

Rector Johnson Middle School



**2025-2026
Student Handbook**

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Mission Statement for Broken Bow Schools

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.

Principals' Message

Welcome to Rector Johnson Middle School. We are pleased for you to be a part of our school. Our goal is for you to have a very successful school year. 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.

It is our wish that our students immerse themselves into our academic and extracurricular activities. We strongly encourage involvement in the school and the programs that we offer. Set goals for yourselves and strive to achieve them. We will be here to support you as you grow.

Belinda Highful, Principal of Instruction

Jarod Bible, Principal of Discipline

Board of Education

Michael Polk-President

Roger Ward - Vice President

Jane Harmon-Clerk

Jay Lindly-Member

Lisa Giles-Member

School Administration

Carla Ellisor, Superintendent	580-584-3306
Luke Hanks, Assistant Superintendent	580-584-3306
Jarod Bible, Principal of Discipline	580-584-9603
Belinda Highful, Principal of Instruction	580-584-9603

Counselor

Kim Tomlinson	580-584-9603
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Secretaries

Carolyn Marshall	580-584-9603
Denise Lawrence	580-584-9603

Title Programs

Carla Ellisor	580-584-3306
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Title IX Compliance Officer

108 West Fifth Street

Broken Bow, OK 74728

Notice

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 designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Luke Hanks, Assistant Superintendent, 108 West 5th Street, Broken Bow, OK, 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.

Notice

Dear Parents: The Board of Education requests that you follow board policies GF and GFB (as found on pages 25 and 26) 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. Respectfully, Michael Polk, Board President

Multicultural Statement

Rector Johnson Middle 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 that may be deemed as inflammatory or provocative toward any cultural group. .

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 at www.bbisd under the Technology Page. An Internet Access and Computer Use Form are required to be signed by every student and their parent/guardian. Any student that does not comply with the requirements of the agreement will be dealt with appropriately.

Confidentiality

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

Immunization

The Oklahoma State Department of Health requires all students to be immunized and have all current records on file in the middle school office. In accordance with these laws, every student enrolling at Rector Johnson Middle School must provide proof of immunizations before being allowed to enroll.

Drug Free Schools

It is the policy of the Broken Bow Board of Education that all students and employees of this school district are made aware of the board's intention to maintain a drug-free environment. Students who possess, use or distribute illicit drugs or alcohol will be subject to disciplinary action. Such disciplinary action may include long-term suspension for students. In addition to suspension, students are subject to referral for prosecution under applicable laws.

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.

Required Procedure for Dispensing Medication is:

1. The student will take all medication, prescription or non-prescription, to the office upon arrival to 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.; also, a copy of medical documentation must be on file with the school. School Personnel will be trained according to State Guidelines for the success of students with diabetes.

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

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

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 starting the fire alarm in the office. 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.

Lock-down, Intruder Alert and Chemical spill procedures will be given by way of 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 during an alert or lock-down. Teachers will 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 (1) year suspension from school. Guns may not be on a person or vehicle while on any school property.

Cafeteria

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. These prices are set by the United States Department of Agriculture, not BBPS.

<u>Student Prices (grades 6-12)</u>		<u>Adult Prices</u>	
Breakfast Prices:	Free	Teacher Breakfast	\$2.75
Reduced Breakfast	Free	Guest Breakfast	\$2.75
Lunch	Free	Teacher Lunch	\$5.00
Reduced Lunch	Free	Guest Lunch	\$5.00

- **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.

Bus Regulations

Bus drivers 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 times that will allow them to arrive at school between 7:30 and 8:00 a.m.
2. 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.
3. Buses will let students off only at school, their homes or bus stops.
4. Alcohol, tobacco, or other illegal substances are strictly prohibited.

Closed Campus

No one is allowed to leave the campus during school hours without prior permission. Parents may check students out through the office. Any student leaving school property without securing permission and signing out will be considered truant. If a parent desires to pick up their child for lunch, the student must still be checked out through the office.

Telephone

The telephone is used for business purposes only; therefore, students only use the telephone in an emergency. Students will be called from class for an emergency call only. Classes will not be interrupted for non-emergency calls. Students may use their cell phones before school and after school.

Cell Phone/iPods, and Other Electronic Devices

These devices will not be allowed from 7:55 AM to 3:25 PM. Students will be required to put their phones in Yondr pouches from the first bell to the last bell. These devices include but are not limited to cell phones, smart watches, headphones/earpods, or any other personal electronic device that can connect to a smart phone, the Internet, or cellular or Wi-Fi signal. Cell Phone/Electronic Device Misuse is a Level 2 Offense. Do not argue or refuse to put the device away. If you do so, that is considered a “Failure to Comply” which is a Level 2 Offense.

Notice: Please note that there will not be a legitimate expectation of privacy during the use of technology owned and operated by Broken Bow Public Schools. This includes, but is not limited to, computers, tablets, the district’s wifi signal, etc.

Bell Schedule

7:55	1 st Bell
8:00-8:45	1 st Period
8:50 - 9:35	2 nd Period
9:40 – 10:25	3 rd Period
10:30 -11:15	4 th Period
11:20 - 12:05	5 th Period
12:05-12:50	Lunch
12:55-1:40	6 th Period
1:45-2:30	7 th Period
2:40-3:25	8 th Period

Checking Out During School Day

Students are encouraged to make medical appointments after school hours. The parent/guardian must come to the office and sign the child out.

