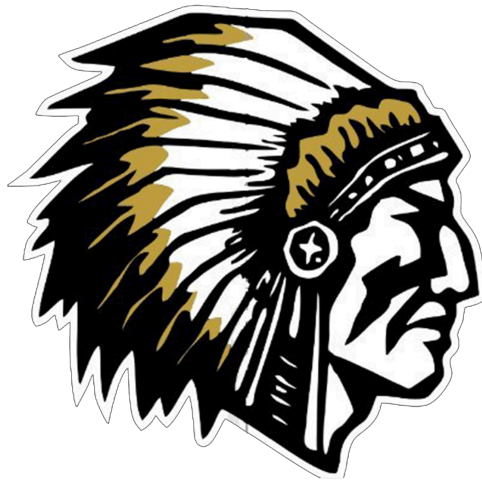


# Broken Bow High School

*Building Better Prepared Students*



*“Home of the Savages”*

**2023-2024**

# Student Handbook

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### **Mission Statement for Broken Bow Schools**

The Broken Bow Schools' teachers and administration, in cooperation with parents and the community, are committed to an educational environment of high expectations that provides the opportunity to acquire and apply the knowledge, skills, and attitudes necessary to meet the challenges in an ever-changing society.

### **Principal's Message**

Welcome to Broken Bow High School. Our goal is to see that this is your best school year ever. We are pleased to have you in our school. As you know, the major responsibility of the school is to provide a wholesome and stimulating learning environment for the well-rounded academic and social growth of each student. In order for students to achieve the most out of their education, students, teachers, and parents must enthusiastically participate in this important endeavor.

We encourage each student to take advantage of the academics and extracurricular activities that are offered. Find a place to become involved in the school—it's your school. Look for ideas which will help you and your school improve. Make suggestions to your teachers, counselor, and student leaders. Take part in your school and strive to make it a place where you and the entire community can be proud. Guard the pride that comes with being one of the Savages, and most of all, have an exciting school year.

### **School Administration**

|   |          |
|---|----------|
| Carla Ellisor, Superintendent           | 584-3306 |
| Luke Hanks, Assistant Superintendent    | 584-3306 |
| Michael McGee, Principal of Instruction | 584-3365 |
| Darren Hunkapillar, Assistant Principal | 584-3365 |

### **Counselors**

|                                  |
|----------------------------------|
| Candi Trent, Jr./Sr. Counselor   |
| Marissa Walls, Fr./So. Counselor |

### **Secretaries**

|                |
|----------------|
| Carla Holmes   |
| Rachel Falling |
| Teressa Peace  |

### **Board of Education**

|                            |
|----------------------------|
| Michael Polk, President    |
| Matt Giles, Vice President |
| Jane Harmon, Clerk         |
| Roger Ward, Member         |
| Jay Lindly, Member         |

### **Title Programs**

|                             |
|-----------------------------|
| Carla Ellisor               |
| Title IX Compliance Officer |
| 108 West 5th                |
| Broken Bow, OK 74728        |
| Phone: 580-584-3306         |

Dear Parents: The Board of Education requests that you follow board policy regarding complaints or issues. Please do not contact individual school board members regarding issues you may have with employees or students at school as those issues need to be addressed following the district's complaint process. If individual board members are contacted, that could jeopardize the board's ability to act on an issue. "See page 27"

Respectfully, Board of Education

### **Notice**

Broken Bow Public Schools do not discriminate on the basis of race, sex, color, national origin, gender, age, or disability in admission to its educational programs, services, or activities, in access to them, in treatment of individuals, or in any respect of their operations. The Broken Bow Public Schools do not discriminate in the hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to: Carla Ellisor, Superintendent, 108 West Fifth Street, Broken Bow, OK 74728.

### **Confidentiality**

In keeping with the Family Educational Rights and Privacy Act, Broken Bow High School requests that parents inform the school of any directory information which should not be released without prior parental consent.

### **Multicultural Statement**

Broken Bow High School is committed to the educational development of all students. Whereas we recognize the diversity of our society, as exemplified in the various cultures that comprise our student population, we will not tolerate any form of expression which may be deemed as inflammatory or provocative toward any cultural group. We place great value upon our diversity through intercultural exchange.

### **Procedures for Internet-Based and Independent Instruction**

In July 2002, HB 1408, went into effect. It allows Internet-based instruction to play a much more significant role in Oklahoma education. The Broken Bow Public School District recognizes the distinct advantages that Internet-based instruction offers by expanding course offerings and providing opportunities to a wide range of students regardless of their situation or location. To that end, the district adopts the following procedures governing the use of Internet-based instruction.

### **Enrollment Procedure**

For students currently enrolled in the district (active students):

1. The Principal shall evaluate and approve requests to participate in Internet-based instruction. Evaluation and approval shall be based on whether Internet-based instruction is academically and educationally appropriate. Students with approved enrollments shall be eligible for credit granted by the district.
2. A completed application packet must be filled out with the High School prior to any instruction.

Note: Any student who elects to participate in Internet-based instruction yet desires to participate in school-based activities, such as assemblies, picture day, class organizations, or graduation and scholarship opportunities (seniors only) will be responsible for ascertaining such information. This information may be available, but not limited to, contacting organization sponsors, the monthly counselor bulletins, the school web-page, or the weekly bulletin issued through the high school office.

For students not currently enrolled in the district:

1. Only students who are actively enrolled in the district shall be allowed to enroll in Internet-based instruction.

### **Internet Access and Computer Use**

Broken Bow Schools complies with federal regulations regarding CIPA (Children's Internet Protection Act). Our Internet Safety Policy is available on [www.bbisd.org](http://www.bbisd.org) under the Technology Page. An Internet Access and Computer Use Form are required to be signed by every student and their guardian. Any student that does not comply with the requirements of this agreement will be dealt with appropriately.

**Students may check out a school owned Chromebook for the duration of the school year for the purpose of completing classwork and assignments. Students and parents will fill out a Chromebook Agreement form acknowledging that they will be responsible for the cost of replacing the device if it is lost, stolen or damaged.**

**Notice: Students have no legitimate expectation of privacy in the use of the school district's technology.**

### **Immunization**

The Oklahoma State Department of Health requires all students to be immunized and have all current health records on file in the main high school office. In accordance with these laws, every student enrolling at Broken Bow High School must provide proof of immunization.

### **COVID-19 Return to School Practices**

We will strive to provide a safe, secure learning environment for our students and staff. For information concerning our 2022-2023 COVID-19 Return to School Practices, please refer to our Broken Bow Schools webpage. The web address is as follows: <https://www.bbisd.org/vnews/display.v/SEC/COVID%20Center>

### **Medication Policy**

Ideally, all medication should be given at home. Physicians should be made aware of the problems associated with giving medications at school. They may be able to change time schedules so medication can be given before or after school hours. Office personnel do not dispense medication of any kind to a student unless acting under the direct order of a licensed physician and with written permission of the parent. All medication must be kept in the school office. Students may not carry medication with them.

### **The required procedure for dispensing medication is:**

1. The student should take all medication, prescription or non-prescription, to the office upon arrival at school, and return to the office when it is time for the medication to be dispensed.
2. All medication must be brought in the original container.
3. The parent must provide a note stating the child's name, medication name, dose, and the time to be given.
4. A form giving parental permission to administer medication must be on file in the office.
5. Parents of students with SPECIAL MEDICAL NEEDS (Ex. Diabetes) will inform the school about types of medication, dispensing procedure, special dietary needs, etc.

### **Drug Free Schools**

It is the policy of the Broken Bow Board of Education that all students and employees of this school district be made aware of the board's intention to maintain a drug-free environment.

