

BETHEL PUBLIC SCHOOLS

Achieving Excellence in a School of Excellence



HIGH SCHOOL/MIDDLE SCHOOL STUDENT & PARENT HANDBOOK 2025-2026

36000 Clear Pond Road Shawnee, OK 74801
www.bethel.k12.ok.us

BETHEL PUBLIC SCHOOLS ADMINISTRATION AND DIRECTORS

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Dr. Matt Posey
405.273.3633



2025-2026

BETHEL HIGH SCHOOL / MIDDLE 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.
- I have read and understand the district's discipline policy regarding inappropriate student conduct including student offenses, suspensions, bullying, harassment, and cell phone use.
- I have read and understand the district's dress code policy.
- 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 Building, 16605 Bethel Road, Shawnee, OK and available on the Bethel Public School's website.

NON-DISCRIMINATION STATEMENT

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

MISSION STATEMENT

Bethel Public School 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 himself/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 School 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 guardians, 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 useful members 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 10, 2024.

ACCREDITATION

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

LETTER TO PARENTS/LEGAL GUARDIANS

Welcome to Bethel Public School, 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 of Bethel Public School is 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 may have. All visitors will be required to report to the building administrator's office.

We have also initiated a new student software package, which enables you as parents/legal guardians to keep up with your child's grades and progress from your home computer. Please contact your child's school site to sign up for this service.

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 of a student, a student or former student 18 years old or a citizen of the Bethel Public School District 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.

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):

<u>RECORDS</u>	<u>LOCATION</u>	<u>RESPONSIBLE PERSON</u>
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. Bethel Public Schools is mandated to present the above information by the federal government. 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 the text notification system and posted on Facebook.)

GRADUATION/GENERAL CLASS INFORMATION

Middle School and High School classes begin at 8:00 a.m. and dismiss at 3:30 p.m. The Middle School lunch period is from 11:55 a.m. until 12:20 p.m. High School lunch begins at 12:20 p.m. and ends at 12:50 p.m.

School grounds will not be supervised and buildings will not be open, including cafeteria, before 7:35 a.m. The administration requests, therefore, 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

GRADUATION REQUIREMENTS

Minimum requirements for sets of competencies of coursework to be earned for graduation from Bethel High School shall be as follows: **total credits, 53**

Required units or sets of competencies are:

8 credits	English (must include 1 grammar and comp and 3 other courses from specific list)
1 credit	Oklahoma History
1 credit	Government
2 credits	World History
2 credits	U.S. History
2 credits	Geography
6 credits	Math (must include Algebra 1 and 2 other courses from a specific list)
6 credits	Science (must include Biology 1 and 2 other courses from a specific list)

2 credits	Fine Arts
4 credits	Computer Science or Foreign Language

34 core credits required

19 elective credits required

Additional Requirements:

Actions enacted through state legislation, which increase requirements for graduation, may alter the above-required courses.

- A. No more than one English class per year may be taken, except to make up a failed English class.
- B. No English class may be taken until the previous level is completed and passed.
- C. All classes will be given 1 credit per semester, with the exception of some concurrent courses.

Credits may be earned by completion of traditional course work, correspondence, or proficiency testing. Credit gained through proficiency testing must meet the Bethel School Proficiency Based Promotion Policy and Procedures. Credits earned for Algebra I in the 8th grade will be placed on the student's transcript in the 9th grade, but will **not** count towards the student's GPA.

ADDITIONAL GRADUATION REQUIREMENTS

Per the State of Oklahoma:

Along with completing all educationally required courses, students must also complete all of the following requirements to be considered a high school graduate

- CPR Training
- Financial Literacy
- Complete Junior Testing (U.S. History and Science)
- Take the Jr. ACT
- Complete ICAP requirements
- Pass the U.S. Naturalization Test
- Complete FASFA Application

CAREER TECH CREDITS

Full-time Bethel students earn 10 credits in the morning and 6 credits in the afternoon for a total of 16 credits.

AM GCTC – 8 credits AM Bethel – 8 credits
PM Bethel – 6 credits PM GCTC – 8 credits
Total of 14 credits Total of 16 credits

AM GCTC students will earn 2 less credits every year they are enrolled at GCTC. Therefore a student seeking valedictorian speaker status will not have an equal opportunity to earn the same number of quality points in their GPA.

GRADUATION INFORMATION

Grade point average (GPA) will be weighted in an attempt to encourage students to continue their education in advanced courses. Students will be notified of courses in advance of enrollment. All changes will be explained in orientation. All class grades will be figured into GPA including athletics.

A student who has completed all of the Oklahoma State Board of Education and the Bethel Board of Education graduation requirements may graduate at mid-term. A letter of completion will be issued at that time. Diplomas for graduates will be issued the first week of June.

Bethel High School Course Offerings

Bethel High School encourages students to be active and involved in activities and organizations throughout their high school career. We understand this may lead to unique circumstances where students have difficulties fitting required coursework into their daily schedules. If a need arises, and a student chooses to take a course through an Oklahoma State Department of Education accredited online digital platform, the following steps must be taken to receive credit on their high school transcript.

1. The student/parent must meet with the building administrator for approval

2. A contract between the school and family explaining guidelines and restrictions must be signed
3. Student will be responsible for any and all additional expenses or fees incurred.

Courses for Weighted Credit

Students must complete the entire year long course, and take the applicable AP exam to receive weighted credit for each AP class at BHS.

AP Tests will only be administered for AP classes offered at BHS.

Students who take an AP course through an outside online platform must submit proof of test scores to receive weighted credit. Student transcripts will not reflect weighted credit until proof of test scores have been submitted. A delayed reporting of test scores may negatively impact areas of student recognitions due to required deadlines.

Courses at Bethel High School

- Honors Biology I
- Honors English II
- AP Biology
- AP U.S. History
- AP Pre-Calculus
- AP English Literature-Alternate years
- AP English Comp.-Alternate years

Courses offered at Gordon Cooper

- Pre-AP Chemistry
- Pre-Calculus/Trigonometry
- AP Physics C

Bethel High School will only use scores from 6 weighted classes for calculating weighted GPA for purposes of class rank, academic letter jackets, honor graduates, valedictorian honors, and valedictorian speakers. This will apply to all current Bethel High School students, and new students who bring credits from other districts. (see pg. 15 for more information on these special achievement requirements.)

