress from your home computer. More information on may be obtained by contacting the counselor at your child's respective school site.

Bethel Public Schools' Administration

ANNUAL NOTIFICATION OF RIGHTS (FERPA & PPRA)

The Family Educational Rights and Privacy Act (FERPA) policy is reviewed annually by the Bethel Board of Education and is designed to meet the provisions of the FERPA. A copy of this policy will be kept in the superintendent's office and available on the Bethel Public Schools' website.

In the course of a child's education, the Bethel Public Schools will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent/legal guardian has the right to inspect and review any and all records, files, and data related to his/her child within forty-five (45) days of the day the district receives a request for access. During the regular school day, these records will be available for such review at any time upon prior request. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform the building principal of that concern.

It is the right of a student's parents/legal guardians or an eligible student to seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This record will not be changed if the district decides not to alter it according to the parent/legal guardian's or eligible student's request. The procedures for this are part of the student records policies and procedures policy.

It is the intent of the Bethel Public Schools to limit the disclosure of the information contained in a student's educational records except: (1) by the prior written consent of the parents/legal guardian of the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.

The Bethel Public Schools proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent:

1. The student's name, address, telephone listing, and date and place of birth
2. The names of the student's parent(s) or lawful custodian(s)
3. The student's dates of attendance, dates of enrollment, withdrawal, and/or re-entry
4. The student's class designation (i.e., first grade, tenth grade, etc.)
5. The student's extracurricular participation
6. The student's photograph
7. The student's achievement diplomas, certificates, awards, or honors
8. The student's weight and height if a member of an athletic team
9. The school or school district the student attended before he/she enrolled in this school district

At the age of eighteen (18), students have the right to choose to give parents/legal guardians access to their educational records. If a parent/legal guardian or eligible student wishes to refuse the release of this directory information, he/she must request a form from the building principal within the first three (3) weeks of school. This request should be submitted to the building principal.

In case a parent/legal guardian, student, former student eighteen (18) years old, or a citizen of the Bethel Public Schools believes that the district is violating the Family Educational Rights and Privacy Act (FERPA), that person has a right to file a complaint with the United States Department of Education at:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue S.W.
Washington D.C. 20202-4605

A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.

The following educational records are maintained by Bethel Public Schools (in the following locations):

	RECORDS	**LOCATION**	**RESPONSIBLE PERSON**
1.	Health Records	Individual Sites	Building Principal
2.	Permanent Records (Transcripts)	Individual Sites	Building Principal
3.	Confidential (Special Education)	Individual Sites	Building Principal
4.	Attendance Registers (Current)	Individual Sites	Building Principal
5.	Attendance Registers (Prior Years)	Individual Sites	Building Principal

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Bethel Public Schools to notify parents/legal guardians and obtain consent or allow parents/legal guardians to opt your child out of participating in certain school activities. These activities include student survey, analysis, or evaluation that concerns one or more of the following eight (8) areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parents/legal guardians
- Mental or psychological problems of the student or student's family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or parents/legal guardians;
- 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.

***The above entry in no way suggests that Bethel Public Schools will solicit any items mentioned above. <u>Bethel Public Schools is mandated to present the above information by the federal government.</u> In instances where "sensitive" information is requested of students, we will contact parents/legal guardians and request permission.**

Bethel Public Schools
2025-2026 School Calendar

August 2025

SUN	MON	TUE	WED	THU	FRI	SAT
					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
31						

September 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	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				

October 2025

SUN	MON	TUE	WED	THU	FRI	SAT
			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	31	

November 2025

SUN	MON	TUE	WED	THU	FRI	SAT
						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						

December 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	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	31			

Important Dates

August
4&5–New Student Enrollment
11-12–Professional Development Days
12–Meet the Teacher (5:30-7:00pm)
13–First Day of School
22–Prof. Dev. Day (No School)

September
1–Labor Day (No School)
25–Conferences (3:00-9:00pm)
26–No School

October
16-20–Fall Break (No School)

November
24-28–Thanksgiving Break (No School)

December
22-Jan 2–Winter Break (No School)

January
5–Prof. Dev. Day (No School)
6–School Resumes
19–Martin Luther King Jr. Day (No School)

February
12–Conferences (3:00-9:00pm)
13–No School
16–President's Day (No School)
27–Snow Day

March
6 – Snow Day
13 – Snow Day
16-20–Spring Break (No School)
27 – Snow Day

April
3–Good Friday (No School)
10–No School
17–No School
24–No School

May
14–Last Day of School
15–Professional Development Day
16–Graduation @ FireLake Arena (Tentative Date)
25–Memorial Day (Offices Closed)

Indicates No School
Conferences 3:00-9:00pm (School dismisses at 2:30pm)
Snow Days (If not used, Snow Days will be No School Days)

159 Instructional Days + 2 Conferences + 5 Professional Days = 166 Total Days

Board Approved/Amended:
June 30, 2025

January 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				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	31

February 2026

SUN	MON	TUE	WED	THU	FRI	SAT
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

March 2026

SUN	MON	TUE	WED	THU	FRI	SAT
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	31				

April 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			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		

May 2026

SUN	MON	TUE	WED	THU	FRI	SAT
					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
31						

(This calendar may change without prior notice. Notification will be sent home with students or via Parent Square and social media platforms.)

GENERAL INFORMATION

SCHOOL HOURS

Classes begin at 8:00 a.m. Dismissal is at 3:30 p.m. The lunch period for PreK-fifth grade is from 10:40 a.m. to 12:20 p.m.

Students are not to come to the school or be dropped off at the school, including the cafeteria, before 7:35 a.m. Supervision is not provided for students on campus before 7:35 a.m. or after 3:45 p.m. The school and the Bethel Board of Education cannot be held liable for any harm that may occur to a student who arrives or remains at school before 7:35 a.m. or after 3:45 p.m. Therefore, the administration requests that students NOT arrive before 7:35 a.m.

Students should leave the building and grounds when school is dismissed unless involved in other school-sponsored activities.

GRADING SCALE

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 and below	F

ENROLLMENT

When enrolling your child for the first time, you are required to bring with you each of the following:

1. official birth certificate
2. official social security card (optional)
3. proof of residency with current utility bill (water, natural gas, electric ONLY)
4. up-to-date immunization records which show:

Kdg-Fifth Grade	PreK
5 DTP/DTaP/Td	4 DTP/DTaP/Td
4 Polio	3 Polio
2 MMR	1 MMR
3 Hep B	3 Hep B
2 Hep A	2 Hep A
1 Varicella*	1 Varicella

"No minor child shall be admitted to any school operating in this state unless and until certification is presented to the appropriate school authorities from a licensed physician, or authorized representative of the State Department of Health, that such child has received or is in the process of receiving, immunizations." (70 O.S. § 1210.191) "Any minor child, through the parent, guardian, or legal custodian of the child, may submit to the health authority charged with the enforcement of the immunization laws of this state: a certificate of a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child; or a written statement by the parent, guardian or legal custodian of the child objecting to immunization of the child; whereupon the child shall be exempt from the immunization laws of this state." (70 O.S. § 1210.192)

REGULATIONS FOR PROFICIENCY-BASED PROMOTION

1. Students must request permission to demonstrate proficiency by completing a request form, which can be obtained in the building principal's office or superintendent's office. The request requires a parent/legal guardian signature.

2. Requests must be made at least 24 hours prior to the actual assessment date.

3. Proficiency may be demonstrated by either having passed the regular class or by assessment.

4. Sequential classes for the elementary are PreK-fifth grades.

5. Assessment dates are established as follows: the Tuesday and Wednesday of the week immediately preceding the start of school and the Tuesday and Wednesday of the week immediately following Christmas break.

6. If a student fails to make 90% on the proficiency exam, he/she must wait until the next testing period to try again. The two days are established at each testing date simply to allow a student to take more than one exam, not for retakes. The original assessment will likely take more than one day to grade.

7. Students and/or parents/legal guardians may request copies of the Oklahoma Academic Standards for the area they wish to attempt. Those requests should be made to the building principal.