Students and employees who possess, use, or distribute illicit drugs or alcohol shall be subject to disciplinary action. Such disciplinary action may include long term suspension for students and employment termination for employees. In addition to suspension and/or termination, students and employees are subject to referral for prosecution under applicable laws.

### **Smoking and Dipping Policy**

The Board of Education understands the concern expressed by parents, educators, students, and other community members regarding the adverse effects of tobacco on individuals. Further, the Board is aware of Oklahoma Law House Bill No. 1103 that prohibits the possession of tobacco by minors. Also, it prohibits the furnishing of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco products to a minor by any means. Therefore, the Broken Bow Board of Education has adopted the following policy.

A student shall not possess, use, sell, or transmit tobacco products, electronic cigarettes, or dip/chew of any form while on the school campus. This applies to students representing the school in any school-sponsored activity.

Violation of the stated policy will subject the pupil to disciplinary action under Level 3 offenses of the Disciplinary Action or Consequences policy.

### **Emergency Drills**

Emergency drills will be held frequently to be sure that students know and understand the proper procedure. A fire drill will be signaled by one long bell. Students will proceed rapidly and orderly to an area designated outside the building where they will remain until the bell recalls them to the classroom. Tornado drills will be signaled by verbal instructions from the office. In the case of a tornado drill, students will proceed rapidly and orderly to an area designated inside the building where they will assume a protective position on the floor. Students will remain in the designated area until the bell recalls them to class or until an announcement is made.

Intruder alert, lockdown, and chemical spill procedures will be given by way of written or verbal instructions from the office. Teachers will have the students remain in their respective rooms, unless assigned elsewhere due to safety precautions. No student will be permitted to use the telephone or leave school without permission during an alert. Teachers should strive to maintain an atmosphere of orderliness and calmness.

### **Gun Free Schools**

Those students threatening the safe environment with the presence of guns and weapons face no less than one-year suspension from school. Guns may not be on a person or in a vehicle.

### **Announcements**

Announcements will be made at the beginning of 2nd period (9:00) and 6th period (1:25). Anyone wishing to have an announcement made should have the information in the office by this time.

### **Cafeteria**

Effective August 11, 2016, all meals must be prepaid. If there are any questions or concerns, please contact Brenda Moore, food services, 580-3365, ext. 4060. Food Services offer students well-balanced meals. Families that qualify may receive free or reduced priced meals; lunch forms will be mailed this year to all students.

| <b><u>Student Prices (grades 9-12)</u></b> |        | <b><u>Adult Prices</u></b> |        |
|--|--------|----------------------------|--------|
| Breakfast Prices:                          | \$2.00 | Teacher Breakfast          | \$2.75 |
| Reduced Breakfast                          | \$.30  | Teacher Lunch              | \$5.00 |
| Lunch                                      | \$2.50 | Guest Lunch                | \$5.00 |
| Reduced Lunch                              | \$.40  |                            |        |

### **Bus Regulations**

Bus drivers will have the same control over pupils while riding on buses as teachers while pupils are in school. Violations may result in the loss of riding privileges and/or other disciplinary actions.

1. Buses will start at such a time that they will arrive at school between 7:30 and 8:00 a.m.
2. Students will be on time at the bus stops.
3. Students should assist in keeping the bus clean (no food or drinks). Any damage to the bus will be dealt with by the administration immediately.
4. Buses will let students off only at school, their homes, or bus stops.
5. Alcohol, tobacco, or other illegal substances are strictly prohibited.

### **Closed Campus**

No one is allowed to leave the campus during school without checking out. A guardian must physically come into the office to check students out. There will be no phone checkouts allowed. Any student leaving the school property after being dropped off without checking out will face disciplinary action.

### **Student Parking Area & Permits**

Parking permits will be required for all vehicles parked on Broken Bow High School property during the school year. This will be a permit that will hang from your rear-view mirror. The permits will be issued around the 2nd week of school. Students are not permitted to sit in parked automobiles. Once leaving their vehicles, students are not allowed to return to the parking lot without permission from the office. The school parking lot is closed during the school day. No student should be in the parking lot except those students who have permission to leave the campus. Any violation can result in the loss of driving privileges. Parents are encouraged to pick up and drop off their children at the designated area on the northeast side of the school.

### **Office Telephone**

The office telephone is used for business purposes only; therefore, students will only be removed from class for emergency calls. Classes will not be interrupted for non-emergency calls. Students may use their cell phones before school, between classes, during lunch, and after school.

### **Cell Phone / Electronic Device Policy**

1. Cell phones will be turned on silent at all times in all buildings.
2. Cell phone usage in class will be determined by teacher discretion.

### **Electronic Devices**

The use of electronic devices in classrooms will be at teacher discretion. Students at Broken Bow High School are not permitted to have any devices that may interfere with or distract from a safe learning environment on the school grounds, in the buildings, or on school buses at any time. Students may listen to personal headphones before school, between classes, during lunch, and after school providing that the music is appropriate and cannot be heard by others.

Cell Phone / Electronic Device misuse -- Level 1 offense.

### **Bell Schedule**

|             |            |
|-------------|------------|
| 7:55        | 1st Bell   |
| 8:00-8:50   | 1st Period |
| 8:55-9:45   | 2nd Period |
| 9:50-10:40  | 3rd Period |
| 10:45-11:35 | 4th Period |
| 11:35-12:05 | Lunch A    |
| 12:10-12:35 | Lunch B    |
| 12:40-1:30  | 5th Period |
| 1:35-2:25   | 6th Period |
| 2:30-3:25   | 7th Period |

### **Attendance Policy**

Students are subject to compulsory school attendance and truancy laws as required by the statutes of the State of Oklahoma and regulations of the State Board of Education. If a child is absent without valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Guardians will be notified (by phone, mail, or in person) upon their child's fifth (5th) unexcused absence, regardless of reason of absence. The truancy officer will notify the guardian on the eighth (8th) unexcused absence. Also, on the 10th unexcused absence you or your guardian will receive a ticket from the truancy officer. The Board of Education designates all building principals and other specified employees as attendance officers for the Broken Bow Schools. It shall be the duty of each school and the district to maintain attendance records and provide attendance information to the District Court of designee. **In order to receive credit for a class, a student may miss no more than eight (8) times in a semester.** If a student misses more days due to extenuating circumstances, the site administrator must concur that the circumstance is serious enough to prevent the student from attending school. The school may require a doctor's certificate to certify that any student is unable to attend classes.

Regular attendance, within school guidelines, is required for a driver's license permit letter.

1. On the day the student returns to school, he/she will report directly to his/her first period teacher. The student will be given one day for each day missed to make up work. If assigned prior to absence, students will receive partial credit. If assigned on a day of absence, students will have 1 day to make up work at home. It is the responsibility of the student to do make-up work at home. It is the responsibility of the student to make arrangements for make-up work for school sponsored activity absences.
2. Students who are absent because of school activity will not have the absence counted against the total number of absences unless the student is absent beyond the allowed 10 yearly student activity absences.
3. Students who are habitually absent are subject to have their names referred to the district attorney. Depending on the causative nature of the truancy, either student or parent can be fined for each truant day. Students who are truant also risk having their driver's license suspended.
4. Students are not permitted more than eight (8) absences from any one class per semester. This should be adequate time to take care of student's normal illness. **DOCTOR/DENTIST APPOINTMENTS ARE ABSENCES AND COUNT TOWARD THE EIGHT (8) ABSENCES ALLOWED PER SEMESTER.** Exceptions will be made for extenuating circumstances, such as hospital stays and court mandates.

**Tardies:** Students are expected to be on time to all classes. Students who are not in the classroom before the tardy bell rings will be considered tardy. When a student enters class late it causes disruption of the class both for the teacher and the students and interferes with the ongoing educational process.