VALEDICTORIAN HONORS

The valedictorians shall be selected from the senior class. GPA and Class Rank for the purpose of selecting Valedictorians will be determined at the conclusion of the first calendar semester of the students' senior year. Valedictorian status will be announced in the Spring after February ACT scores have been received, and all required criteria has been reviewed.

A student must meet the following criteria to be recognized as a Valedictorian.

- Student must have a minimum weighted GPA of 4.1 by the end of the first calendar semester of their senior year. (GPA can not be rounded up)
- Student must be in the top 10% of their graduating class using weighted GPA.
- Student must have a minimum composite score of 24 on the national ACT test (1190 SAT) with the February ACT test results their senior year being the last scores accepted.
ACT Superscores will not be accepted

Valedictorian speakers will be selected by the following criteria.

- Student must have attended Bethel High School for at least 3 calendar semesters and cannot be mid-term graduates
- Top 2 students using weighted GPA by the end of the 1st calendar semester of their senior year will be selected as speakers
- If there is a GPA tie, student's composite ACT scores will be used for purposes of breaking the tie.
- If top students have identical GPA and ACT scores, more than 2 valedictorian speakers may be allowed.

CONCURRENT ENROLLMENT CREDITS/VALEDICTORIAN SPEAKER

Any student taking concurrent enrollment college classes who wishes to be valedictorian speaker can only be awarded a maximum of 8

credits per semester; therefore the combination of high school units plus college credit cannot go over 16 credits per school year.

HONOR GRADUATES

To be recognized as an Honor Graduate a student must meet the following criteria to be recognized as an Honor Graduate.

- Student must have a minimum weighted GPA of 3.75 by the end of the 1st calendar semester of their senior year.(GPA can not be rounded up)
- Student must have a minimum composite score of 21 on the national ACT test (1090 SAT) with the February ACT test results their senior year being the last scores accepted.
- ACT Superscores will not be accepted

ACADEMIC LETTER JACKETS

Any senior student meeting the following requirements will be eligible to receive an Academic Letter Jacket.

Requirements must be met by the end of a student's academic junior year.

- Student must be in the top 10% of their class using weighted GPA
- Student must be an active member of the National Honor Society
- Student must have attended Bethel at least 2 full semesters
- Student must have taken a foreign language class

NCAA CLEARINGHOUSE INFORMATION

The following information is designed to assist the college-bound student who is interested in participating in athletics at the college level. The NCAA, or National Collegiate Athletic Association, serves as the athletics governing body for more than 1300 colleges, universities, conferences and organizations. The NCAA is committed to the student-athlete and to governing competition in a fair, safe, inclusive and sportsmanlike manner. Their membership includes Division I, II and III member schools and

one of the differences among the three divisions is that colleges and universities in Division I and II may offer athletic scholarships, while Division III members may not.

All prospective student-athletes planning on entering a collegiate institution and desiring to play NCAA Division I or II intercollegiate athletics including “walk-ons” must register with NCAA Eligibility Center at <https://web3.ncaa.org/ecwr3/>. The NCAA Eligibility Center certifies the academic and amateur credentials of all college-bound student-athletes who wish to compete in NCAA Division I or II athletics.

If you would like general information, please visit their home page at www.ncaa.org and click on “Guide for the College-Bound Student-Athlete” which will link you to the necessary information. As a prospective student-athlete at a Division I or II institution, you have certain academic requirements that must be met before you may participate. The approved Bethel High School courses can also be found at www.ncaa.org (CEEB code 373255). Information concerning who needs to register with the Eligibility Center and what documents should be submitted can be found at www.ncaa.org, Student Athletes, NCAA Eligibility Center. Playing sports for an NCAA school is not the only option. Students can explore additional opportunities through the [National Intercollegiate Athletics Association \(NAIA\)](http://www.naia.org) and the [National Junior College Athletic Association \(NJCAA\)](http://www.njcaa.org).

NCAA Approved Online Learning Policy

All online learning at Bethel High School must be approved by the online learning committee, which will include administration, and is reviewed on a student by student basis. Before online learning begins there must be an enrollment meeting with the student, a parent/guardian and members of the online learning committee. In addition an online learning contract that states the timeframe of the coursework must be signed by all parties.

All online learning instruction will be provided through Edgenuity. Edgenuity is the only NCAA approved online course provider for Bethel High School. Other online providers have not been approved to meet NCAA legislation and standards.

- Students/Parents/Guardians must provide NCAA ID Number to the online learning committee prior to enrollment.
- Students enrolling in the online course(s) must be very self-motivated and organized as the program allows for each student to work in a self-paced environment.
- Students enrolled in online course(s) will need a device and reliable internet. If not working on the course on campus a device can be checked out in the office, if needed.
- No honors or AP classes will be offered online.
- Students are only assigned one semester of each course at a time.
- Required graduation credits will only be granted with a passing grade of 60% or higher when 100% of assigned coursework is complete.
- On the student transcript NCAA approved online coursework will be denoted.
- Students must have a weekly review with the instructor in addition to two weekly check-ins with the instructor.
- Students are expected to make weekly progress on their online coursework.
- Parents/guardians will receive a daily or weekly (parent’s choice) updates on their students progress in their online coursework.
- All tests and exams will require instructor approval/unlocking.
- Students have access to an online tutor inside the online learning management system if they have questions that arise outside of school hours.
- Grades will be taken in accordance with district policies under strict accountability measures.
- Cheating and/or plagiarism will not be tolerated. Cheating/plagiarism will result in zeros and could greatly and negatively affect a virtual student’s grades or course completion.

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)

CONCURRENT ENROLLMENT

A junior/senior student who is enrolled in an accredited high school may, if he/she meets the requirements set forth below, be admitted provisionally to a college or university in the Oklahoma State Regents of Higher Education as a special student.

The requirements are as follows:

The student must meet the published criteria (other than high school graduation) for admission to the institution to which application is being made.

All concurrent grades that a student receives must be transcribed and calculated into the student's overall GPA.