PROMOTION/RETENTION

"The Bethel Board of Education believes the primary goal of the educational process is to educate. The board also believes since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete PreK-twelfth grade at the same rate. Therefore, for some children, more than fourteen years of public education are necessary to achieve the minimal standards of an appropriate education." (Bethel BOE EIA) When considering the retention of a child, the Bethel Elementary staff will examine a variety of areas, such as maturity, academic concerns, attendance, social issues, chronological age, and benchmark assessment results. A placement committee consisting of the parents/legal guardians, building principal, counselor, and classroom teacher shall determine if a student is to be assigned to the next higher grade. The committee will make a retention or promotion decision based on the input from all concerned. It is our desire to collaborate with parents/legal guardians to make the most informed decision regarding your child's placement for next school year. However, should events occur over the summer which materially affect the original retention decision, a new meeting may be called by the parent/legal guardian or a placement assessment may be requested by contacting the school counselor.

RESIDENCE OF STUDENTS

It is the policy of the Bethel Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district. Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. (Bethel BOE FD)

Every student between the ages of 5-21 as a legal resident may attend Bethel Public Schools as a resident of the district. Students may not be twenty-one (21) years of age prior to September 1st. (70 O.S. § 1-113)

Annual proof of residency requirements include home deeds, lease agreements, or utility bills (electric, water, natural gas, propane). Proof of residency documents must be in the parent/legal guardian's name. Residency checks may be checked by school administration and/or School Resource Officer (SRO). Parents/guardians are required to provide updated residency and demographic information if students move in or out of the district.

TRANSFER POLICY

Students seeking transfer to Bethel Public Schools must apply for transfer via the Bethel Public Schools online transfer portal. See the district's transfer policy for further information. Continuing student transfers must meet the requirements of the Bethel Public Schools policy regarding attendance and discipline. (Bethel BOE FE)

ACCELERATED CREATIVE EDUCATION (ACE)

The purpose of the Accelerated Creative Education (ACE) in the Bethel Public Schools is to provide opportunities for intellectually and academically gifted first-fifth grade students. They will be presented challenging problems to find outlets for creativity and imagination and supplement their regular classroom education with practical and useful

skills. Students are admitted to this program based upon the regulations set forth in the district's gifted and talented (GT) policy. (Copies of the GT policy are available in the office.)

HONOR ROLL

First-fifth grade students must meet the following criteria to achieve status on the Superintendent's and Principal's Honor Roll at the end of each semester:

Students must have all "A's" as semester grades to qualify for the Superintendent's Honor Roll. Students making all "A's" and "B's" as semester grades will be on the Principal's Honor Roll.

AUTHORITY OF TEACHERS

"The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher." (70 O.S. § 6-114)

"Any person who, without justifiable or excusable cause, commits any assault, battery, or assault and battery upon the person of a school employee while such employee is in the performance of any duties as a school employee or upon any student while such student is participating in any school activity or attending classes on school property during school hours shall, upon conviction, be guilty of a misdemeanor. The convicted person shall be punished by a term of imprisonment in the county jail for a period not exceeding one (1) year, or by a fine not exceeding Two Thousand Dollars ($2,000.00), or by both such fine and imprisonment."

"Any person who, without justifiable or excusable cause, commits any aggravated battery or aggravated assault and battery upon the person of a school employee while such employee is in the performance of any duties as a school employee shall, upon conviction, be guilty of a felony punishable by a term of imprisonment in the State Penitentiary for a period not exceeding two (2) years, or by a fine not exceeding Five Thousand Dollars ($5,000.00), or by both such fine and imprisonment." (21 O.S. § 650.7)

"A student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher." (70 O.S. § 24-101.3)

EXAMINATIONS AND REPORT CARDS

QUARTER AND SEMESTER TESTS

These tests will be given so better evaluation of continuing progress may be made and to assist in the determination of letter grades.

REPORT CARDS

The teacher of each class in which a student is enrolled issues reports of student progress each quarter. Parents/legal guardians are asked to review the progress report with their children. Report cards will be issued at the end of each semester.

PROGRESS REPORTS

Progress reports for first-fifth grades will be sent home two times each semester. **Parents/legal guardians with computer access will have the ability to view their child's grades daily via the student information system.**

CURRICULUM PROHIBITIONS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

(1) One race or sex is inherently superior to another race or sex,

(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or

unconsciously,
(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
(5) An individual's moral character is necessarily determined by his or her race or sex,
(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
(7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:
(A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
(B) Identify the dates the alleged discriminatory act occurred;
(C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
(D) Include relevant information that would enable a public school to investigate the alleged violation; and
(E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates the Superintendent as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 405-273-0385 and via email to poseym@bethel.k12.ok.us. This contact information shall also be accessible on the school district's website.
Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; or (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who,

willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education. (Bethel BOE EGG)

ATTENDANCE

The Bethel 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 72 days each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case-by-case basis.

Regular attendance is expected in order to receive a proper education. If the building principal or teacher determines attendance is irregular, excessive, or interfering with academic progress; a conference with the parents/legal guardians will be necessary. Students are expected to attend school. Parents/legal guardians should make every effort to encourage students to attend. **Each site will enlist the assistance of Department of Human Services (DHS), the Pottawatomie County Sheriff's Office, and the district attorney in an effort to assure regular attendance.**

A student will be marked absent according to the rules of the State Board of Education. Absences are recorded by half days.

The following regulations will govern all absences, tardies, and make-up associated with said attendance issues:

- Students will be limited to a maximum of eight (8) allowable absences in any one calendar semester (10% of instructional days in that school year). A calendar semester is defined as August 13, 2025 through December 19, 2025 and from January 6, 2026 through May 14, 2026. Said grading semester will be revised at the beginning of each school year.
- Any student accumulating over eight (8) absences in any one calendar semester may be reported to DHS, the Pottawatomie County Sheriff's Office, and/or the district attorney in order to enforce the State of Oklahoma's compulsory attendance laws. (70 O.S. § 10-105)
- Approved school activities and absences per documentation (doctor's notes, court documents, or funeral program) (said note(s) must identify the specific date(s) absent) will **not** be counted toward the eight (8) allowable absences in a calendar semester. Students absent for a school-related activity will acquire their assignments before leaving and are responsible for the completion of these assignments upon their return to class. School-related absences will be excused.
- Family vacations and non-Bethel sponsored events, activities, and travel are not considered a documented absence and will count towards the eight (8) allowable absences in a calendar semester.
- For District reporting and funding purposes, state and federal entities do not distinguish between an allowable and documented absence. All absences, whether allowable or supported by documentation, count against the District.
- All documentation should be turned in or completed within three days after student returns to school**. After three (3) days and the documentation has not been provided, the absence will not be considered a documented absence and will count toward the eight (8) absences rule.**
- Students guilty of truancy will be subject to disciplinary action and will not be allowed to make up any classroom assignments for the class period or day involved.
- When students return to school after being absent, they should bring a note signed by

their parents/legal guardians that includes the date(s) absent and the reason for the absence; or the parent/legal guardian should call the respective building principal outlining the same information. Absences documented by parent/legal guardian notes or phone calls will count toward the eight (8) allowable absences in a calendar semester. Absences supported documentation (doctor's note, court documents, funeral program) will **not** be counted towards eight (8) allowable absences in a calendar semester. All notes or phone calls should be turned in or completed within three days after student returns to school.

- **Students who do not attend 90% of the school year (144 days) because of having 10% or more absences (eight (8) or more per calendar semester) may not be promoted to the next grade.**
- Students are responsible for making necessary arrangements for all make-up work when absent. Said arrangements must be made on the first day the student returns back to school.
- Make-up work will be allowed under the following conditions: to receive full credit on a make-up assignment, a student will have one (1) day for each day absent to make up work with a maximum of five (5) days beginning on the day the student returns to school. If the work is not made up by the day required, then ten (10) percent will be deducted for each day late, up to and including the third day. After the third day, the student will not be allowed to make up the work for credit.
- Students not in attendance for a minimum of 2 hours/half-day will receive an absence for that half-day. Half-days are considered 8:00-11:45 a.m. and 11:45 a.m.-3:30 p.m.
- Tardies will be defined as being late to school (8:00 a.m.) and as being picked up early (before 3:25 p.m.).
- **Excessive tardies** (eight (8) late arrivals or early pick-ups) will be enforced the same as excessive absences and may be referred to the SRO for compliance.
- State statutes for mandatory attendance will continue to be followed as outlined in the student handbook.