Tardiness of 25 minutes or more to a class will be considered an absence. If a student comes to class after roll call, they are to report to the office. Tardies will be categorized according to the following classifications.

- 1st offense of semester -- No disciplinary action
- 2nd offense of semester -- No disciplinary action
- 3rd offense of semester - - Warning
- 4th offense of semester -- Parental Contact/Corporal Punishment or One (1) noon detention
- 5th offense of semester -- Parental Contact/Corporal Punishment or Two (2) noon detentions
- 6th or more offense of semester -- Parental Contact/Corporal Punishment or One (1) day ISD

**Note:** School administrators reserve the right to handle all situations arising from student absences and to give consideration to extenuating circumstances.

### **Rules for Before School and During Lunch**

#### **Good Weather Rules**

1. Stay outside.
2. You are not allowed to go to the office or your locker.

#### **Bad Weather Rules**

1. You are allowed to come in and sit if the temperature is below 40 degrees or if it is raining.
2. You are to remain seated.
3. You are not allowed to go to the office or your locker.

#### **Semester Test Exemptions**

1. Students must have an A, B, or C average with no more than 4 absences.
  - Attendance is kept by hour, and if there are over 4 absences in ANY class, they are NOT exempt from any test.



2. A student can't have any more than 1 day ISD per semester to be exempt if they meet the attendance requirements.

Example: 1 day ISD & 1 noon detention = NOT EXEMPT

**Note:** All absences count against the students except activity absences, mandatory court appearances, 1st time driving permit and 1st time driving test for the semester test exemptions.

### **Lockers**

School lockers can be assigned in the office. They will be available on a first come, first serve basis. Students are also advised to leave all valuables at home as the school cannot be liable for theft or loss.

Lockers can be searched at any time.

### **Search and Seizure**

The superintendent, principal, teacher, or security personnel of any public school in the state of Oklahoma, 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, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes 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 activities.

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.

### **Oklahoma Proficiency Test**

Broken Bow High School provides the opportunity for proficiency promotion through assessment. For further information, contact building principals or counselors.

### **Student Transfers/Dependent Schools**

Students are also required to be legal residents of the Broken Bow School District or to have on file the necessary transfer forms. Students who have attended dependent school districts are also required to complete transfer forms.

**With the passage of Oklahoma SB 783, the law affecting student transfer will change effective January 1, 2022.**

### **Sexual Harassment**

Sexual harassment by an individual under jurisdiction of the Broken Bow Public Schools is expressly prohibited. Persons determined to have engaged in sexual harassment of any kind shall be subject to disciplinary sanctions, which may include dismissal of an employee or student.

Sexual harassment is behavior, which is not welcome, which is personally offensive, which debilitates morale and which therefore interferes with the work and/or learning effectiveness of its victims.

#### **Harassment actions include but are not limited to:**

1. Unwanted sexual flirtation, advances, or propositions
2. Verbal or written abuse of any type, including suggestive jokes or innuendo
3. Explicit verbal comments about an individual's body

4. Sexually degrading words used to describe an individual's body
5. Sexually suggestive adjectives or pictures in the workplace
6. Unreasonable differential treatment based on gender

#### **Notice of Non-Discrimination and Title IX**

The Broken Bow Public School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Luke Hanks, Broken Bow Schools Assistant Superintendent  
108 West 5th Street  
Broken Bow, OK 74728  
580-584-3306

For further information on notice of nondiscrimination, visit: <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

#### **Schedule Changes**

Because student schedules have been developed with much thought and effort, very few schedule changes should be needed. Changes will not be made unless valid reason is given to demonstrate that the change is justifiable and advantageous to the student. Schedule changes must be completed by the end of the second week of each semester.

#### **Withdrawal**

In order to withdraw from school, the following steps are necessary:

1. A parent or legal guardian must sign a withdrawal form (obtained from the main office).
2. The withdrawal is signed by each teacher indicating a partial or complete grade and the return of all books and materials.
3. The withdrawal is also signed by the principal, librarian and the appropriate counselor.
4. The principal, counselor or high school secretary will release all records to requesting schools pending clearance of fees and return of materials.

#### **School Functions**

Student handbook applies at all school functions both on and off the Broken Bow High School campus.

#### **Student Activity Eligibility**

All eligibility will follow the OSSAA rules and will be for competitive and noncompetitive extracurricular activities. Participation in extracurricular activities is considered a privilege and requires that a high level of academic and behavioral performance be maintained by students of Broken Bow Schools that serve as representatives for their fellow students. Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. A student will not be allowed to participate in any school-related extracurricular activities during the time in which the student is serving out-of-school (OSS) suspension. Any student that owes money, lost equipment or material to the school, club or organization will not be allowed to participate in extracurricular activities.

### **Job Clusters/Degree Programs**

Broken Bow High School now offers the following Job Clusters/Degree Programs:

#### **Social Service Cluster**

- General Health Care
- Education and Related Services
- Social and Government Services
- Personal and Customer Services

#### **Technical Cluster**

- Vehicle Operation and Repair
- Construction and Maintenance
- Agriculture and Natural Resources
- Crafts and Related Services
- Home & Business Equipment

#### **Business Contact Cluster**

- Marketing and Sales
- Management and Planning

#### **Business Operations Cluster**

- Records and Communication
- Financial Transactions
- Storage and Dispatching
- Business Machine/Computer Operation

#### **Science Cluster**

- Engineering and Other Technologies
- Medical Specialties and Technologies
- Natural Sciences and Mathematics
- Social Sciences

#### **Arts Cluster**

- Applied Arts (Visual)
- Creative and Performing Arts
- Applied Arts (Written and Spoken)

### **Dress Code**

Students are expected to dress in a manner that is proper to the business setting of the school. The following are **not permitted**:

1. Clothes with inappropriate signs or slogans
2. Bare midriffs, strapless garments, or only 1 strap
3. Tube tops, spaghetti straps (1 1/4 inch), or muscle shirts
4. Shorts, skirts or dresses that are not longer than the student's extended fingertips when arms are relaxed at their sides.
5. Jeans or pants that have holes above the student's extended fingertips when arms are relaxed at their sides.
6. Leggings or tights worn as the only leg covering (Shorts, skirts or dresses worn over leggings must meet the length requirement stated above.)
7. Athletic tights (shorts) or bike shorts.
8. Pajamas, sleepwear, house shoes, etc.
9. Blankets worn in place of a jacket or coat.
10. Clothing, jewelry, or accessories pertaining to drugs, alcohol, or gang related involvement
11. Sagging pants
12. Chains attached or hanging from clothing
13. Any garment, face paint, makeup, or contacts that are considered disruptive to the educational environment
14. Students (male/female) are not permitted to wear any head covering that covers the face or is too large that it creates an obstruction (ie- hoods, beanies, etc.)

15. All undergarments must be covered completely
16. Sunglasses may not be worn inside school facilities unless prescribed by a doctor for inside wear

Students who violate this policy will be required to change clothing before returning to class.

One of the primary objectives of a public school education program is to instill in a student lasting personal pride and self respect. Good grooming is more than just for appearance sake; it denotes your way of life. Good standards of dress and appearance reflect good judgment, poise, maturity, pride, and self respect. For this reason the school takes an interest in your appearance and feels that proper dress is an important part of your education.

Cleanliness, neatness, appropriateness, have an effect upon the learning environment and are the criteria which should dictate the student's choice of school dress and grooming on any given day. Students may be sent home at the discretion of school officials because of undesirable or inappropriate apparel or grooming.

Realizing that it is preferable to set dress guidelines of a general nature, we base our guidelines on considerations of student health, safety, and/or orderly conduct of school business. It is felt that there is a correlation between extreme manner of dress and behavior problems in the school. We therefore desire the elimination of the extreme in dress habits. We wish to recognize fashion without sacrificing decency, safety, and general good taste.