For any additional information on eligibility, credits, or necessary requirements refer to the Bethel Board of Education Concurrent Enrollment Policy.

Junior & Senior Dual Enrollment:

Students participating in DE college courses should do so with the knowledge that the coursework may be more rigorous and challenging than high school courses. Students are held to a higher degree of independent responsibility and accountability than in a regular high school class.

All credit will be awarded on the transcript and figured into the high school GPA (including a W).

Concurrent classes are not on a weighted scale for the student's GPA.

It is the student's responsibility to provide the college transcript to the high school counselor when the semester class is completed if the school does not provide it.

If a college class is being taken for high school graduation requirements, the student will receive two (2) high school credits. If it is used as an elective course, the student will receive one (1) high school credit.

For every 3-hour college class, students can be off BHS campus for two class periods. Students must

not be on campus during their concurrent classes. We do not have a designated area for concurrent students.

Students who withdraw from a college course during the semester **cannot** be enrolled in the equivalent high school course and would need to make the course up using a credit recovery option. Students who withdraw from a college course will need to notify Bethel High School immediately. The student will then be placed in additional classes at Bethel High School. Students **will be required** to make up any past work in the class for credit at BHS or if there is less than 6 weeks left in the semester the student will receive an "I".

Students will need to be aware of DE course drop dates to keep a W off of their college transcript.

If the student's concurrent GPA drops below 2.0, the student will not be allowed to enroll in concurrent classes again, even in Senior year. This may also affect student financial aid as a full-time student after graduation.

Juniors **are not** guaranteed that their tuition for concurrent classes will be paid. If there are funds available, then the tuition will be paid. If there are no funds available, the student/family will assume all the costs for enrollment (tuition, fees, books, etc.)

If tuition is paid by the state, Juniors will have up to 9 hours funded.

If a parent wishes to have communication rights with professors, students would need to contact the admissions office and sign the necessary paperwork. FERPA laws prohibit colleges from sharing academic information about students with their parents.

DE expectations and responsibilities have been shared by the school counselor and all student and parent/guardian questions/concerns have been discussed.

Senior Only Dual Enrollment (additional requirements):

If a college class is being taken for high school graduation requirements, the student will receive two (2) high school credits. The exception is Eng Comp I & II. Students must take both courses for dual credit for Eng IV. If the course is not for graduation purposes, it will be used as an elective and receive one (1) credit.

Seniors are guaranteed that their tuition for concurrent classes will be paid up to nine (9) hours per semester. It is the student's responsibility to pay the fees incurred for these classes.

English Comp I and II may be taken in place of English IV, and that grade goes on your high school transcript for credit. Dropping that class or failing one of these classes means you have dropped Senior English. Two semesters (1 in the fall and 1 in the spring) of Senior English are required for graduation.

Students involved in extracurricular activities will need to pass any class that is used for graduation purposes. If a student fails a class that is being used for graduation purposes, the student will be ineligible for the first 6 weeks of the second semester(OSSAA).

BOE Approved 3/11/24

COLLEGE TOURS

Seniors will be granted 3 absences, and Junior will be granted 2 absences each year for college tours. When the student returns from the college tour, they must provide to the office, proper documentation of the college visit in order for the absence to not count against their overall attendance.

ADD OR DROP CLASSES

Students in grades 6 - 12 will have THREE DAYS at the beginning of each semester to add or drop a class. This must meet the approval of the principal or counselor.

WORK RELEASE

Senior students may apply for work release permits for first and/or second semester(s)

under the following conditions. Seniors must be able to meet all graduation requirements without enrollment in the last period of the day. The student must provide verification of employment during the last period. Employment must continue through the entire semester or school year. Verification of continued employment must be confirmed each semester by having the student/parent/employer sign a form stating the student is still employed. This form may be picked up in the counselor's office by the student. If the student stops working he or she must return to school and attend a 7th period class.

STUDENTS ENTERING FROM NON-ACCREDITED SCHOOLS

Students entering Bethel Public Schools from an elementary, junior high/middle or secondary school not accredited by the State Board of Education may be required at the discretion of the principal to take comprehensive, written examinations in the subject areas pursued in the non-accredited school. Results of the examinations will be used in determining academic units for which a student is to receive credit. All examinations shall be administered by the receiving school. Copies of the exams given and the results shall be kept on file for one year.

Students entering Bethel Schools from any non-accredited school who are taking an exam will have one week to take scheduled exams for any courses they wish to have accredited. 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.

ALTERNATIVE EDUCATION

Bethel Public Schools offers an alternative education program for those students who qualify and are in need of such a program. Students will be placed in the alternative school after a review of a committee which will consist of the following individuals:

- Administrator
- Counselor
- Teachers (2)
- Parents

It is the goal of Bethel Public Schools that this program will act as an alternative to those students in which the regular school day is not an option. Students will be encouraged, however, to attend the regular school day if at all possible and placement in the alternative program will only be used as last resort. Students will be able to pursue appropriate curriculum and achieve graduation status through the successful completion of this program.

(For additional information/guidelines see Bethel alternative education handbook)

PART-TIME STUDENTS

Bethel Public Schools will not enroll students for credit on a part-time or class-by-class basis. This policy includes, but is not limited to, students who attend other public schools such as Vo-Tech on adult status, 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.

REGULATIONS FOR PROFICIENCY-BASED PROMOTION

1. Students must request permission to demonstrate proficiency by completing a request form, which can be obtained in each principal's office or the superintendent's office. The request requires a parent or guardian signature.
2. Requests must be made at least 24 hours prior to the actual assessment date.
3. For sequential classes such as

mathematics, students must have demonstrated proficiency at one level before they can request assessment at the next. Proficiency may be demonstrated by either having passed the regular class or by assessment. Example: Students must have passed Algebra I either by class or by assessment before they may request proficiency exam for Algebra II.