MANDATORY ATTENDANCE

"It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. A child who is five (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age."

"It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child, or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished as follows:

First Offense: a fine of not less than Twenty-five Dollars ($25.00) nor more than Fifty Dollars ($50.00), or imprisonment for not more than five (5) days, or both such fine and imprisonment;

Second Offense: a fine of not less than Fifty Dollars ($50.00) nor more than One Hundred Dollars ($100.00), or imprisonment for not more than ten (10) days, or both such fine and imprisonment; and

Third or Subsequent Offense: a fine of not less than One Hundred Dollars ($100.00) nor more than Two Hundred Fifty Dollars

($250.00), or imprisonment for not more than fifteen (15) days, or both such fine and imprisonment.

Each day the child remains out of school after the oral and documented or written warning has been given or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward of the court may be presented in court by any authorized employee of the school district." (70 O.S. § 10-105)

RECORDS OF ATTENDANCE

"It shall be the duty of the principal or head teacher of each public, private or other school in the State of Oklahoma to keep a full and complete record of the attendance of all children at such school and to notify the attendance officer of the district in which such school is located of the absence of such children from the school together with the causes thereof, if known; and it shall be the duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absences of such child. It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence. Such attendance officer and teacher shall be required to report to the school health officer all absences on account of illness with such information respecting the same as may be available by report or investigation; and the attendance officer shall, if justified by the circumstances, promptly give in written warning to the parent, guardian or custodian of any child who has not complied with the provisions of this article oral and documented or written warning to the last-known address of such person that the attendance of such child is required at some public, private or other school as herein provided. If within five (5) days after the warning has been received, the parent, guardian or custodian of such child does not comply with the provisions of this article, then such attendance officer shall make complaint against the parent, guardian or custodian of such child in a court of competent jurisdiction for such violation, which violations shall be a misdemeanor. If a child is absent without valid excuse four (4) more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of Oklahoma Statutes." (70 O.S. § 10-106)

TRUANCY

A student is considered truant when he/she leaves school without permission from the office or if he/she remains away from school. Missing class for just one hour will be considered truancy, even though the student may not have left the school grounds. Consequences of truancy may result in (In-School Detention) ISD and/or out of school suspension.

ARRIVING LATE TO SCHOOL

Students arriving to school after 8:00 a.m. will need to be signed in at the office for an admission slip to class. Late entry in the classroom interrupts classroom procedure and instruction.

EARLY DISMISSAL

All requests for early dismissal, both from students and parents/legal guardians, must be presented to the building principal in which the student attends school and the building principal shall use his/her judgment in granting such requests.

Students who need to leave the campus during the school day for a dental, doctor, or other appointment must be checked out by the

parent/legal guardian or designee through the office. For the safety of our students, no student is to be removed from class without the teacher and office staff's prior knowledge. Students may be checked out ONLY by those persons on the enrollment form; any changes to this form must be made in person by the parent/legal guardian. A photo I.D. may be required to sign a student out of school.

Parents/legal guardians are encouraged to make all appointments before or after school whenever possible. When this cannot be accomplished, parents/legal guardians are to notify the school of the appointment and its time and location.

Students with younger siblings may not check them out of school without the building principal's authorization.

PRE-KINDERGARTEN

PreK is not mandatory and is provided by Bethel Lower Elementary as a service to the community. Enrollment in the program is limited to sixty students (others are placed on a waiting list). If a PreK student accumulates more than the eight (8) allowable absences in a calendar semester (10% of instructional days in that school year), a committee will meet to determine whether the student may continue enrollment in the program.

If the parents/legal guardians of a PreK student decides to withdraw his/her child from the program, he/she shall notify the school immediately and fill out a withdrawal form so that students on the waiting list may enroll and take advantage of the program.

SCHOOL DAY

FLAG SALUTE AND MINUTE OF SILENCE

In keeping with appropriate levels of civic pride and state law, Bethel Public Schools will appropriately conduct the "pledge of allegiance to the flag of the United States of America as enumerated at 36 U.S.C., Section 172" (70 O.S. § 24-106) and the Oklahoma flag salute. The district will also "observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices." (70 O.S. § 11-101.2)

CLOSED CAMPUS

All students will remain on campus during school hours. The parking lots and local store are off limits. Any exception to this rule should be cleared through the building principal's office. Parking lots and cars are off limits to all students during the lunch period or during the school day without prior approval from building principal.

CLOSING OF SCHOOL

The official announcement for the closing of school due to inclement weather or other emergencies will be sent to most local television stations. Administration will also notify parents/legal guardians through social media platforms and/or the Parent Square notification system, the school's automated text and email notification system, to any phone numbers and/or email addresses you have provided to the office. For this reason, contact information must be kept current. All parents/legal guardians should leave word with the building principal as to where to send children in case of school closing due to emergencies.

CONFERENCES AND VISITORS

CONFERENCES

The Bethel Public School system's effective service depends largely upon the interest and courteous cooperation of the students, teachers, and parents/legal guardians. Parents/legal guardians are invited to conference with teachers or the building principal on matters relating to the student's educational progress.

Because of the extent of teacher's duties and their class responsibility, it is important that conferences be scheduled through the building principal's office whenever possible to avoid schedule conflicts. Once a conference is scheduled, be sure to let the teacher know if you are unable to attend.

In addition to parent/legal guardian or teacher-initiated conferences, the school may schedule two school-wide conference days per year.

VISITORS

In order to prevent interruption of classes, all visitors should report to the building principal's office to receive a visitor's pass upon arrival. Parents/legal guardians and visitors will not be allowed to interrupt class to deliver notes, messages, and other communications **except** with permission from the building principal. Teachers will be notified prior to visitors being allowed to proceed to the classroom.

NOTE: Teachers may not release students to parents/legal guardians or designee without authorization from the building principal or office personnel.

CAFETERIA

MEAL PRE-PAYMENTS

Meal pre-payments are preferred on Mondays. However, payment may be made at any time. Send your check or money in a sealed envelope with the student's name, homeroom teacher's name, and the amount to be applied to the student's lunch account. If writing a check for more than one student, list each student's name and each homeroom teacher's name indicating how the money is to be applied to those student lunch accounts.

CAFETERIA PRICING

Prices are subject to change based on yearly federal nutrition guidelines. Breakfast and lunch are provided at no cost for PreK-5th grade students.

Extra Breakfast	
PreK-5th Grade	$1.55
Extra Lunch	
PreK-2nd Grade	$3.00
3rd-5th Grade	$3.20
Extra Milk & Juice	
1st-5th Grade	$0.60
Extra Mazzio's Pizza	
3rd-5th Grade	$2.00
Adult	
Breakfast	$2.50
Lunch	$5.10

PreK-second grade students may make their meal selections from the Lower Cafeteria menu. Third-fifth grade students may make their meal selections from three menu options that include salad bar in the Upper Cafeteria. If a student does not bring a lunch, they are required to get a tray.

Charges for both breakfast and lunch shall be strictly enforced. Per Bethel Board of Education's policy, no student will be allowed to charge more than $15.00. NO additional charges will be allowed until payment is made toward these charges. Student meal statements will be sent home weekly. Statements will be sent home biweekly. Any family needing special considerations regarding this procedure should consult the Food Service Director at 405.273.1129, ext. 1150.

FREE AND REDUCED MEALS

Free and reduced meals are available for students who qualify. Each family must complete the lunch application annually by submitting one application that includes all members of the household. Please return the application *(whether you qualify or not)* to the elementary offices by September 1st. Once applications are complete and submitted, families will receive a verification letter in the mail. If families have not received a verification letter within two (2) weeks after submitting the completed application, please contact the Child Nutrition Director.