All students are required to conform to the dress guidelines while on school premises or during a school function or event.

1. Piercing of the tongue, nose, lip, eyebrow or more than three piercings in each ear is a safety issue and not allowed.
2. Students are required to wear shoes while on school premises or during a school function or event.
3. Students shall not wear apparel or dress in any manner that is too revealing, inappropriate for school, or not in conformance with community standards of decency.

Students who violate the above dress code will be subject to-disciplinary action. **Administration will have the final determination on what is acceptable regarding dress code.**

1st offense--warning and/or change clothes

2nd offense--Level 1 Disciplinary Actions

### **Public Display of Affection**

Students will not show a public display of affection in the buildings or on school premises.

### **Cult/Gang Behavior**

It is the policy of this school district that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations are prohibited.

Gangs, which initiate, advocate, or promote activities, which threaten the safety, or well being of persons or property on school grounds or which disrupt the school environment are harmful to the education process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, symbol, or any other attribute, which indicates or implies membership or affiliation with a gang, presents a clear and present danger to the school environment and educational objectives of the community and is forbidden.

Incidents involving initiations, hazing, intimidations, and/or related activities, which may cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

No pamphlets, leaflets, magazines, or books will be handed out on campus without the permission of the principal or administration.

### **Hazing**

House Bill 1906 prohibits hazing in public schools. All organizations of Broken Bow Public Schools will respect the dignity and rights of the individual and subject no individual to any unusual or cruel rituals or routines during initiation ceremonies.

### **Bullying**

Bullying of students at Broken Bow Schools is expressly prohibited. Physical bullying, verbal bullying, cyber bullying or exclusion from activities will incur a Level 2 Disciplinary Action. **Bullying may be reported anonymously via the “Bullying or Harassment Report Form” located on the Broken Bow Public Schools website at [www.bbisd.org](http://www.bbisd.org) under the “Resources” tab or the form on the last page of the Student Handbook may be filled out and given to the appropriate building principal.**

### **Hall Passes**

Hall passes issued by personnel must be limited during the school year. Any student in the hall after the tardy bell has rung or during class time must have a signed pass from a teacher, counselor, secretary, or principal. Students in the hallways without passes will be dealt with according to the discipline policy.

### **Lost Books**

Most of the textbooks you will be using will be furnished by the school. They must be kept in good condition and turned in at the end of the school year or upon withdrawal from school. The student must pay for lost or damaged books. The cost of student’s books that have been destroyed or lost will be reimbursable to the school at the following rate:

|                              |                         |
|------------------------------|-------------------------|
| New books.....               | Cost of book            |
| All other books.....         | Depreciate 20% per year |
| Over five (5) years old..... | \$8.00                  |

### **Sportsmanship**

Participation in extracurricular high school activities are positive learning experiences for young people. Self-discipline, loyalty, perseverance, and teamwork are some of the benefits of these activities. Unsportsmanlike act by fans or students have no place at these events. High School activities are an important part of our local communities and good sportsmanship is an essential and admired quality. Any unruly fan or student can and will be removed from events. Cheer for our teams, not against opponents or at officials.

### **Discipline -- Student Behavior Code**

All students are expected to conduct themselves, at all times, in a manner that will contribute to the best interests of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the pupil to disciplinary action including, but not limited to, in school detention, suspension from school, etc. A violation of the rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school activity, function, or event, or en route to and from school.

When a student is suspended from school for five (5) or more days, a parent or parent’s designee may pick up the student’s assignments the following day by 3:00 p.m. The suspended student will not be allowed to come on campus and pick up work and turn it in during the suspension. Any student on OSS cannot attend any school sponsored function.

**Rule 1: Disruption and interference with school. No pupil shall:**

- A. Occupy any school building or properties with intent to deprive others of its use.
- B. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
- C. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
- D. Prevent students from attending classes or school activities.
- E. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
- F. Continuously and intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct the class or any other school activity.
- G. Annoy, aggravate, intimidate or act in any manner either physical or verbal toward a fellow student that would disrupt his/her normal school day.
- H. In any other manner by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to intentionally cause the disruption of any lawful process or function of the school.

**Rule 2: Damage or destruction of school property:**

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student for destroying school property. Parents of any minor under the age of 18 living with the parents may be liable for damages caused by said minor. (Level III and restitution may apply)

**Rule 3: Damage or destruction of private or public property:**

A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property. (Level III and restitution may apply)

**Rule 4: Physical abuse or assault by a student on a person not employed by the school:**

A student shall not cause or attempt to cause physical injury or behave in such a way, as could reasonably cause physical injury to a school employee, fellow student, or any other individual.

**Rule 5: Disregard of directions or instructions:**

A student shall not fail to comply with reasonable directions or instructions of teacher, student teachers, substitute teachers, teachers' aides, principals, administrative personnel, superintendents, school bus drivers, school SRO officer, or other authorized school personnel. If students fail to comply with said reasonable directions or instructions, they will be subject to dismissal from school.

**Rule 6: Extortion**

Any student obtaining money or property by violence or threat of violence or forcing someone to do something against their will shall be suspended for the remainder of the semester.

**Rule 7: Fireworks**

Fireworks are not to be brought to school or school functions.

**Rule 8: Weapons, dangerous instruments and contraband**

A student shall not possess, handle or transmit any object that reasonably can be considered a weapon, or any contraband materials.

**Rule 9: Narcotics, alcoholic beverages, and stimulant drugs.**

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance/prescription drugs or beverage containing alcohol or intoxicant of any kind.

**Rule 10: No outside food or drinks dropped off/delivered to the campus.**

Parents/guardians are more than welcome to come to the office and check their child out for lunch. Students will need to eat off campus and return without food/drinks. However, students will be allowed to pack and bring their own lunch to school.

**Possession of Dangerous Weapons or Controlled Dangerous Substances:**

The Broken Bow Board of Education has adopted the policy which states that: Any pupil found to be in possession of dangerous weapons or a controlled dangerous substance WILL be suspended by the principal for a period not to exceed the current school semester (and the succeeding semester). Any such suspension may be appealed to the Board of Education of the school district by a pupil suspended under this section. If the school board finds this suspension to be in correct order, they may consider the pupil being allowed to continue their education on a state approved home base program. The student on the home base program will be on school probation during this, and the remainder of the semester with school activities restrictions placed upon them.

**Disciplinary Actions or Consequences Policy****Level 1 Offenses:** General Misbehavior in Classroom or Campus

- A. Public display of affection.
- B. Running/inappropriate behavior in hallway.
- C. Misbehavior during assembly.
- D. Classroom disruption.
- E. No textbook/paper/pencil
- F. Sleeping in class.
- G. Writing inappropriate notes during class.
- H. Leaving class without permission.
- I. Unauthorized roaming of halls/campus.
- J. Loud or boisterous conduct in hallway.
- K. Annoy/aggravate/intimidate another student.
- L. Profanity.
- M. Excessive talking/not paying attention in class.
- N. Littering campus.
- O. No food, drinks, or gum chewing in classrooms.
- P. Dress code
- Q. Inappropriate behavior at lunch break.
- R. Consistently not turning in homework
- S. Not following classroom rules.
- T. Cell Phone/Electronic Device misuse
- U. Possession of outside food/drink delivered to campus.
- V. No parking pass displayed in student vehicle.