4. Sequential classes are as follows:

Grade Levels: 1, 2, 3, 4, 5, 6, 7, and 8

Math: Pre-Algebra, Algebra I, Algebra II, Plane Geometry, Trigonometry, Calculus

Life Science: Biology, Zoology, and Physiology

Physical Science: 9th Grade Physical Science, Chemistry

Language: English I, English II, English III, English IV

Art: Art I, Art II, Art III, Art IV, and Studio Art

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 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 establishes the following policy concerning promotion/retention of students. Students shall be promoted or retained based on their achievement of the essential requirements in

the core subject areas of their current grade level. The initial recommendation for retention is to be the responsibility of the student's classroom teacher(s). Final recommendation of the student's retention shall be made based upon a placement committee decision. The placement committee for middle school students shall consist of: site principal, site counselor, parent/guardian, and student's teacher(s). Per state law, if the parent disagrees with the placement committee's decision he/she may appeal said decision to the local board of education. The board of education's decision regarding placement shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board." (70 O.S. § 24-114.1)

High School students shall be classified by grade based on credits earned as follows:

9th grade	----	0-12 credits passed
10th grade	----	13-24 credits passed
11th grade	----	25-36 credits passed
12th grade	----	37 credits and up

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 includes 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 Oklahoma State Department of Education 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)

GIFTED AND TALENTED

The purpose of the gifted and talented program in the Bethel Schools is to provide opportunities for intellectually and academically gifted students in grades 1 through 12. 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 the gifted and talented program based upon the regulations set forth in the district's gifted and talented policy. (Copies of the G/T policy are available in the office.)

HONOR ROLL

Students must meet the following criteria to achieve status on the Superintendent's and Principal's Honor Roll at the end of each semester:

High School and middle school 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

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.

1st SEMESTER EXAM

All students will be required to take semester tests during the first semester. **There are no exemptions.** If you miss a scheduled test it is your responsibility to make up that test. **Semester Tests will not be given early.** Semester testing will be done on December 18th and 19th, 2025.

2nd SEMESTER EXAM

All students making an A, B, or C may be exempt from taking semester tests. All the following criteria must be met for students to be exempt from semester tests. You will be exempt with no more than 3 absences and an A, no more than 2 absences and a B, and no more than 1 absence and a C. **The only absences that will not count against your semester test exemptions are those school related activities that require students to miss class during the school day.** Three tardies will equal 1 absence. Absences are counted on a class by class basis. Students must have library clearance and must have met all financial obligations in order to be exempt. If a student wants to take the test in an attempt to make a higher grade, he/she will be allowed to do so. All students making a D or below **will be required** to take the semester test. If you are exempt from **all** semester tests, you will not be required to attend school on May 13th and 14th. Check with your individual teachers because you will be required to take tests in any class in which you are not exempt. **Any student who has received in-school or out-of-school suspension during the current school year will not be considered exempt and will be required to take all semester tests. A student who is in an AP class and takes the**

AP test, will not be required to take a semester test for that class.

Students must have attended Bethel Schools the entire semester to be eligible for the exemption.

REPORT CARDS

Parents will be able to monitor student grades and progress through the online Sylogist system. Report cards will be issued at the end of each semester.

SYLOGIST

Our student information system is Sylogist. It is offered through the internet for parents/guardians to access and track student grades, attendance, lunch charges. Parent/guardian login and password may be picked up from the office of the building principal by providing proof of ID.

ATTENDANCE

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 DHS, 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.

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 (including approved 4-H 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 or receive credits.**
- 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.
- Tardies will be defined as being late 15 minutes or less to any class period. 3 tardies in each period will equal 1 absence.
- **Excessive tardies** 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.

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

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 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 after investigation of all facts relating to the absence of any child or children from such school, 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, 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, the parents shall be notified. If a child is absent from school for fifteen (15) or more days or parts of days within a four-week period without a valid excuse, the attendance officer shall 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 detention, ISD, and/or out of school suspension.

LEAVING SCHOOL

All requests for early dismissal, both from pupils and parents, must be presented to the principal in charge of the building in which the pupil attends school and the principal shall use his/her judgment in granting such requests. A student leaving early must be checked out in the office by a parent or designee.

Teachers may not send students away from the school on errands except with the approval of the superintendent or principal.

Students with younger brothers and sisters may not check them out of school without the building principal's authorization

ABSENCES FOR ACTIVITIES

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one-class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete.

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 “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 the building principal.

CLOSING OF SCHOOL

The official announcement for the closing of school due to inclement weather or other emergencies will be sent to local television stations. Administration will also notify parents/legal guardians through social media platforms and/or the Parent Square, 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.

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. 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.

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, it is necessary for parents/legal guardians and visitors should report to the building principal's office to receive help.

Students will not be allowed to interrupt class to deliver notes, messages and other communications **except** with a permission note from the office of the building principal. Students **will not** be allowed to bring/invite visitors to school for any purpose. **All visitors should report to the principal's office to receive a visitor's pass upon arrival.**

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

Online payments may be made at any time. Follow the steps listed below:

1. Go to bethel.k12.ok.us
2. Click on the "Cafeteria Payments" tab on the homepage.
3. Click on the "Lunch Balance" picture.
4. Enter the payment amount and the student's name, ID, and grade.
5. Click "Add to Cart" button.
6. Click on the cart link.
7. Select method of payment and click the "Checkout" button.
8. To finalize the payment process, use the "Continue as Guest" option.
9. Enter payment details and click on "Verify Order Details" button.

Extra Breakfast

Grades PK - 12 \$1.55

Extra Lunch

Grades 3 - 12 \$3.20

Extra Milk & Juice

Grades 1 - 12 \$0.60

Adult

Breakfast \$2.50

Lunch \$5.10

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 the payment is made toward these charges. Students who are not paid in full at this time will receive an alternative meal consisting of a cheese sandwich and fruit until payment in full has been made. Any family needing special considerations regarding this procedure should consult the food service director at (405) 273-0385 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 office 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.

CAFETERIA BEHAVIOR

The cafeteria, besides being a place to eat, is also a place where good human relations can be developed. Here 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 breakfast/lunch period pleasant and relaxed follow.

- Observing good dining room standards at

the table.

- Leaving the table and surrounding area clean and orderly.
- Replacing chairs and putting trash in the proper container.
- Not leaving the cafeteria while eating or carrying food.
- Only students who are eating should be in the cafeteria.

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.