OFFER VS. SERVE

Third-fifth grade students participate in the Offer vs. Serve meal program. The complete lunch consisting of five items must be planned and offered. The five items are meat (or meat alternate), milk, bread (or alternative), fruit, and vegetables. Students must select at least three different items. Items chosen must include a fruit and/or vegetable. The lunch must be priced as a unit, and the student must pay the full price even if only three items are taken.

CAFETERIA BEHAVIOR

The cafeteria, besides being a place to eat, is also a place where good human relations can be developed. Each student is expected to practice the general rules of good manners, which one should find in the home. Students not eating may not remain in the cafeteria. Some simple rules of courteous behavior that would make the lunch period pleasant and relaxed follow:

- Walk in line with your teacher to the lunch room area.
- Get all silverware, napkins, extra milk, and condiments while in line.
- Keep your hands and feet to yourself at all times.
- Talk softly and respecting others.
- Do not share food from your lunch or request food from others.
- Eat your food politely.
- Do not throw or play with food.
- Stay in your seat until dismissed.
- Leave the table and surrounding area clean and orderly.
- Place trash in the proper container.
- Do not leave the cafeteria while eating or carrying food.

Failure to following these rules or procedures will be cause for disciplinary action by the classroom teachers or building principal.

It is our policy that students eat only from their own trays…NO SHARING FOOD. We also wish to promote healthy and fit choices by requesting NO CARBONATED BEVERAGES in the cafeteria. If a student brings his/her own lunch or a parent/legal guardian brings lunch in for a student, the NO POP request still applies.

CAFETERIA GUESTS

When campus-wide policy permits, students may have guests in the cafeteria during lunch time. The guest may only sit with the student he or she is visiting at an empty table separate from the class or other students. All guests should talk with the staff on lunch duty for direction and clarification. **All guests should report to the building principal's office to receive a visitor's pass upon arrival.**

SCHOOL FACILITIES/PROPERTY

POSTERS AND ANNOUNCEMENTS

Posters and announcements should be cleared through the building principal. Printed materials should be placed only on designated building areas. Announcements will be made so as not to unduly interrupt classes.

USE OF THE LIBRARY

Students using the library during regular class periods will do so with the permission of their teacher. If groups of more than three are sent, they are the direct responsibility of the teacher sending such students and special arrangements must be made with the librarian.

TEXTBOOKS

All basic hardbound textbooks are loaned to the student during the school year. The student is responsible to see that the books are kept clean and in good condition. Lost, destroyed, or repaired books will be paid for by the student. Should a lost textbook that has been paid for be found, the money will be refunded. Textbooks serve as the major resource for concepts and skills taught by the classroom teacher. Students are permitted to take their textbooks home.

LOST AND FOUND ARTICLES

If you find an article of any value, you are requested to turn it in to the building principal.

You are urged to take every precaution to protect your possessions. If you lose an article, check with the building principal. Students are encouraged to label all personal items for easy identification. Unclaimed items are periodically donated to charity.

VENDING MACHINES

Students in PreK-fifth grade may not go to the Old Gym or New Gym to use the vending machines during school hours. School hours are defined per CNP/SDE USDA "All Food Sold in Schools" standards which begin at midnight and end 30 minutes after the school day ends (4:00 p.m.). Elementary students are not allowed to use vending machines in the cafeteria.

DESIGNATED PLAY AREAS

PreK-fifth grade students will play in the area behind of the Lower Elementary building.

STUDENT USE OF TELEPHONE

Students will not be called to the telephone during class times. Messages will be taken by the office and delivered to students before they leave. The office phone is for EMERGENCY USE ONLY. Please keep messages to a minimum by not making a habit of calling to change bus routes or calling for things that could have been taken care of by a note when sent to school. **ALL transportations changes and arrangements must be made prior to school and send signed note to school with student. Changes during the school day cause disruption to the classroom and interfere with instruction.**

TRANSPORTATION

Bethel Public Schools' staff is interested in transporting students to and from school as safely as possible. To ensure the student's safety, we have the following list of bus rider rules that we ask each rider to follow.

Failure to comply with these rules could result in the student not being permitted to ride the bus. Violators of these rules will first be admonished by the driver with the second offense being handled by the Transportation Director/building principal. The Transportation Director/building principal will contact the parents/legal guardians if the student continues to disobey.

If at any time you have a question concerning the transportation of a student, please contact Transportation Director at 405.273.5944, ext. 5160.

BUS RIDER RULES

A student who rides a bus other than the one to which he/she is assigned (or to another stop on the same bus route) must provide the building principal with a request signed by his/her parent/legal guardian. Bus drivers have been instructed to allow no additional riders unless a note from the building principal is presented when boarding the bus.

Prior to Loading (on the road and at school)

- Be on time at the designated bus stop.
- Stay off the road while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Be careful in approaching bus stops.
- Bus riders are not permitted to move toward the bus at the school loading zone until the bus comes to a complete stop.

While on the Bus

- Keep hands and head inside the bus.
- Assist in keeping the bus safe and clean.
- Remember that loud talking/laughing or unnecessary confusion diverts the bus driver's attention and may result in a serious accident.
- Treat bus equipment with respect.
- Bus riders should never tamper with the bus or any of its equipment.
- Leave no books, lunches, or other objects on the bus.
- Keep books, packages, coats, and all other articles out of the aisles.
- Help look after the safety and comfort of

younger students.

- Do not throw anything out of the window.
- The bus driver reserves the right to assign seats as he/she deem necessary.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Horseplay is not permitted around or on the school bus.
- Bus riders are expected to be courteous to fellow students, the bus driver, and others who may be on the bus.
- Keep absolutely quiet when approaching a railroad-crossing stop.
- Do not use profane language or make insulting remarks.
- In case of a road emergency, students are to remain on the bus unless instructed otherwise.
- Glass bottles or containers are not allowed on the bus.
- Inflated balloons are not allowed on the bus.
- No food or drinks should be consumed while on the bus.

After Leaving the Bus

- When crossing the road, go at least ten feet in front of the bus, stop, check traffic, watch for the bus driver's signal, and then cross.
- Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
- Help look after the safety and comfort of younger students.
- The bus driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent/legal guardian or school personnel.

FIELD TRIPS

- The above rules and regulations will apply to any trip under school sponsorship.
- Students shall respect the wishes of a competent chaperone appointed by school personnel. Students attending field trips are expected to conduct themselves as they would during the school day.
- The classroom teachers shall be required to make arrangements through the building principal for transportation of students for field trips, setting the time of departure and the approximate time of return.
- **No school-aged siblings will be allowed to attend school field trips. Siblings checked out for school field trips will receive an unexcused absence. No exceptions.**
- All classroom teachers shall be required to ride with the students to and from the games/events and shall be held responsible for the conduct of the students while traveling.
- Students are required to ride in school furnished transportation to the activity/event. Students may ride home from the event with their parents/legal guardians, if the parents/legal guardians personally notify the classroom teacher.
- Classroom teachers will provide the students and parents/legal guardians a schedule of the events including departure time and approximate arrival time.

NON-BUS RIDER UNLOADING AND LOADING

- All parents/legal guardians or designees of PreK-second grade students that pick up students at school should do so by circling through the drive in front of the Lower Elementary building.
- Parents/legal guardians or designees should remain in their cars until the students are loaded by school personnel.
- Parents/legal guardians or designees of third-fifth grade students should circle through the Upper Elementary parking lot and pick up students at the northwest door.
- ***Parents/legal guardians or designees with car riders in both the Lower and Upper Elementary will pick up students at the Lower Elementary building. No exceptions.***
- All HS/MS students should be picked

up in the HS/MS car rider line unless arrangements are coordinated with building level principals at other sites to ensure student safety.

- The road in front of the elementary P.E. building is for school personnel and busses only.
- For the safety of our students, please do not block traffic and be courteous to others when picking up students after school.

TRANSPORTATION CHANGES

Parents/legal guardians are responsible for notifying the office regarding changes in after-school pick-up. Calls must be received in the office before 2:45 p.m. Changes received after that time may not be given to students.