**Level 1 Disciplinary Action**

|                         |   |                         |
|-------------------------|---|-------------------------|
| First Offense           | - | One (1) noon detention  |
| Second Offense          | - | Two (2) noon detentions |
| Third Offense           | - | One (1) day ISD         |
| Fourth Offense          | - | One (1) day ISD         |
| Fifth Offense           | - | Two (2) days ISD        |
| And Every Offense After |   |                         |

**Level 2 Offenses**

- A. Rude, discourteous, disrespectful to teacher/substitute.
- B. Inappropriate behavior during school sponsored activities.
- C. Forgery.
- D. Lying/Intentionally giving information to misinform or mislead.
- E. Reckless driving in a school zone.
- F. Excessive Profanity/Vulgarity.
- G. Cult-Gang behavior
- H. Physical behavior that could result in a fight.
- I. Failure to comply with a reasonable request from a teacher/substitute.
- J. Skipping class truant, leaving campus without permission
- K. Gambling
- L. Bullying
- M. Defacing school property
- N. Racial Slurs
- O. Cheating
- P. Internet Violation
- Q. Excessive Level 1 Offenses
- R. Videoing a fight or sharing a video of a fight on social media
- S. Bus Problem

**Level 2 Disciplinary Action**

|                         |   |  |
|-------------------------|---|--|
| First Offense           | - | Conference and one (1) day ISD           |
| Second Offense          | - | Parent contact and two (2) days ISD      |
| Third Offense           | - | Parent conference and three (3) days ISD |
| Fourth Offense          | - | Four days ISD                            |
| Fifth Offense           | - | Five days ISD                            |
| Sixth Offense           | - | Five days OSS                            |
| And Every Offense After |   |  |



**Level 3 Offenses**

- A. Profanity directed toward a staff member.
- B. Verbally refusing to follow the directive of a staff member.
- \* C. Tobacco products, electronic cigarettes, or dip/chew.
- D. Sexual harassment/moral turpitude.
- E. Fireworks and contraband.
- F. Theft/possession of stolen property.
- G. Destruction of school, public, or private property.
- H. Throwing food for the purpose of engaging in a food fight.

**Level 3 Disciplinary Action**

First Offense - Parent conference, three (3) days ISD and restitution if applicable.

Second Offense - Five days (5) ISD and restitution if applicable.

Third Offense - 10 days OSS  
And Every Offense After

**\*Possession of Knife (not used as a weapon)**

First Offense - Warning and confiscation of knife (guardian must pick up)

Second Offense - One (1) day ISD and confiscation of knife (guardian must pick up)

Third Offense - Three (3) days OSS and confiscation of knife (guardian must pick up)  
And Every Offense After

**\*Fighting or Physical Abuse on Another Student**

First Offense - Parent conference, five (5) days OSS, and five (5) days ISD

Second Offense - Parent conference, ten (10) days OSS, and ten (10) days ISD

Third Offense - Suspension will be 80 school days OSS as specified by the principal and police may be called to arrest the student.

\* Certain offenses may warrant charges being filed by the SRO. (fighting, truancy, and tobacco use)

\* Any student willfully assaulting another student, engaged in a fight, will receive the same first offense consequences.

**Note:** Any acts of sexual harassment or moral turpitude should be reported to the administration and/or counselor immediately. A documentation and written report will be made and kept on file.

**Level 4 Offenses**

- A. Indecent exposure, unacceptable sexual behavior, or sexual battery.
- B. Under the influence of alcohol/drugs.
- C. Possession of alcohol.
- D. Selling/distributing electronic cigarettes.
- E. Possession of a non-lethal weapon (ie- stun gun, etc.)

**Level 4 Disciplinary Action**

First Offense - Parent contact and suspension from school for a minimum of ten (10) days OSS.

Second Offense -Disciplinary action and/or suspension depending on the severity /circumstances.  
Suspension will be 80 school days OSS or 160 school days OSS as specified by the principal and police may be called to arrest the student.

**Level 5 Offenses**

- A. Possession of firearms
- B. Physical or verbal assault on a school employee
- C. Possession of drug paraphernalia/explosive items
- D. Bomb threat
- E. Possession/Selling drugs
- F. Knife or dangerous instruments used as a weapon
- G. Acts of terrorism

**Level 5 Disciplinary Action**

First Offense - Disciplinary action and/or suspension depending on the severity /circumstances.  
Suspension will be 80 school days OSS, 160 school days OSS, or a calendar year as specified by the principal and the police may be called to arrest the student.

**Note:** Refusal of ISD as follows: 1 day ISD equals 3 days OSS, etc.

Note: All students with an IEP (Individualized Education Plan) will be handled in compliance with federal IDEA law and OSDE policy and procedure.

Note: School administrators reserve the discretion to handle all disciplinary situations, choose disciplinary consequences, and to consider any extenuating circumstances.

**Due Process**

A pupil that has been suspended will have the right to appeal the decision of the principal to an appeal committee which will be set up by the superintendent. The pupil will give notice within ten (10) days of his appeal to the superintendent. If the suspension is ten (10) days or more, the pupil may set up a meeting with the Board of Education. Notification of this appeal must be given to the superintendent within ten (10) days. The decision of the Board of Education will be final.

**Rules and Definition of a day in ISD**

A day in ISD shall consist of seven (7) consecutive class periods plus a noon hour. The day will begin as soon as the student is assigned ISD by the principal, and continue until the time is completed. The only exceptions are for Vo-Tech students, whose day may be divided according to when they attend Vo-Tech and students who are on a work program. Students in ISD cannot be released during the school day to attend any school events while they are serving their discipline.

1. Understand that ISD is a form of discipline approved by the Broken Bow Public Schools' Board of Education.
2. Be respectful of the ISD director(s) at all times. (Blatant disrespect will result in the student being immediately placed on out of school suspension.)
3. Be on time every day.
4. Bring his/her own books, paper, pencils, and assignments to ISD. It is not the director's job to supply the students with supplies for which they are personally responsible.
5. Complete all lessons assigned by the regular classroom teachers for that day. (Students who bring no work will be given an assignment by the ISD director which they must finish before being released from detention. i.e. Write the Declaration of Independence.)
6. Have **NO** visitors.
7. Stay in their seats at **ALL** times.
8. Remain absolutely quiet unless spoken to by the ISD director.
9. Go to the rest room only at scheduled times.
10. Eat lunch in the ISD room apart from the rest of the student body.
11. Have no cell phones or other electronic devices in student's immediate possession. Upon entering ISD, students should turn any device into the ISD Director to safeguard until the day's end. Students are also given the opportunity to put these items in their locker prior to walking to ISD. Any student caught having unauthorized devices in ISD will be given the following consequences: 1st Offense= 250 sentences. 2nd Offense= ISD Infraction Sheet/kicked out of ISD with OSS resulting. Whether the cell phone is visible OR in use, students will receive the same consequences.
12. Have no unauthorized food or drink in ISD.
13. Do not leave the ISD room unless called to the office or released by the ISD Director.
14. Follow the general rules and conduct expected in the regular classroom.
15. Students who owe sentences at the end of their assigned time will have one extra day of ISD in which to complete the work, or be suspended until the assignment is completed and turned-in to the ISD Director.

**Notes:**

- A. Any infraction of the rules may result in the student having their days in ISD extended or being placed on out of school suspension (OSS) until their discipline is completed.
- B. Noon detention will have the same rules as regular ISD.
- C. Anyone using ISD for a study hall will be required to observe all the rules of personal conduct required of those in ISD.
- D. As needs arise, the above rules may be amended by the ISD director in conjunction with the building Principals.

### **Alternative to OSS Program**

In an effort to promote healthy disciplinary options for students, Broken Bow Schools Administration has developed a points-based system whereby a student may accrue points that would be substituted for an amount of days in lieu of long-term suspensions that are 10 school days or longer. Not all long-term suspensions will be eligible to return to in-person instruction before the re-entry date, as designated by the building principal. Each situation is unique and has a unique set of circumstances. The BBHS administration will have the final decision on whether or not a student is eligible to return to in-person instruction early, considering the implications the decision will have on the individual student and the student body as a whole.