LOCKERS

Lockers will be provided for all students in grades 6 - 12. If locks are used, extra keys should be kept in the office. Locks are encouraged. Lockers should be kept in proper order. Valuables should not be left in lockers at any time. The school will not be responsible for lost or stolen articles. Lockers are for storage of school related materials. Lockers are not to be defaced (writing on, placing of stickers, etc. is not permitted). Students are required to use assigned lockers.

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, repaired, or destroyed books will be paid for by the student.

LOST AND FOUND ARTICLES

If you find an article of any value, you are requested to turn it in to the principal. You are urged to take every precaution to protect your possessions. If you lose an article, check with the building principal. It is the individual student's responsibility to store items in their locker and secure with a lock.

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. 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. **Unless there is an unforeseen circumstance, ALL transportation changes and arrangements should be made prior to school and a signed note sent to school with the student. Changes during the school day cause disruption to the classroom and interfere with instruction.**

TRANSPORTATION

We at Bethel Public Schools are 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 or principal. The transportation director will contact the parents if the student continues to disobey.

If at any time you have a question concerning the transportation of your child, please contact the school transportation director.

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 or guardian. Bus drivers have been instructed to allow no additional riders unless a note from the 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 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 small children.
- Do not throw anything out of the window.
- The bus driver reserves the right to assign seats as he/she deems 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 pupils, 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, children are to remain on the bus unless instructed otherwise.
- **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 10 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 small children.
- The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

EXTRA-CURRICULAR TRIPS

- The above rules and regulations will apply to any trip under school sponsorship.
- Pupils shall respect the wishes of a competent chaperone appointed by the school officials.
- The coach or sponsor shall be required to make arrangements through the office of the activities director or principal for transportation of students to games/events away from home, setting the time of departure and the approximate time of return.
- All coaches or sponsors of the teams or groups 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 and participating in the game or contest.
- Students are required to ride in school

furnished transportation to the activity/event. Students may ride home from the event with their parents, if the parents personally notify the sponsor at the event.

- After returning to the school from an activity/event, sponsors will provide each student the opportunity to call their parents. Sponsors will provide the students and parents a schedule of the events including departure time and approximate arrival time.

CAREER TECH CENTER TRANSPORTATION

Gordon Cooper Career and Technology Center provides bus service, for students, to and from Bethel High School. Morning Career Tech students must provide their own transportation from home to catch the bus at Bethel High School, and afternoon students must provide their own transportation home. With **written** parental permission a student may furnish his own transportation to and from Gordon Cooper. Students who drive or ride with another student are expected to abide by Bethel regulations regarding automobiles. Any transportation other than by bus should be cleared through the office of the principal.

STUDENT DRIVERS

Student drivers of licensed vehicles must have a valid driver's license, insurance and registration. Student drivers are to be courteous and show proper conduct while in their vehicles. All vehicles driven to school by students are to be registered in the principal's office and have valid BHS parking permit. Upon proper registration, and payment of the designated fee, a parking sticker will be issued. Failure to comply may lead to the student not being able to drive a vehicle to school.

- Upon arrival at school, the vehicle will be parked in the student parking lot, which is west of the band room and north of the road. It will not be moved until the student

is released from classes for the day or has permission from the principal to leave school. Student drivers are not to pick up riders and leave campus without permission. Career Tech students eating in the cafeteria are to walk. Vehicles are not to be moved until leaving campus.

- Students leaving early shall not return to school.
- The speed limit in the school zone is 20 miles per hour. This speed zone will be observed at all times during school hours or when students may be arriving at or leaving school. **(THE SPEED ZONE BEGINS AT A POINT 1/4 OF A MILE NORTH, SOUTH, EAST AND WEST OF THE SCHOOL.)** Speed limit in the school parking areas is 10 miles per hour.
- Students should not be in their vehicles except to come to and leave school. **Students will not be allowed to sit in vehicles across from the school or on school property before, during or after school hours.**
- Students who fail to abide by these rules will be subject to having their privilege of driving to school taken away.

NON-BUS RIDER LOADING AND UNLOADING

- All parents/legal guardians of PreK-second grade students that pick up their students at school should do so by circling through the drive in front of the Lower Elementary building. Parents should remain in their cars until their students are loaded by school personnel.
- Parents of third-fifth grade students should pick up their students in front of the HS Annex. It is too dangerous for students to cross the road.
- **Parents with car riders in both the Lower and Upper Elementary will pick up their students at the Lower Elementary building. No exceptions.**
- **Parents with car riders in the Lower Elementary and the Middle School**

and/or High School may pick up their students at the Elementary Library with approval from the principal.

- 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 your children after school.

STUDENT INFORMATION

CHANGE OF ADDRESS

Please make sure to inform the principal's office if you have a change of address or home or work telephone number in order to help in addressing mail outs and in case of emergency.

STUDENT WITHDRAWAL FROM SCHOOL

Students withdrawing from Bethel Public Schools to attend another school must complete withdrawal procedures in the office of the principal.

All books must be returned; lockers cleaned; lunch charges, library fines and book damages must be paid at this time.

HEALTH & SAFETY INFORMATION

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 may contact the 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.

AIDS EDUCATION

70 O.S. Section 11-103.3 School Laws of Oklahoma mandates acquired immune deficiency syndrome (AIDS) prevention education to be taught in the public schools. AIDS prevention education is to be limited to the discussion of the disease, its spread and prevention. Students shall receive such education:

- A minimum of once during the period from grades 7 through 9; and
- A minimum of once during the period from grades 10 through 12.

The State Department of Education shall develop curriculum and materials for AIDS prevention education in conjunction with the State Department of Health. **Again, all aspects of this provision are mandated by the state of Oklahoma.**

CHILD ABUSE

By law, any indication of child abuse must be reported by school employees 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. A school nurse, or in the absence of such nurse, an administrator or designated school employee, pursuant to the written authorization of the parent/guardian of the student, may administer:

- A non-prescription medicine;
- A filled prescription medicine as that term is defined by Section 353.1 of Title 59 of the Oklahoma State Statutes pursuant to administering medicine as listed on the label or as otherwise authorized by a licensed physician.
- ALL MEDICATIONS (including Tylenol, pain relievers, etc.) must be PROVIDED to the office by the parent.