At the beginning of the school year, please discuss with the classroom teacher how you expect your child to get home. IF THE TEACHER DOES NOT RECEIVE A NOTE, THE STUDENT WILL BE SENT HOME HIS/HER REGULAR WAY. **These arrangements must be planned ahead of time, and students will not be permitted to use school phones to find out how they are supposed to get home from school.**

STUDENT INFORMATION

PERSONAL DATA INFORMATION

Please make sure to inform the building principal's office immediately if you have changed your address or your home, work, or emergency numbers. The school records need to be kept up-to-date. In case of an emergency, we MUST have a current phone number through which you may be contacted. Current information also helps in addressing mail outs.

STUDENT WITHDRAWAL FROM SCHOOL

Students withdrawing from Bethel Public Schools to attend another school must complete withdrawal procedures in the office of the building principal. All books must be returned; fifth grade lockers must be cleaned; and lunch charges, library fines, and book damages must be paid at this time.

STUDENT INFORMATION SYSTEM

Our student information system is Sylogist. It is offered online for parents/legal guardians to access and track pertinent student information at ok.wengage.com/Bethel. Parent/legal guardian login and password may be picked up from the office by showing proof of ID.

LEGAL CUSTODY

A parent or guardian who has legal custody of a child and does not wish the other parent to have access to the child shall place with the building principal's office the proper legal documents that establish custodial rights.

HEALTH & SAFETY INFORMATION

HEALTH SERVICES

We do not have the facilities to take care of ill students for an extended period of time. Should your child become ill, office staff will notify the parent/legal guardian. It will become the parent/legal guardian's responsibility to make arrangements for his/her child to be picked up.

Sick students who are running a temperature of 100 degrees or higher, have diarrhea, have an unknown rash, or have vomited will not be allowed to remain at school. They should not return to school until their temperature has remained normal for 24 hours without fever reducing medication, they are no longer vomiting or have diarrhea, or they have a physician's documentation to return to school with diagnosis of the rash.

IMMUNIZATION

Immunization sheets are available in each site office. Said sheets will outline the specific immunization requirements per state law. Every effort will be made to notify all parties involved if any changes are made in the future. However, it must be noted that students cannot

be allowed to attend until all current immunization provisions are met. Parents/legal guardians may contact the building principal for further details.

HEAD LICE

Bethel Public Schools has a no-nit policy regarding head lice (Pediculosis Capitis). Early detection and screening for head lice at home and school is the best way to prevent the spread of the pesky parasite. Head lice is not a serious communicable disease; however, it has serious social and economic effects on the student's family.

Students found to have head lice or nits will be sent home immediately. To reenter school, the student "shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice." (70 O.S. § 1210.194) Infestation is defined as harboring any nits, nymphs, or adult head lice.

CONJUNCTIVITIS

Conjunctivitis (pink eye) can be contagious prior to the redness in the eyes. The student suspected to have conjunctivitis will be excluded from school until medical care has been received or until symptoms have resolved (the eyes are not weeping). After medical care or resolved symptoms, the redness in the eyes can last a week or longer.

SCHOOL DISTRICT PRESCRIBED INHALERS

The school district will inform the parent/legal guardian of each student, in writing, that a school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained employee in good faith believes is having respiratory distress. A school employee designated by the superintendent will notify the parent/legal guardian of a student after the administration of an inhaler.

CHILD ABUSE

By law, any indication of child abuse must be reported by school personnel to local authorities.

"Every person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect shall report the matter promptly to the Department of Human Services. Reports shall be made to the hotline provided for in subsection A of this section. Any allegation of abuse or neglect reported in any manner to a county office shall immediately be referred to the hotline by the Department. Provided, however, that in actions for custody by abandonment, provided for in Section 2-117 of Title 30 of the Oklahoma Statutes, there shall be no reporting requirement."

"No privilege or contract shall relieve any person from the requirement of reporting pursuant to this section. The reporting obligations under this section are individual, and no employer, supervisor, or administrator shall interfere with the reporting obligations of any employee or other person or in any manner discriminate or retaliate against the employee or other person who in good faith reports suspected child abuse or neglect, or who provides testimony in any proceeding involving child abuse or neglect. Any employer, supervisor, or administrator who discharges, discriminates or retaliates against the employee or other person shall be liable for damages, costs and attorney fees."

"Any person who knowingly and willfully fails to promptly report suspected child abuse or neglect or who interferes with the prompt reporting of suspected child abuse or neglect may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person with prolonged knowledge of ongoing child abuse or neglect who knowingly and willfully fails to promptly report such knowledge may be reported to local law enforcement for criminal investigation and,

upon conviction thereof, shall be guilty of a felony. For the purposes of this paragraph, "prolonged knowledge" shall mean knowledge of at least six (6) months of child abuse or neglect." (10A O.S. 1-2-101 effective 11-01-2015)

All records concerning child abuse shall be confidential and shall be open to inspection only to persons duly authorized by the State or United States in connection with the performance of their official duties. It shall be unlawful and a misdemeanor for this Commission, or any employee working under the direction of the Department of Human Services, or any other public officer or employee, or any court appointed special advocate to furnish or permit to be taken off the record any information therein contained for commercial, political, or any other unauthorized purpose.

"Any person who, in good faith and exercising due care, reports suspected child abuse or neglect, or who allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report." (10A O.S. 1-2-104)

MEDICATION

Any medication, prescription or non-prescription, should be checked in through the respective offices. Non-prescription medications shall be submitted to the school office in a new, unopened bottle. Filled prescription medications shall be submitted to the school office in their original, properly labeled, and unexpired prescription bottle. Medications with expired labels will not be accepted.

A school nurse, or in the absence of such nurse, an administrator or designated school personnel, pursuant to the written authorization of the parent/legal guardian of the student, may administer:

- A non-prescription medicine defined as "medicines or drugs which are sold without a prescription and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the statutes and regulations of this state and the federal government." (59 O.S. § 353.1)
- A filled prescription defined as "a packaged prescription medication to which a label has been affixed which contains such information as is required by the Oklahoma Pharmacy Act" (59 O.S. § 353.1) and pursuant to administering medicine as listed on the label or as otherwise authorized by a licensed physician.

The person authorized to administer the medicine "shall not be liable to the student or a parent or guardian of the student for civil damages for any personal injuries to the student which result from acts or omissions of the authorized person in administering any medicine pursuant to the provisions of the statutes. This immunity shall not apply to acts or omissions constituting gross, willful, or wanton negligence." (70 O.S. § 1-116.2)

NO MEDICATIONS will be administered without written consent by the parent/legal guardian (including Tylenol, pain relievers, etc.). ALL MEDICATIONS (including Tylenol, pain relievers, etc.) must be PROVIDED to the office by the parent/legal guardian. In order for the office to administer medication, the parent/legal guardian must sign the board approved "Authorization to Administer Medicine" form. Forms are available in the building principal's office.

Students that must utilize an asthma inhaler or Epi Pen may administer said medication on their own; however, they need to notify the respective office of the situation necessitating the use of the inhaler or Epi Pen. According

to 70 O.S. § 1-116.3 "the parent or guardian of the student shall authorize in writing the student's self-administration of medication; provide to the school 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; and provide to the school an emergency supply of the student's medication to be administered pursuant to the provisions of Section 1-116.2 of this title."

DRUGS

State and/or federal law prohibit the distribution or use of dangerous illegal drugs. The use or distribution of such illegal substances while under school supervision will result in suspension and/or possible legal action.

USE OF TOBACCO

"It is unlawful for any person to sell, give or furnish in any manner any tobacco product or vapor product to another person who is under eighteen (18) years of age, or to purchase in any manner a tobacco product or vapor product on behalf of any such person." (37 O.S. § 600.3) Any tobacco (smokable, vaporized, vapable, and e-cigarettes) brought on school grounds will be subject to confiscation.

If a student has acquired the habit of smoking, chewing tobacco, or dipping; he/she is expected to assume responsibility to control the habit. Any smoking, chewing of tobacco, or dipping on the school campus will be considered misconduct and is punishable by in school detention and out of school suspension for repeated offenders. This includes electronic or vapor cigarettes.