Although this list is not inclusive, some examples of offenses that *may be* eligible for the **Alternative to OSS Program** include: Level 3 offenses, some Level 4 offenses (under the influence of alcohol/drugs, possession of alcohol), and some Level 5 offenses (possession of marijuana).

Some examples that *may not* be eligible for the **Alternative to OSS Program** include: selling drugs, possession of firearms or dangerous instruments used as a weapon, physical/verbal assault on a school employee, acts to commit terrorism, sexual battery, etc.

Students may earn points that will take off days of OSS suspension based upon participation and completion of certain activities as itemized in the following table. These points shall be verified with the assigning building principal every Monday morning by 10:00 AM. Once students have accrued the correct amount of points, they will face an intake committee composed of teachers, administrators, and their counselor. The student will present to the committee the reasons for their OSS, and why they desire readmission for in-person learning. The committee will decide if the student has met the criteria of readmission, and their decision is final. ***Upon returning to in-person instruction, any student that has been suspended for 10 days or longer will be enrolled in the JAG program.*** The student may be released from the JAG program at the Principal's discretion.

70 verified points = 1 day of OSS removed from total days of OSS suspension.

### **Ways to Earn Points:**

| <b>Event:</b>   | <b>Point Value Earned:</b> |
|---|----------------------------|
| 1 hour community service at BBHS<br>(Limit: 1 hour per day)   | 35 points (½ day)          |
| 1 hour of after school tutoring   | 35 points (½ day)          |
| 1 hour of verified counseling   | 35 points (½ day)          |
| Daily attendance in JAG program   | 35 points (½ day)          |
| Write letter of apology to victim (Subject to approval by administration)   | 70 points (1 day)          |
| Weekly attendance in Virtual Classes (Staying on pace in <b>ALL</b> classes each week)  | 140 points (2 days)        |
| Maintaining a "C" or better in <b>ALL</b> Virtual Classes each week   | 140 points (2 days)        |
| Completion of book study from approved list. Must write a 2-3 page paper about the book and how it relates to the student's disciplinary action as well as how it will help them learn from their mistakes to be a better student and a more productive citizen.<br>(Limit of 1 book study per two weeks) | 350 points (5 days)        |

### **Test Percentage**

1. **Regular Test:** Regular tests during the 9 week or semester grading period will not count more than 50% of the students' grade. There will be a minimum of 3 tests given each 9 weeks. The other percentage will consist of homework, quizzes, projects, daily work, etc. There will be a minimum of 2 grades given each week.
2. **Semester Tests:** Semester tests will count no more than 1/5 or 20% of the semester grade. However, a student may be exempt from taking semester tests in one or all classes providing he/she meets the following criteria in that class.
  - A. Academic - Students must have a combined average, for the 2nd and 4th nine-weeks, of 70 percent (C) or above for a particular class. However, any student desiring to take a semester test in an attempt to improve their grade may do so.
  - B. Attendance - Students must not have been absent more than 4 times in a particular class. (Does not include school activities). (Note: 2 tardies will be equal to one (1) day absence).
  - C. Discipline - Students can't have any more than 1 day ISD to be exempt if they meet the attendance requirements.
  - D. A student, that is not exempt in a particular class, but fails to take that semester test, will be awarded a zero on the test.

### **Graduation Requirements for Seniors 2023-2024**

A. Students who will graduate from high school in the year 2022-2023 will be enrolled in a core curriculum including the following 23 Units of study:

|                   |                        |
|-------------------|------------------------|
| 4 Units—English   | 8 Units—Electives      |
| 3 Units—Science   | 3 Units—Mathematics    |
| 1 Unit—Art        | 3 Units—Social Studies |
| 1 Unit— Computers |                        |

B. Students will be classified to the following earned credits:

- Freshman--less than 3 credits
- Sophomores--3 or more credits
- Juniors--10 or more credits
- Seniors--17 or more credits

C. All students will be enrolled in 7 classes each day except for the following:

1. Seniors & Juniors taking concurrent classes.
2. Seniors & Juniors enrolled in an approved work-study program.

D. Students will receive 1/2 high school credit for each 3-5 hour college class passed during the Fall and Spring semesters. College credits and grades will be recorded on seniors' high school transcripts.

E. All fall and spring grades for 3-5 hour college classes will be used in calculating high school cumulative, grade point average. The rating for each college grade will be as follows:

A = 5 points, B = 4 points, C = 3 points, D = 2 points, F = 0

F. Students who need more than 1.0 unit toward graduation requirements are not allowed to "walk" across the stage during commencement.

G. Grade point average will be calculated on ALL credit courses taken by students in grades 9 through 12.

H. All students (including seniors) will be required to attend school for the full term or school year.

I. Any "incompletes" will be transcribed as an "F" and will be changed when the teacher awards the actual grade.

### **College Entrance Requirements**

The following is the Oklahoma State Regents for Higher Education's College Entrance Requirements: (Oklahoma Promise)

- 4 Units Language Arts
- 3 Units Laboratory Science
- 3 Units Mathematics
- 3 Units History & Citizenship Skills
- 2 Unit Units of the same Foreign Language or non-English language or 2 unit of Computer Technology or 2 units of Aviation Technology
- 1 Units Additional unit - selected from any of the above or career and technology education courses approved for college admission requirements.
- 1 Units Fine Art

### **Oklahoma Requirements For High School Graduation**

|   |  |
|---|--|
| <b><u>State Graduation Requirements</u></b> | <b><u>College Prep/Work Ready Curriculum</u></b> |
|---|--|

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>4 Units—Language Arts</li> <li>3 Units—Laboratory Science</li> <li>3 Units—Mathematics</li> <li>3 Units—Social Studies</li> <li>1 Unit—Art</li> <li>1 Unit—Computers</li> </ul> | <ul style="list-style-type: none"> <li>4 Units—Language Arts</li> <li>3 Units—Laboratory Science</li> <li>3 Units—Mathematics</li> <li>3 Units—History &amp; Citizenship Skills</li> <li>2 Units of the same Foreign Language or non- English language or 2 units of Computer Technology or 2 units of Aviation Technology</li> <li>1 additional unit (above) or appr. Career Tech</li> <li>1 Unit or set of competencies of Fine Arts</li> </ul> |
|--|---|

### **Passport to Personal Financial Literacy**

Beginning with students entering 7th grade in the 2008-2009 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for a Personal Financial Literacy Passport during Grades 7 through 12.

If a student has not completed all 14 modules during the semester he/she is enrolled, they will receive an F and be enrolled in the course the next semester.

### **College Credits**

Broken Bow High School will permit seniors, and, under certain circumstances, juniors to take college courses each semester if they are potentially eligible to graduate in May with their class, have taken the ACT college admission test, and meet certain other requirements. Those guidelines are listed below:

1. Students will adhere to Oklahoma State Department requirements for total enrollment. If a student drops any college courses they should immediately check with the high school counselor to find out if more high school courses need to be added to their schedule.
2. Concurrent High School and College normal course loads.
  - A. Students who have approval to take 3-4 college hours usually take no more than 5 credit courses at the High School.
  - B. Students who have approval to take 6-7 college hours usually take no more than 4 credit courses at the High School.
  - C. Students who have approval to take 9-10 college hours usually take no more than 3 credit courses at the High School.
3. Students must meet ACT requirements of the Oklahoma Regents of Higher Education.
4. Students must take a consent form and their high school transcript with them to the SOSU McCurtain County Campus before they will be permitted to enroll in college classes.
5. All concurrent enrollment grades for the fall and spring semesters will be included in the GPA. These grades will be given a 5 point distinction.
6. Broken Bow High School strictly adheres to Senate Bill 290 concerning concurrent enrollment.