The person authorized to administer the medicine shall not be liable to the student or parent/guardian of the student for civil damages for any personal injuries to the student which result from acts or omissions 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. (70-1-116.2)

Per state law, 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.

INJURY OR ILLNESS DURING THE DAY

There should be an emergency number as to where parents 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 parent or guardian.

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, principals should be notified as soon as possible of such a need. Homebound services are provided only upon written request of a licensed physician.

INSURANCE

The school district does not provide insurance for students. Also, students participating in athletics are required to pass a physical examination prior to participation in any athletic practice or event.

SAFETY

The safety of each student is of primary importance to the teachers, administrators and school board. 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 pupils under their supervision.

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, (HS) morning and

after school detention, (MS) noon detention, in-school detention, out-of-school suspension, or alternative education.

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 that could result in long-term suspension and law enforcement involvement.

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. This includes refusal to do class work.
2. A student shall not be truant. Three unexcused tardies equal three days of noon detention (MS).
3. No student shall leave a classroom during class periods without teacher permission.
4. Public display of affection is not deemed suitable for public schools.
5. A student shall not take part in conduct which jeopardizes the safety of others.
6. A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher assistants, principals or other authorized school personnel during any period of time when he/she is properly under the authority of school

personnel.

7. A student shall not commit immorality, use profanity or obscene gestures.
8. 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.
9. A student shall not vandalize, set fire, or in any way deface or destroy school property.
10. A student shall make satisfactory advancement toward accomplishing the prescribed goals and objectives for the course in which he/she is enrolled.
11. A student shall not, except under the direct instruction of the principal, block normal pedestrian or vehicular traffic on a school campus.
12. A student may not intentionally violate the dress code (Third violations, whether intentional or otherwise are grounds for suspension.)
13. A student shall not possess, handle, transmit, use or threaten to use any object that is considered a dangerous weapon as defined below.
14. A student shall not possess, use, transmit or be under the influence of any drug, or possess any type of drug paraphernalia.
15. A student may not possess or use tobacco products in any form (this includes electronic or vapor cigarettes).
16. A student shall not commit assault and/or battery.
17. 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.

18. A student shall not commit any act which can be defined as sexual harassment under the Bethel School Sexual Harassment Policy.
19. Any student who is caught cheating on a State Level test will receive a minimum of (5) days of in school detention. Cheating refers to but is not limited to looking and copying answers from another student or racing through the test without reading instructions and rapidly filling in the test answers.
20. 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.
21. Students displaying inappropriate conduct while attending Gordon Cooper Vocational School will receive at least the minimum disciplinary action recommended by the GCTC administrator and/or possible additional disciplinary action which is in line with the Bethel Public Schools handbook.

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. Said dress code is to be obeyed at school and/or while taking part in any school sponsored activity.

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)

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:
 - Onsie 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.

DRUGS

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

USE OF TOBACCO / VAPING

“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 or vapor products 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 or out of school suspension. (This includes electronic/vapor products).

Any student found possessing, distributing or using any tobacco or vaping product at school or school sponsored activities will receive up to 5 days out of school suspension for the first offense. Repeated offenses will result in additional days of out of school suspension.

Vape products that are determined to contain THC products will fall under the drug policy.

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 principal's office after demonstrating one or more of the following behaviors: sleeping in class, drowsy or listlessness, 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 drug, alcohol, or tobacco use, fighting, possession of an illegal drug, alcohol or tobacco.

An employee 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 in athletic programs 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/guardian will be contacted. The above behaviors as well as the neurological examination may be sufficient probable cause to search the student (clothes, locker, vehicle, 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:

1stOffense: OUT OF SCHOOL SUSPENSION UP TO EIGHTY-FIVE SCHOOL DAYS.

2ndOffense: OUT OF SCHOOL SUSPENSION FOR THE REMAINDER OF THE SEMESTER AND THE FOLLOWING SEMESTER.

ACTIVITY STUDENT DRUG POLICY STATEMENT OF PURPOSE AND INTENT:

Although the Board of Education, administration, and staff desire that every student in the Bethel Public School district refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the Bethel Public School District regarding possession or use of illegal drugs.

The purposes of this policy are:

1. To educate students of the serious physical, mental, and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. To assist students who wish to remain drug free that may feel pressured from peers to

engage in such activities.

4. To prevent injury, illness, and harm for students that may arise as a result of illegal and performance-enhancing drug use.

5. To offer students within this school district the opportunity for practices, competition, and school activities free of the effects of illegal and performance-enhancing drug use.

Procedures:

Prior to the commencement of drug testing each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures, and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Illegal or performance-enhancing drug use by All Activity Students will be required to provide a urine sample before the student may participate in an extra-curricular activity covered under this policy. A student who moves into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for Activity Students will also be chosen on a random selection basis monthly from a list of all Activity Students who are involved in off-season or in-season activities. The Bethel Public School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs.

In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of that particular student.

Consequences

Any activity student who tests positive in a drug test under this policy shall be subject to the following restrictions:

A. First Positive Test:

The student will be suspended from participation in all extra-curricular activities for (10) school days.

The student and parent/guardian must show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. The student must provide a negative test result from an approved laboratory prior to participating in any extra-curricular activity. The student may be required to test each time for up to 180 school days.

B. Second Positive Test:

The student will be suspended from participation in all extra-curricular activities for (45) school days. The student and parent/guardian must show proof that the student has received (5) hours of drug counseling from a qualified drug treatment program or counseling entity. The student must provide a negative test result from an approved laboratory prior to participating in any extra-curricular activity. The student will be required to test each time for 180 school days.

C. Third Positive Test:

The student will be suspended from participation in all extra-curricular activities for (180) school days. The student must provide a negative test result from an approved laboratory prior to participating in any extra-curricular activity.

****To read the complete Activity Student Drug Testing Policy, see Bethel Public Schools' website at www.bethel.k12.ok.us.**

FIREARMS

Any student found to be 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 YEAR. (70 O.S., Section 24-101) “Firearm” shall mean and include all weapons as defined by 18 U.S. Code, Section 921.