INJURY OR ILLNESS DURING THE DAY

There should be an emergency number where parents/legal guardians can be contacted during the day listed on every enrollment card. Also, a family physician should be listed. In case of an illness or injury, our first attempt will be to contact the parents/legal guardians.

HOMEBOUND STUDENTS

If an extended student illness occurs, special "homebound" instruction will be provided by the school. Because of the necessity to file such requests with the State Department of Education, the building principal should be notified as soon as possible of such a need. Homebound services are provided only upon written request of a licensed physician.

SAFETY

The safety of each student is of primary importance to the teachers, support staff, administration, and Bethel Board of Education. Without freedom from threat, intimidation, and danger, education cannot be efficiently carried out. The administration will carry out a strict program which gives highest priority to safety of students under their supervision.

INSURANCE

The school district does not provide insurance for students.

INTERNET/TECHNOLOGY

Bethel Public Schools' students have no legitimate right to privacy while using the district technology, devices, or Wi-Fi.

INAPPROPRIATE STUDENT CONDUCT

"The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to district policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher." (70 O.S. § 24.100.4)

STUDENT OFFENSES

The following examples are not meant to be all-inclusive but rather examples of behavior which are not appropriate and are punishable

by one of the following methods: verbal reprimand, counseling, in-school suspension, or out-of-school suspension.

Students are cautioned to use great restraint and good judgement when speaking. When a student makes a comment to anyone regarding any act of violence toward a person or property, threaten someone about bringing a gun, bomb, or weapon to school, or that someone else has done any of these things in a sarcastic or joking manner, it will be viewed as a serious threat to the safety of all and the educational routine of the school. This is a serious offense and could result in long-term suspension.

Said behaviors are prohibited while students are at school or in transit by school transportation or under school supervision to or from school or at any school function authorized by the district or when present on any facility under the control of the district.

1. A student shall not continuously and/or intentionally make noises or act in any manner so as to interfere with the teacher's ability to conduct his/her class.
2. Students are not allowed to chew gum in any building.
3. Public display of affection is not deemed suitable for public schools.
4. A student shall not cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to school personnel, any other student, or other person.
5. A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the grounds or during a school activity, function or event off school grounds.
6. A student shall not commit any act, which can be defined as sexual harassment under the Bethel Public Schools' Sexual Harassment Policy. (Bethel BOE DAA)
7. A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher assistants, building principals, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.
8. A student will not excuse himself/herself from school without a reasonable cause. The reasonableness of the excuse shall be determined by the building principal.
9. A student shall make satisfactory advancement toward accomplishing the prescribed goals and objectives for the course in which he/she is enrolled.
10. A student shall not, except under the direct instruction of the building principal, block normal pedestrian or vehicular traffic on a school campus.
11. A student shall not violate the dress code.
12. A student shall not fail to comply with written procedures and policies as outlined in this handbook, board policies, or posted by school personnel or building principals.
13. Any student who is caught cheating will receive disciplinary action. Cheating refers to, but is not limited to, looking and copying answers from another student or providing answers to another student.

OFFENSES FOR WHICH PUNISHMENT MAY BE SUSPENSION

The building principal shall have the authority to suspend any student who is guilty of any of the following acts while in attendance at such school or in transit by school transportation or under school supervision to or from school or at any school function authorized by the school district or when present on any facility under the control of the school district.

The following are examples and are not all-inclusive but rather are examples of the types of behaviors, which are prohibited and may lead to suspension from school.

DRUG AND ALCOHOL SUSPENSION POLICY

Attending classes alert and ready to learn is a prime responsibility of students at Bethel Public Schools. The inability to function in

class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the site office after demonstrating one or more of the following behaviors: sleeping in class, drowsy or listless, slurred speech, poor general health (red eyes, flushed skin, etc.), odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drugs, alcohol, or tobacco use, fighting, possession of an illegal drug, alcohol, or tobacco.

School personnel of Bethel Public Schools may check the neurological function of the student by means of a simple examination of the pupil's reflexes and muscle functions of the eye. This procedure is frequently used to determine if the brain functions have been impaired by injury, illness, or disease. If neurological dysfunction is suspected, regardless of the cause, the parent/legal guardian will be contacted. The above behaviors as well as the neurological examination may be sufficient probable cause to search the student (clothes, locker, book bag, etc.) for illegal drugs, drug paraphernalia, weapons, or other contraband.

A student found possessing, distributing, using, or under the influence of alcohol or drugs or other contraband at school or school sponsored activities will receive:

- **First Offense -** OUT OF SCHOOL SUSPENSION UP TO EIGHTY-FIVE SCHOOL DAYS.
- **Second Offense -** OUT OF SCHOOL SUSPENSION FOR THE REMAINDER OF THE SEMESTER AND THE FOLLOWING SEMESTER.

FIREARMS

"Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year. "Firearm" shall mean and include all weapons as defined by 18 U.S.C., Section 921." (70 O.S. § 24-101.3)

DEFINITIONS

The definitions as follows shall be pertinent to the following rules and regulations of the Bethel Public Schools.

- Dangerous weapons shall mean any firearm, knife, sharpened objects, comb of any length with handle pointed and sharpened, billy club, molded knuckles, razor, hand-chains, explosives, or all other instruments which may be used by a student in a threatening manner.
- Drugs include all narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, alcoholic beverages, beer, intoxicants of any kind, also all drugs other than a medical prescription for the student from a registered licensed physician.

OFFENSES

1. A student shall not by use of violence, force, noise, profanity, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause, engage in or urge other students to engage in such conduct that would cause disruption or obstruction of any lawful mission, process, or function of the school. Any of these actions will be considered bullying and appropriate action will be taken.
2. A student shall not engage in any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the 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. This too shall be considered bullying and appropriate action will be taken. "Threatening behavior" means any

pattern of behavior or isolated action, whether or not is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

3. A student shall not possess, handle, transmit, use or threaten to use any object that is considered a dangerous weapon as defined above.
4. A student shall not possess, use, transmit or be under the influence of any drug, or possess any type of drug paraphernalia.
5. A student shall not commit assault and/or battery.
6. A student shall not vandalize, set fire, or in any way deface or destroy school property.
7. A student shall not commit immorality, use profanity or obscene gestures.
8. A student shall not take part in conduct which jeopardizes the safety of others.
9. A student shall not take part in conduct calculated to disrupt the operation of the school (including refusal to do class work).
10. A student shall not be truant.
11. A student shall not commit any act, which can be defined as sexual harassment under the Bethel Public School's Sexual Harassment Policy. (Bethel BOE DAA)
12. A student may not intentionally violate the dress code (Third violations, whether intentional or otherwise is grounds for suspension).
13. A student shall not violate any written school rules, policy or procedures, including those listed previously under the heading of INAPPROPRIATE STUDENT CONDUCT.
14. A student may not possess or use tobacco products in any form. (This includes the use of electronic or vapor cigarettes.)
15. A student may not possess or use a laser pointer or laser device.
16. A student shall not engage in misuse or inappropriate use of computer hardware, software, and/or the district's network. All activity associated with the district's hardware, software, and network shall be strictly monitored and no student shall be entitled to any privacy rights while utilizing said devices. All students must sign appropriate agreements prior to use of the district's technology.

Administration may suspend any pupil who is guilty of immorality or violation of the regulation of a public school. The suspension shall not exceed beyond the current school semester and the succeeding school semester; provided the student suspended shall have the right to appeal the decision to the Bethel Board of Education of the district, which shall, upon a full investigation of the matter, determine the guilt or innocence of the pupil and its decision shall be final. A first offense usually is for a minimum of three days.

BULLYING

"The Bethel Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention."

Statement of Board Purpose in Adopting Policy: "The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student

behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.

4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional wellbeing of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior."

"Bullying, often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school."

Definition of Terms:

1. "Statutory definition of harassment, intimidation, and bullying: 70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a 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 that a reasonable person should recognize will:
    A. Harm another student;
    B. Damage another student's property;
    C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
    D. 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.

2. The "Reasonable Person" Standard: In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.
3. General Display of Bullying Acts: Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.
   A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student- victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
   B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
   C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Bethel Public Schools."