7. Summer college grades can be included on the high school transcript, but will not be calculated in the student's high school GPA. It is the students' responsibility to supply Broken Bow High School with college transcripts.

### **Grading System**

A. The grading system will be as follows for Honors Courses:

| Grade | Point Value |
|-------|-------------|
| A     | 5           |
| B     | 4           |
| C     | 3           |
| D     | 2           |
| F     | 0           |

B. The grading system will be as follows for Regular Courses:

| Grade | Point Value |
|-------|-------------|
| A     | 4           |
| B     | 3           |
| C     | 2           |
| D     | 1           |
| F     | 0           |

### **5 Point Honors Program**

Students will be offered the following courses for five (5) points, instead of the traditional four (4) point system.

|   |                     |                        |                    |
|---|---------------------|------------------------|--------------------|
| AP English I - IV                             | AP American History | Honors Computer IV     | Honors Algebra II  |
| Honors European History                       | Honors Computer V   | Honors Pre-AP Calculus | Honors Geography   |
| Honors Geometry                               | AP Calculus         | Honors Chemistry       | Honors Spanish 2   |
| Honors Physiology                             | Honors Physics      | AP American Government | Concurrent Classes |
| Honors AP Math/Science Classes taught at KTC. |                     |                        |                    |

### **Broken Bow High School ICAP Policy**

Each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. BBHS uses OK College Start as our online platform for ICAP.

An "Individual Career and Academic Plan (ICAP)" means an individualized plan that is used to help establish personalized academic and career goals, explore postsecondary career opportunities, including, but not limited to, military careers, apprenticeship programs, career and technology programs leading to certification or licensure, education opportunities, align coursework and curriculum, apply to postsecondary institutions, secure financial aid and ultimately enter the workforce. The plan shall be developed by the student and the student's parent or legal guardian, in collaboration with the school counselors, school administrators, teachers, and other school personnel.

The district shall provide ICAP information to all students in grades 9 through 12. District employees as designated by the superintendent, shall work with students and their parent or legal guardian in creating an ICAP that will meet the interests and needs of the student as determined by the student and their parent or legal guardian.

Beginning with students entering the ninth grade in the 2019-2020 school year, each student shall be required to complete the process of an ICAP in order to graduate from the school district with a standard diploma. Each year thereafter, students shall annually update their ICAP. The ICAP shall include, but not be limited to:

- 1.) career and college-interest survey,
- 2.) written postsecondary and workforce goals and information of progress toward these goals,
- 3.) intentional sequence of courses that reflect progress toward the postsecondary goal,
- 4.) the student's academic progress, including courses taken, assessment scores, any remediation or credit recovery and any Advanced Placement, International Baccalaureate, concurrent or dual enrollment credits earned and/or career certificate(s), certification(s), endorsements, and
- 5.) experience in-service learning and/or work environment activities.

ICAP's for students with disabilities, as defined in the Individuals with Disabilities Education Act (IDEA), P.L. No. 105-17, shall consider and work in cooperation with the student's individualized education program (IEP) or Section 504 Plan as defined by the Rehabilitation Act of 1973 P.L. No. 93-112.

### **Legal Reference: 70 O.S. 1210.508-4**

#### **Graduation**

The commencement exercise is one of the oldest traditions of our nation. It is a formal academic program. It is not an athletic event or a contest. The commencement is a solemn, traditional occasion. Unnecessary noise and disruptions during the presentation of individual graduates delays the ceremony and takes away from honors to which every graduate is entitled.

We respectfully ask that you observe the dignity of the ceremony and help us to make this one of the most significant days in the life of every graduate from Broken Bow High School.

As stated above, commencement is a solemn occasion. It is there for all parents and relatives to enjoy. It is not a showcase for some individuals to show off for the last time. The graduates will not make any gestures on stage, or do anything that takes away from the ceremony. Any display that takes away from the ceremony will result in forty (40) hours of community service before the graduate receives his/her diploma.

If any senior owes for anything, or still has school equipment, they will not receive their diploma.

#### **Honor Graduates**

Broken Bow High School recognizes the top 10% of each graduating class **and/or students who earn a minimum GPA of 4.40** as "Honor Graduates." Class ranks of Honor Graduates will be obtained as determined by the cumulative seven-semester grade point average. The graduating class ranks will be available to universities and/or other institutions as requested.

#### **National Honor Society**

The National Honor Society is the front-runner of organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. To be eligible for membership in the National Honor Society, students must have a cumulative grade point average of a 3.75. A five-member faculty council screens eligible members of the sophomore, junior and senior classes. Selection is then based upon Leadership, Character, and Service. Leadership is based on the student's participation in community or school activities, or election to an office. To meet the service requirement, participation of a student in service projects of the school and community is considered. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. The National Honor Society members serve one another and the community with behavior that is honorable, responsible, and generous to others.



### **Method of Selecting National Honor Society Members**

1. **Consideration:** All recorded semester grades are considered for each prospective member.

**Note:** All classes that receive a grade are considered toward the **cumulative 3.75 GPA**. Students who are eligible scholastically will be notified and **MUST COMPLETE AND RETURN BY THE DEADLINE**, the Student Activity Information Form.

2. **Faculty Council:** The faculty council is limited to five (5) members and will be appointed by the principal. They will select students for NHS membership based upon the criteria of scholarship, leadership, character, and service. The faculty council will use the Student Activity Information Form in making their decision.

3. **Induction Ceremony:** A formal induction ceremony is held at the spring Academic Honors Program.

### **Clubs & Organizations**

The mission statement of student organizations at BBHS is to build responsible leaders and community members through personal growth, character development and leadership skills.

| Organization     | Sponsor                       | Organization | Sponsor                                 | Organization           | Sponsor                       |
|------------------|-------------------------------|--------------|---|------------------------|-------------------------------|
| Football         | Coach Davis                   | Band         | Mr. Thomas<br>Mr. Sheeley               | Library                | Mrs. Hanks                    |
| Boys Basketball  | Coach Woolsey                 | Book Club    | Mrs. Hanks                              | National Honor Society | Ms. Vaughn                    |
| Girls Basketball | Coach Bean                    | Yearbook     | Mrs. Price                              | Student Council        | Mrs. Wood                     |
| Softball         | Coach Harris/Bean             | BPA          | Mrs. Price                              | Vocal Music            | Mrs. Thomas                   |
| Baseball         | Coach Harris                  | Dance Team   | Coach Patel                             | FCA                    |                               |
| Boys Track       | Coach Ring                    | Cheer        | Coach Walls                             | Speech & Debate        | Ms. Clowers                   |
| Girls Track      | Coach Lee                     | Color Guard  | Mrs. Thomas                             | Carpentry              | Mr. Lasell                    |
| Golf             | Coach Wallis<br>Coach Bradley | FFA          | Mr. Reavis<br>Mr. Lundry<br>Ms. Shelton | OJT                    | Mrs. Stafford                 |
| Wrestling        | Coach Lasell                  | FCCLA        | Mrs. Stafford<br>Mrs. Anderson          | Spanish Club           | Ms. Ramirez                   |
| Key Club         |                               | History Club | Mrs. Wood                               | Art Club               | Mr. Persinger<br>Mr. Caldwell |
| AILYC            | Mrs. Parra                    | E-Sports     | Mr. Kiper                               |                        |                               |

## **Meningococcal Disease**

### **What is meningococcal disease?**

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitides*. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis. There were an average of 18 cases of meningococcal disease each year in Oklahoma between 2005 and 2009.

### **How is this disease spread?**

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

### **Who is at risk of getting this disease?**

10% or more of people are thought to be carrying *Neisseria meningitides* in their nose and throat without being ill, which is called “asymptomatic carriage”. Of those people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococcemia. Some groups of people have a higher risk of meningococcal disease, such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of persons known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease.