ASSAULT

Any student in grades 6-12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or a person volunteering for a school as prohibited pursuant to Section 6-146 of Title 70 O.S., shall be suspended for the REMAINDER OF THE CURRENT SEMESTER AND THE NEXT CONSECUTIVE SEMESTER. (70 O.S., Section 24-101)

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, ammunition, explosives, pepper spray, mace, 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.

BULLYING and/or CYBER-BULLYING

Bullying is aggressive behavior that is

persistent, intentional and involves an imbalance of power or strength. Traditionally, bullying has involved actions such as: hitting or punching (physical bullying), teasing or name-calling (verbal bullying), or intimidation through gestures or social exclusion. In recent years, technology has given children and youth a new means of bullying each other. **Cyber-bullying** is bullying behavior that involves the use of the Internet, cell phones, and other electronic media.

Cyber bullying can involve:

- Sending mean, vulgar, or threatening messages or images
- Posting sensitive, private information about or pictures of another person
- Pretending to be someone else in order to make that person look bad
- Intentionally excluding someone from on online group

If occasions arise when Bethel Public School administrators believe that bullying or cyber-bullying has occurred, said responsible students will be punished according to the handbook guidelines described under **INAPPROPRIATE STUDENT CONDUCT**.

BETHEL BULLYING POLICY

“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. Section 1190) It is the policy of the Bethel Public School district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

No student in this school district will be

subject to hazing, harassment or any other form of persecution by any student or employee 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 employee. Students or employees who violate this policy will be subject to disciplinary action, which may include expulsion for students and employment termination for employees.

A copy of this policy will be furnished to each student in the Bethel School District.

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 an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
- Administrators, supervisors, support personnel, or teachers 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 teachers 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 administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator 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 employee 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

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.

Personal Electronic Devices Cont.

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, lockers, cars, etc. 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 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.

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. The student will be subject to In-School Detention (ISD).

3rd 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). 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. Out of School Suspension will increase in duration if student is caught bringing a personal electronic device (cell phone/smart watch) to school after privileges have been revoked.

***In ALL offenses, 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 principal and within the approved policy of the board.

PROCEDURE OF SUSPENSION

The superintendent and/or principal of the site 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 guardian, 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 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 Suspension Appeal Committee are final.

- For suspensions recommended by the 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 guardian 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 Program (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/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 every hour.
- No talking--not even to the teacher.
- Students will not be allowed to leave the room without supervision, and then only to go to the rest room.
- The entire time will be spent on classroom assignments.
- The ISD instructor has the ability to suggest additional days of ISD or out of school suspension to the administrator 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 pupil found to be in possession of dangerous weapons or controlled dangerous substances will be suspended by the principal for a period which may include the current semester plus one additional semester.. Any such suspension may be appealed to the Board of Education of the school by any pupil suspended after review by the superintendent.

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

EXTRA-CURRICULAR ACTIVITIES

Individual conduct during school sponsored extracurricular activities such as: Athletics; Vocational Agriculture; Band; Student Council; Yearbook; Cheerleaders; Fellowship of Christian Athletes; school sponsored or related dances; etc., relate directly to Bethel

School as a whole.

Any activity which is sponsored by Bethel Schools requires responsible conduct on the part of our students. Attendance at such extracurricular activities is above those normally required. Poor or unacceptable conduct during such activities may warrant removal of the right to participate.

Students who cannot participate in a game or event due to ineligibility cannot attend said games and/or events with the team or group, and may not sit on the bench, in the dugout, or on the sidelines nor may they wear the team uniform.

Each year students enrolled in more than one activity develop conflicts. Events are scheduled on or near the same time on many occasions. Such conflicts, if they occur, will be resolved by a decision of the principal and or Athletic Director.

SCHOLASTIC ELIGIBILITY REQUIREMENTS FOR ATHLETICS AND INTER-SCHOOL COMPETITION

Semester Grades:

- A student must meet OSSAA requirements for eligibility for participation in extra-curricular activities.
- If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

Student Eligibility during a Semester:

Scholastic eligibility for students will be checked at the end of the third week of the semester and each succeeding week thereafter.

- A student must be passing all subjects he/she is enrolled in during a semester. If a student is not passing all subjects

enrolled in at the end of a week, they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, they will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday.

- A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance.
- A student who has lost eligibility under this provision must regain passing grades in all his/her classes in order to regain eligibility. A student regains eligibility under these rules with the first class of the new one-week period (Monday through Sunday).

Special Provisions:

- A twelfth grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A twelfth grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four eligible subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units, which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements).
- An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard by following Rule 2 under Student Eligibility During A Semester at the end of a three week period.

- Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, death in family and natural disaster. [Board policy allows a maximum of two weeks to apply this exception.])
- One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 1 of Semester Grades for the end of the spring semester.
- Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

NON-COMPETITIVE ACTIVITIES

- Ineligible students shall be exempt from eligibility standards for non-competitive performance or activities which are on the Bethel campus or considered a local event such as the local livestock show. Ineligible students shall be allowed to attend:
 - a. Field trips which are part of class assignments
 - b. Normal club organizational meetings
 - c. After school or weekend practices
 - d. School dances
 - e. Middle school end of semester activities
- If a student is ineligible and must miss an activity which is being graded, missing the performance shall not count against their grade.

None of these statements prevent the principal or advisor from withholding participation privileges because of student disciplinary reasons.

SCHOOL-SPONSORED DANCE RULES

Students will not be allowed to loiter in the

parking lot. When students arrive they will proceed immediately to the dance. **Students arriving more than an hour after the scheduled starting time will not be allowed to enter unless prior arrangements have been made with the dance administration.** This includes the school-sponsored PROM.

- While in attendance at the dance the students will conduct themselves as ladies and gentlemen. The same rules of conduct that apply during the school day will be in effect during the dance. Suggestive, i.e. rude dancing or behavior will not be tolerated. Dancing privileges may be revoked if in the opinion of the sponsors or administrators if rude or suggestive dancing or behavior is occurring.
- Students leaving the dance will not be allowed to return. Students must proceed immediately to their mode of transportation and leave the school property.
- No guests will be allowed to attend any dance sponsored by Bethel High School with the exception of the prom which requires prior approval from the high school principal.
- No refreshments of any kind will be brought into the dance. Refreshments will be provided or sold at the dance.
- All students must be enrolled in grades nine (9) through twelve (12) and be in good standing (not under any discipline action such as suspension).
- The Student Council will provide the superintendent a list of school staff sponsors, adult parent sponsors and qualified security sponsors. Each dance size and location will determine the total number of sponsors, but at least two qualified security sponsors will be required.