Procedures Applicable to the Understanding of and Prevention of Bullying of Students:

1. "Student and Staff Education and Training: All staff will be provided with a copy of the district's policy on prevention bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Bethel Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct. Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.
2. Bethel Public Schools' Safe School Committee: The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

   With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors.

   In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counsellors and/or school psychologists.

   In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts." (See also Bethel BOE BDFC.)

Student Reporting: "Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying."

Staff Reporting: "An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal."

Parental Responsibilities: "Parents/ guardians will be informed in writing of the district's program to 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 counselling 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."

Publication of Policy: "Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.bethel.k12.ok.us and at each school site that has an Internet website. The policy will be included in all student and staff handbooks." (Bethel BOE FNCD-R)

HAZING AND HARASSMENT

"No students' organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing." (21 O.S. § 1190) It is the policy of the Bethel Public School district that no student or school personnel 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 in this school district will be subject to hazing, harassment, or any other form of persecution by any student or school personnel whether connected to any fraternity or organization or not. For the purposes of this policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or school personnel. Students or school personnel who violate this policy will be subject to disciplinary action, which may include expulsion for students and employment termination of school personnel.

A copy of this policy will be furnished to each student in Bethel Public Schools.

SEXUAL HARASSMENT OF STUDENTS

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

Privately talking to a student about sexual matters, hugging or touching a student inappropriately, and soliciting inappropriate requests may constitute sexual harassment.

Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

SPECIFIC PROBLEMS

Administrators and Supervisors

- It is sexual harassment for any school personnel to use his or her authority to solicit sexual favors or attention from students.
- Any school personnel who either engage in sexual harassment of student or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- The school district is not concerned with "off duty" conduct of school personnel unless the conduct has or will have a

negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination of the employee. Any sexual affiliation between school personnel and students under the age of 18 may constitute a crime under state or federal law.

Report, Investigation, and Sanctions

- It is the express policy of the Bethel Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy. (Bethel BOE DAA-P)
- Students who feel that school personnel or other students are subjecting them to sexual harassment are encouraged to report these conditions to administration or a teacher. If the student's building principal or teacher is the alleged offending person, the report will be made to next higher level of administration or supervision or to any responsible adult person.
- Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- Any school personnel found to have engaged in sexual harassment of students shall be subject to sanctions, including but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
- Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including but not limited to warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

PERSONAL ELECTRONIC DEVICES (PK-5)

It is the policy of the Board of Education that a student may possess a personal electronic 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 consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:

a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or

b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires,

lockdowns, or other emergencies affecting the school; or

2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or

3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

"Bell to bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

"Personal electronic device" means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Use of cell phones/smart watches during the school day is prohibited; and they will be powered off, concealed, and secured in backpacks from bell to bell.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition. Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

Procedures for Personal Electronic Device Offenses

1st Offense: The first time a student if using a personal electronic device (cell phone/smart watch) at an inappropriate time during the school day, the device will be confiscated and the student will have a conference with the principal.
2nd Offense: The second time a student is using a personal electronic device (cell phone/smart watch) at an inappropriate time during the school day, the device will be confiscated and the student and parent/guardian will have a conference with the principal.
3rd Offense: The third time a student is using a personal electronic device (cell phone/smart watch) at an inappropriate time during the school day, the device will be confiscated and the contract will be revoked. The student has then lost the privilege of bringing a personal electronic device (cell phone/smart watch) to school for the remainder of the school year. The student will be subject to In-School Detention (ISD).
4th or more Offense: If a student is using a personal electronic device (cell phone/smart watch) at an inappropriate time during the school day, the device will be confiscated and the student will face Out of School Suspension (OSS).

****In offenses 2-4, the personal electronic device will be released only to the parent/guardian of the specific student.

REFERENCE: 70 O.S. §1-126
70 O.S. §24-101.1, et seq.
70 O.S. §24-102

GRAFFITI

Graffiti, gang type and/or otherwise, is inappropriate at schools. Whether on buildings, sidewalks, posters, or even school papers, graffiti is prohibited anywhere on Bethel Public Schools' property. Graffiti of the following types may be grounds for suspension or expulsion:

1. Graffiti, which is normally associated with, gang activities, including elimination of certain letters from a text.
2. Graffiti, which endorses or encourages the use of alcohol, drugs, or other controlled substances.
3. Graffiti, which encourages or endorses violence.
4. Graffiti, which endorses or encourages lewd and/or profane behavior, or uses language considered as profanity.
5. Graffiti intended to disrupt, embarrass or otherwise offend the school, its personnel, or any student.

DISTRIBUTING MATERIALS

Students may not distribute, formally or informally, materials which may be considered counter to the philosophy and/or goals of the school, including but not limited to materials which endorse, encourage, or use:

1. Profanity
2. Drugs, alcohol, or other controlled substances
3. Gangs or gang related activities
4. Violence
5. Immorality

No materials of any kind may be distributed without the approval of the building principal and within the approved policy of the board.

PROCEDURE OF SUSPENSION

The superintendent and/or building principal shall suspend the student in the following manner:

- Every attempt will be made to orally notify the student and his/her parents/legal guardians, stating the reason for suspension, the term of suspension and his/her rights at it relates to school district policy.
- Within 24 hours notify the student and his/her parents/legal guardians, in writing, by USPS mail or hand delivered by the student, stating the reason for his/her suspension, evidence of his/her suspension, the term of suspension and his/her right of a hearing per school district policy.
- For suspensions recommended by the building principal of ten (10) days or less, procedures involving hearings will follow school district policy. Said hearing will only involve a hearing before a district Suspension Appeal Committee. Decisions of the committee are final.
- For suspensions recommended by the building principal of more than ten (10) days, a hearing may be requested per district policy. Said hearing will be scheduled within ten (10) school days. Should parents/legal guardians fail to request said hearing, it will be assumed they are in agreement with the terms of the suspension and will waive any further appeal process.

All other aspects of any suspension will follow school district policy.

Students will receive more detailed instructions at the time of suspension regarding their due process rights and responsibilities as it relates to suspension, long-term or short-term.

IN SCHOOL DETENTION (ISD)

PROGRAM

The general regulations governing the In School Detention (ISD) will include, but are not limited to, the following:

- Students in the program will not be allowed to participate in assemblies, class trips, or any school activity on the day(s) of ISD.
- Lunch will be separate from the other students.
- The length of stay will be determined by the severity of the offense. Additional violations of school rules and/or policies may result in out of school suspension.
- Upon being placed in the program, a student will not be allowed to return to the regular classroom until the conditions of placement are met. Failure to meet all conditions of placement may result in more days in ISD or out of school suspension.
- Upon student placement in the program, parents/legal guardians will be notified by phone or letter of the circumstances of placement.
- Teachers are to submit assignments each day for students in detention.
- Students will be completely isolated for entire day.
- No talking--not even to the ISD instructor.
- Students will not be allowed to leave the room without supervision, and then only to go to the restroom.
- The entire time will be spent on classroom assignments.
- The ISD instructor has the ability to suggest additional days to ISD or out-of-school suspension to the building principal in charge.

SEARCH AND DETENTION

"The superintendent, principal, teacher, or security personnel, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable."

"The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title."

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

Any student found to be in possession of dangerous weapons or controlled dangerous substances will be suspended by the building principal for a period which may include the current semester plus one additional semester. Any such suspension may be appealed to the Bethel Board of Education by any student suspended after review by the superintendent.

The building principal is hereby authorized and directed to make such rules as are necessary for the practical enforcement of the above rules and enforcement thereof.

MISCELLANEOUS

EATING AND DRINKING IN THE BUILDING

Students are prohibited from eating and drinking in the buildings except in the cafeteria. Exceptions may be made by the classroom teacher for snacks and class parties. Students may only have water in the buildings. No glass containers are allowed.

RETURNED CHECKS

The check writer will be held responsible for any charges the bank makes on returned checks plus the amount of the original check.

ITEMS TO LEAVE AT HOME

All items not conducive to the learning process should be left at home. Students are discouraged from bringing valuable items to school because of the risk of theft. Repeated violations of this procedure may result in confiscation of the item(s). Items specifically prohibited would include any audio or video game devices.