### **What are the symptoms?**

As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

### **How soon do the symptoms appear?**

The symptoms may appear two to ten days after infection, but usually within three to four days.

### **What is the treatment for meningococcal disease?**

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone are used to treat meningococcal disease.

### **Should people who have been around a person infected with meningococcal disease receive treatment?**

When meningococcal disease occurs in one person, only the people who have had recent close contact with that person’s respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, coworkers, or those in a factory setting are not at risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitides*.

### **Is there a vaccine to prevent meningococcal disease?**

Three types of meningococcal vaccines are available in the US. They are protective effective against four of the five most common disease-causing types of meningococcal disease. A, C, Y, and W-135. The vaccines do not protect against type B which accounts for about 1/3 of the meningococcal illness that occurs in adolescents in the US. Consult with your primary care physician of the local health department about receiving the vaccine.

### Family Educational Rights and Privacy Act (FERPA Model Notice for Directory Information)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Broken Bow School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Broken Bow School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Broken Bow School District to include this type of information from your child's education records in certain school publications. Examples include:

- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for Football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want Broken Bow School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Broken Bow School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

|                          |   |
|--------------------------|---|
| -Student's name          | -Participation in officially recognized activities and sports |
| -Address                 | -Weight and height of members of athletic teams               |
| -Telephone listing       | -Degrees, honors, and awards received                         |
| -Electronic Mail address | -The most recent educational agency or institution attended   |
| -Photograph              | -Student ID number, user ID, or other unique personal         |
| -Date and place of birth | identifier used to communicate in electronic systems          |
| -Major field of study    | that cannot be used to access education records without       |
| -Dates of attendance     | a PIN, password, etc. (A student's SSN, in whole or in        |
| -Grade level             | part, cannot be used for this purpose.)                       |

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These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. & 7908) and 10 U.S.C. & 503 (c).

## **Broken Bow Board of Education**

### **“Public Complaints”**

The Broken Bow Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaints. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual board members have no authority to resolve complaints, other than by formal board action, administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action(s) taken. The board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant.

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it will be the policy of the board that anonymous complaints shall not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the board by any individual board member, administrator, or other district employee. Further, the administration will not act on any anonymous complaint.

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the superintendent of schools.

If all other remedies have been exhausted and a complaint can not be satisfactorily resolved, the complaint may be appealed to the board of education. No appeal will be heard by the board and no charges or accusations against an employee will be investigated or acted upon unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the board through the superintendent.

In addition to the above, the board will request written reports be provided to the board prior to the meeting from the following:

1. The person against whom the complaint is made,
2. The principal of the school involved,
3. The superintendent, and
4. The complainant.

Generally, all parties involved will be asked to attend the board meeting for the purposes of presenting any additional facts, making further explanations, and clarifying the issues.

The board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review. If the board decides to hear the complaint, the board shall make a decision which shall be sent to all interested parties. The board's decision is final.

### **Broken Bow Board of Education : “Grievance Procedure: Parent-Teacher”**

The Broken Bow Board of Education realizes that parents may have a grievance they wish to discuss with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues.

If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit with the teacher in an effort to resolve the grievance.

If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the principal. Grievances concerning student suspensions of 10 days or less may not be granted further review. The decision of the principal is usually final.

If the grievance is not resolved following the principal/parent conference, the parent shall be requested to schedule an appointment with the superintendent. Student suspensions of 10 days or more shall be reviewed by the superintendent.

If the grievance remains unresolved following the above conference, the parent may appeal the grievance to the board of education. Parental grievances shall not be heard in executive session. The board's action shall be a final determination of the grievance.

REFERENCE: Atty. Gen. Op. No. 82-209      CROSS-REFERENCE: Policy FOD-R, Suspension of Students, Regulation

### **Parents' Bill of Rights**

As used in the Parents' Bill of Rights, "parent" means the natural or adoptive parent or legal guardian of a minor child.

Parents have:

- a. the right to opt out of a sex education curriculum if one is provided by the school district,
- b. open enrollment rights,
- c. the right to opt out of assignments pursuant to this section,
- d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
- e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
- f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
- g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,
- h. the right to review test results,
- i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
- j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
- k. the right to receive a school report card,
- l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
- m. the right to public review of courses of study and textbooks,
- n. the right to be excused from school attendance for religious purposes,
- o. policies related to parental involvement pursuant to this section,
- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

**Board of Education – EK-R1**  
**STUDENT SURVEYS – (Hatch Amendment)**

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. (See GVA-P.) Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

## **Broken Bow Board of Education: “BULLYING, INTIMIDATION, OR HARASSMENT”**

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

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

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, 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. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

REFERENCE: 21 O.S. §850.0  
70 O.S. §24-100.2

CROSS-REFERENCE: Policy CK, Safety Program  
Policy DAA-R, Racial Harassment  
Policy FB, Sexual Harassment of Students  
Policy FBA, Grievance Procedure, Sex Discrimination/Harassment  
Policy FBB, Student Complaints and Grievances  
Policy FNCC, Hazing  
Policy FO-R4, Student Discipline, Threatening Behavior, Regulation

## Broken Bow High School

### Bullying or Harassment Report Form

Complete this form if you have credible information regarding a bullying or harassment incident. You may put your name on the form or submit it anonymously.

**\*\*Note:** We cannot take disciplinary action solely on the basis of an anonymous complaint.

This report will be followed up in a timely manner.

**\*\*If you fear the student is in immediate danger, please contact the appropriate source (ie- call 911, contact the police, Student Resource Officer, or Principal of the School).**

**\*\*Please submit form to the appropriate building principal.**

Your Name (if you wish to provide it) \_\_\_\_\_

Today's Date \_\_\_\_\_

Alleged Victim's First and Last Name \_\_\_\_\_

Where did the incident occur? Be specific (i.e., classroom, hallway, cafeteria, playground, bus).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

When did the incident occur? Date: \_\_\_\_\_ Time: \_\_\_\_\_

What happened? Describe in detail.

\_\_\_\_\_  
 \_\_\_\_\_ \

Were there any witnesses? Yes/ No (Circle One) Provide their name(s) and contact information if applicable.

\_\_\_\_\_  
 \_\_\_\_\_

List and attach any evidence of bullying or harassment. (i.e., letters, texts, photos, etc.)

\_\_\_\_\_

Have you been bullied or harassed or witnessed bullying or harassment by this person before? Yes/ No (Circle One) If so, How many times? \_\_\_\_\_

Was a report filed for the previous time (s)? Yes/ No (Circle One) When? \_\_\_\_\_



### Student Handbook Signature Sheet

Student's Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

I hereby acknowledge that I have been directed to the BBHS school website to reference a digital copy of the 2023-2024 Student Handbook.

I understand that the rules and regulations for our school are explained in this handbook.

I understand that I will be held responsible for these rules and regulations.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
Date

Guardian's Cell Phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\*We need an updated/current cell phone number for our notification system.

**NOTE:** Students must return this form to his/her English teacher properly signed.

\*Students may also fill out a Google form acknowledging they understand the rules and procedures of Broken Bow High School. The digital signature page will take the place of the traditional paper copy; it is not necessary to fill out one of each.

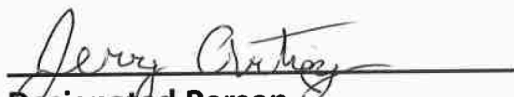
**Broken Bow Public Schools****Annual Notification for Parents, Teachers and Employees**

**Date: August 08, 2023**

**The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the superintendent's office and at each campus.**

**The Broken Bow Public School District annually notifies all parents, teachers and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and/or using newspaper public notice statements.**

**The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.**

  
**Designated Person**