NATIONAL AND STATE HONOR SOCIETY

PURPOSE OF THE NATIONAL HONOR SOCIETY

The purpose of the National Honor Society (NHS) is fourfold: (1) to create an enthusiasm for scholarship; (2) to stimulate a desire to render service; (3) to promote leadership; and (4) to develop character.

Operation of the NHS is governed by the National Council (a committee of the National Association of Secondary School Principals [NASSP]), and by the NASSP Board of Directors. The Council meets annually at NASSP national headquarters in Reston, Virginia.

NATIONAL HONOR SOCIETY SELECTION CRITERIA, BETHEL CHAPTER

Section 1: Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of SCHOLARSHIP, SERVICE, LEADERSHIP, and CHARACTER.

Section 2: Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3: Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Bethel High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.75 on a weighted scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then

be considered based on their service, leadership, and character.

SELECTION OF MEMBERS

Section 1: The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2: The selection of active members shall be held once a year during the second semester of the school year.

Section 3: Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4: Candidates become members when inducted at a special ceremony.

Section 5: An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6: An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member

must maintain those requirements for this chapter in order to retain his/her membership.

OBLIGATIONS OF MEMBERS

Section 1: Annual dues for this chapter shall be \$10.00. Dues will be payable to the chapter by October 31st for all active members and within 30 days of induction for new members inducted in the spring.

Section 2: Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 3: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 4: Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the honor cords at graduation.

NHS ACTIVITIES

Section 1: The chapter shall determine one or more service projects for each year. Our chapter goal will be to participate in a chapter service project once per semester.

Section 2: All members must regularly participate in these projects. If you are unable to do so, see the alternate option under Section 4.

Section 3: These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

Section 4: Each member who is unable to participate in the chapter service project (see Section 1 above) must complete a minimum of 5 hours of individual community service. This community service must be approved by the

chapter adviser and documented with a community service form with a supervising adult's signature stating that the hours were completed. If a member must complete the individual community service, he/she must report completion of the required hours by the last day of the current semester designated on the district calendar.

Section 5: The chapter shall publicize and promote its projects in a positive manner

DISCIPLINE AND DISMISSAL OF MEMBERS

Section 1: Any member who falls below the standards of scholarship, service, leadership, or character will be put under disciplinary action in the form of probation. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2: If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.75 on a 5.0 scale), he /she will be given a written warning and a reasonable time period for improvement (1 full semester). If the cumulative grade point average remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the faculty council that includes dismissal from the chapter.

Section 3: Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community

Section 4: Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive

tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5: Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6: In all cases of pending dismissal:

- The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
- The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
- The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 7: In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

MISCELLANEOUS

EATING AND DRINKING IN THE BUILDING

Students are prohibited from eating and drinking in the buildings except in the gym and the cafeteria. Exceptions may be made by building principals. Students may have water only in the buildings.

COPY FEE

The Bethel Board of Education policy for Copy and Search fee is a reproduction fee of \$.25 per copy to be determined annually and a search fee to be \$12.35 per hour as permitted.

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 violation of this procedure may result in confiscation of the item(s).

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 principal will dismiss each class individually for activities such as assemblies and picture taking.

SPECIAL EDUCATION CHILD FIND

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

Anyone knowing a child within the Bethel School District not receiving an education should call the, SEARCH Coordinator, at (405) 273-0385 during regular school hours for information concerning the Special Education available for the disabled child.

Middle School / High School Extracurricular Activities / Clubs & Organizations

Athletics Mission Statement – It is the mission of the Bethel Public Schools Athletic Department to help all student athletes to become stronger academically, athletically, and socially for the betterment of our community.

Football Staff – Joey Ginn, Brandon Blizzard, Kyle Colvin, Alex Schovanec,
Aaron Larney

Softball Staff – Tara Satterfield, David Griffin, Nic Lee, Stephanie Caudle, Gary Bandy

Cross Country/Track Staff – Kari Nunneley, Evan Stafford , Aaron Smith, Joey Ginn,
Alex Schovanec

Basketball Staff – Hayden Burnett, Evan Stafford, Nick Walls, Tara Satterfield, Andrea Depuy,
Charity Kilinc

Wrestling Staff – Aaron Smith, Maggie Smith, Dusty Topping

Powerlifting Staff – Joey Ginn, Brandon Blizzard

Baseball Staff – Gary Bandy, , Hunter Pinkston, Jake Williams, Kyle Colvin, Nick Walls

Golf Staff – Hayden Burnett, Evan Stafford

Cheer/Pom Staff - Stephanie Billins & Leslie Wellman

Gifted and Talented Mission Statement – The mission of the gifted and talented program in Bethel Schools is to provide a variety of educational opportunities and services for intellectually and academically gifted and talented students identified in grades 1 through 12. Students will be given the opportunities not only to reach intellectual and academic potential in all areas of the curriculum, but also to develop lifelong processes of autonomous learning and interpersonal relationships including the development and application of practical and useful skills to the maximum of each individuals potential.

MS Sponsor – Reda Marcussen

HS Sponsors – Courtney Howser & Amanda Brock

BMS/BHS Clubs/Organizations Mission Statement – It is the mission of Bethel Public Schools Clubs and Organizations to provide students with opportunities for enrichment in their various areas of interest while also creating opportunities for leadership, student engagement, and civic involvement.

MS/HS FFA Advisor – Dr. Brett Scott

Marching Band /Jazz Band – Steve Smith

MS Band – Steve Smith

MS/HS Vocal – Andrew Sharp

MS Student Council – Calee Colvin

HS Student Council – Amanda Brock, Kyle Fowler

FCA – Kyle Fowler

Art Club – William Malouf

Foreign Language Club – Ty Caudle

MS Academic Team – Reda Marcussen, Anita Highfill

HS Academic Team – Ty Caudle

Blue and Gold Mentors - TBD