Toys should not be brought to school except for "Show-and-Tell." The school cannot be responsible for lost, stolen, or broken articles.

ASSEMBLY PROGRAMS

Assembly programs are presented at various times during the school year.

At all times the student's behavior should be respectable and courteous. An indication of the cultural level of a school is the conduct of its students at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

Any violation of school rules on the part of the student may warrant removal from the program.

The building principal will dismiss each class individually for activities.

DRESS CODE

The Bethel Board of Education recognizes the right of students to express themselves in their manner of dress. Students have the right to choose their own grooming and clothing styles, provided that such apparel is not disruptive to learning or discipline. Further, community standards of health and safety shall not be violated nor shall the style of dress disrupt the learning climate of the school. Any public display of nudity or grooming or dress which interferes with education will be corrected immediately. Any act or condition that is disruptive to the learning process of the students will not be tolerated.

Any students who violate the dress code will be required to change their attire before they continue classes. Failure to observe the dress code of the Bethel Public Schools will result in the following disciplinary actions:

First Violation: Student will have a conference with the building principal or counselor. The student will also be asked to change clothes.

Second Violation: Student will have a conference with the building principal or counselor. Contact with student's parents/legal guardian will be made. The student will also be asked to change clothes.

Third Violation: Suspension (Refer to OFFENSES FOR WHICH PUNISHMENT MAY BE SUSPENSION, pages 30-37.)

Further clarifications concerning dress code are as follows:

- Clothing which bears any message that is considered to be obscene; disrespectful of country, school, or religion; is associated with gangs or gang related activities; or advertises alcoholic beverages, tobacco products or other controlled substances shall be deemed inappropriate.
- Students are not permitted to wear:
    - Spaghetti straps
    - Strapless shirts
    - Armhole-cutout/muscle shirts
    - Halter tops
    - Low-cut shirts
    - Racer-back shirts
    - Midriff shirts
    - See-through/mesh shirts
- Shirts must reach the top of the pants, with no midriff exposed.
- The top of shirts, both male and female, should adequately cover the chest area and not expose excessive chest, shoulders, or cleavage.
- Clothing must cover undergarments at all times.
- All shorts, skirts, and dresses may not be any shorter than mid-thigh **all the way around the garment**.
- Leggings must be worn with shirts that cover the buttocks area.
- Solid tights, leggings, or bike shorts (no mesh or see-through material allowed) must be worn under all jeans with open or frayed holes above mid-thigh.
- Students are not permitted to wear:
    - Shoes with wheels or rollers
    - Soft-soled shoes (i.e. house shoes)
    - Socks worn as shoes
- Students will not be allowed to go barefoot.
- Students must remove:
    - Hats
    - Caps
    - Hoods
    - Other head coverings not for religious purpose, and
    - Sunglasses

  when entering any building and remain off while in the building.
- Students are not permitted to wear:
    - Onesie pajamas or costumes except for school dress-up days
    - Blankets in place of clothing or a jacket
    - Obscene or vulgar jewelry
    - Animal ears or furry tails
    - Chains or spiked jewelry
- Any school, club, or Little League-issued uniforms may be worn during the school day if the uniform meets the above dress code requirements unless worn in competition.

If you are not sure about an article of clothing, ask before you wear it to school. Please abide by these rules and guidelines. The alternative to dress code violations is the establishment of school uniforms.

When a bona fide religious belief or health need of a student conflicts with the school dress code, a reasonable accommodation shall be provided. Any student desiring an accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request.

SPECIAL EDUCATION CHILD FIND

All children with disabilities between the ages of 0 and 21 have the right to a free, appropriate, public education.

Anyone knowing a child within Bethel Public Schools not receiving an education should call the Special Education Director at (405) 273-0385 during regular school hours for information concerning the Special Education available for the child with disabilities.

DRUG EDUCATION

Drug Education plays an important role at our school. The elementary teachers may implement drug education into their curriculum. The elementary students participate in the school-wide Red Ribbon

Week activities.

SALE OF ITEMS AT SCHOOL

Any selling of items must be a school-sponsored fundraiser or approved by the building principal.

PARTIES/BIRTHDAYS

The only approved parties are Fall, Christmas, and Valentines each year for PreK-fifth grades. No icing or colored drinks will be allowed in the buildings.

For birthdays, students are allowed to bring individual, store-bought treats; individual drinks; and a package of napkins. Please do not send goodie bags. Balloons may not be sent home on the school bus. Birthday celebrations may not start earlier than 2:30 p.m.

Students may pass out birthday party invitations to other students in their homeroom under these circumstances:

- all students receive an invitation
- either all girls or all boys receive an invitation
- teacher quietly puts 2 or 3 invitations in folders for a small or sleepover-type party

SNACKS

Please do not send candy (sugar or sugar-free) to school. Any Foods of Minimal Nutritional Value (FMNV) will be sent home if they have been sent to school for snacks.

STUDENTS ENTERING FROM NON-ACCREDITED SCHOOLS

Students entering Bethel Public Schools from an elementary school not accredited by the State Board of Education may be required at the discretion of the building principal to take a comprehensive, written examination. The examination shall be administered by the receiving school, and a copy of the exam given and the results shall be kept on file for one year.

Students entering Bethel Public Schools from any non-accredited school who are taking an exam will have one week to take scheduled exam. These tests will be tests from our approved curriculum which will measure the student's knowledge of the material taught in the school's course. The class grade will be figured on the basis of averaging the student's previous six- or nine-weeks' grades and the grade from the administered test. This grade will be recorded and become a part of the student's permanent record. Students will be advised within one week of the final grade recorded on the permanent record.

MULTIPLE-BIRTH SIBLINGS

"A parent or guardian of multiple-birth siblings may request that the children attend the same school and be placed in the same classroom or in separate classrooms if the children are in the same grade level at the same school and meet the eligibility requirements of the class. The school may recommend classroom placement to the parents and provide professional education advice to the parents to assist them in making the best decision for their children's education. A school must provide the placement requested by the children's parent or guardian, unless the district board makes a classroom placement determination following the school principal's request according to this section. The parent or guardian must request the classroom placement no later than fourteen (14) days after the first day of each school year or fourteen (14) days after the first day of attendance of the children during a school year if the children are enrolled in the school after the school year commences. At the end of the initial grading period, if the school principal, in consultation with the children's classroom teacher, determines that the requested classroom placement is disruptive to the classroom environment, the school principal may request that the district board determine the children's classroom placement." (70 O.S. § 24-154)

PART-TIME STUDENTS

Bethel Public Schools will not enroll students for credit on a part-time basis. This policy includes, but is not limited to, students who attend other public schools, home schools, or private schools. Students who have an Individual Education Plan (IEP), which calls for a shortened day or week due to special education considerations, are defined as full-time students.

HOMEWORK GUIDELINES

Students should have a minimum of three nights of *assigned* homework per week, with *no* assigned homework on Fridays. Homework *does not* include work not completed in class or make-up work due to absences. If a student consistently fail to return completed homework, consequences may include, but are not limited to, zeros assigned for the assignments, missed recess time, a conference with parents/legal guardians, and/or loss of privileges. Extreme incidences may result in a discipline referral to the building principal.

LATE WORK

Students should come to school daily with their homework completed with all materials and supplies. Coming to class prepared and returning homework on time is an important life skill for students to learn. Students whose work is chronically late and/or students who fail to come to class prepared will receive disciplinary consequences. It is very difficult for teachers to help students get caught up once they have fallen behind. It is their desire to work with their students and parents/legal guardians to help students stay caught up.

Students who return their work on time will receive full credit. If the work is not completed on time, then ten (10) percent will be deducted for each day late.

MAKE-UP WORK

Make-up work will be allowed under the following conditions: to receive full credit on a make-up assignment, a student will have one (1) day for each day absent to make up work with a maximum of five (5) days beginning on the day the student returns to school. If the work is not made up by the day required, then ten (10) percent will be deducted for each day late, up to and including the third day. After the third day, the student will not be allowed to make up the work for credit.