Book Bags

RJMS students will not be allowed to carry large book bags during the school year. Small bags that will fit in the student’s locker will be allowed. Due to safety concerns and limited classroom space, bags are not to be taken into classrooms or left in hallways.

Flag Salute and Moment of Silence

Every morning begins with the Pledge of Allegiance followed by a Moment of Silence.

Lockers

School lockers will be assigned during the school year. Students are strongly encouraged to put combination locks on lockers. Lockers can be searched at any time by school personnel. Lockers are not to be shared by students and each student will be assigned their own locker. Students are not to move into another locker without permission from the office.

Search and Seizure

The superintendent, principal, teacher, or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, will 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 substances, as defined in the Uniform Controlled Dangerous Substance Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma State Law or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or school activity. Students will not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk or other school property. School personnel will 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 will be necessary for such searches. A student's personal belongings may also be searched if reasonable suspicion exists. The search must be conducted in a controlled environment. The person searching must be the same gender as the student and the witness should be the same, if possible. The only clothing that may be removed is cold weather outerwear, shoes, and hand and head coverings, except religious head coverings.

Oklahoma Proficiency Test

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

Student Transfers/Dependent School

Students are 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. Not all transfer requests are accepted. Schools look at a variety of factors, including grade-level student enrollment numbers, prior attendance rate, and prior discipline issues when coming to a decision of transfer acceptance.

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 and school. Schedule changes must be completed by the end of the 1st week of each semester. Schedule change forms are located in the office and must be turned in by Friday of the first full week of the school year. Schedule changes after that date are decided by a principal.

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. The board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy

of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

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. 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.

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 truants also risk having their driver's license suspended.
4. Students are not permitted more than eight (8) unexcused absences from any one class per semester. 9 unexcused absences will result in that student not receiving credit in that class for the semester. Exceptions will be made for extenuating circumstances, such as hospital stays and court mandates.

Excused absence will be granted for the following reasons:

- 1.) Personal or family illness
- 2.) Medical appointments
- 3.) Legal Matters
- 4.) Extenuating circumstances deemed necessary by the principal
- 5.) Observance of holidays required by student's religious affiliation.
- 6.) Documented speech therapy, occupational therapy, or any other service related to a child's Individualized Education Program (IEP).

It is the responsibility of the parent to notify the school if a child is to be absent for sickness, Dr's appointments, etc. Before an absence can be excused, the parent must notify the office. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of the return, to make arrangements to see that work is made up.

Tardiness

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 and should be reported as tardy upon roll call. 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. A student must have a hall pass to leave the classroom. Students who do not have hall passes will receive Level 1 discipline.

Tardiness of twenty five (25) minutes or more to any class will be considered an absence. If a student comes on campus after 8:00 a.m., they are to report to the office. If a student has been checked out through the office during the day and then returns, they are to report to the office.

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

School Functions

The student handbook applies to all school functions both on and off the Rector Johnson Middle School campus.

Sexual Harassment/Discrimination

Sexual harassment is a form of discrimination that violates the law. All students at Broken Bow Public Schools have the right to attend school in an environment that is free of intimidation based on gender and unwelcome sexual advances. 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 unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity.

Sexual Harassment actions include but are not limited to:

1. Written: Sexually suggestive or obscene letters, notes, invitations, graffiti.
2. Verbal: Sexually derogatory comments, epithets, slurs, degrading jokes, "teasing", "kidding", double meanings, demeaning comments about a person of a particular sex, or solicitation of sexual favors or attention.
3. Physical: Unwelcome touching of an individual, such as pinching, hugging, patting, repeated brushing against an individual's body, pulling at clothing, blocking one's passage.
4. Visual: Sexually oriented gestures, displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons or posters.
5. Electronic: Any social media, texts, photos, or videos of a sexual nature.

Procedures

1. A student who feels uncomfortable should directly inform the harasser that such conduct is unwelcome and must stop.
2. A student or parent/guardian of the student being harassed shall report the incident to the principal, assistant principal, or counselor.

3. The above-listed administration will then report the incident to the district Title IX Coordinator.
4. The complaint will then be investigated, and at the end of the investigation, disciplinary action will be taken against the harasser if the complaint is substantiated.

Staff to Student Electronic or Digital Communications

Broken Bow School staff members will utilize school board approved communication platforms to communicate with students on an as needed basis. The school-approved platforms include the following: Remind, BAND App, GroupMe, sportsYOU, Google Classroom, email and curriculum software applications from the bbisdapp.org domain. School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications.

Withdrawal (Moving to Another School)

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 office).
2. The withdrawal form must be signed by each teacher indicating a partial or complete grade, and the return of all books and materials that have been checked out or assigned to the student.
3. The withdrawal form must also be signed by the principal and the librarian.
4. The withdrawal form and immunization records will be released upon completion of the withdrawal. Once enrolled at the next school all records, upon request from the new school, will be released pending clearance of fees and return of all books and materials.

Student Activity Eligibility

All eligibility will follow the OSSAA rules and will be for competitive activities. At the request of the Principal or Teacher a student may be withheld from activities as a result of one (1) or more discipline problems. Participation in extracurricular activities is considered a privilege and requires that a higher level of academic and behavior performances 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 may not be eligible. A student may 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 organizations may not be allowed to participate in extracurricular activities.

Any student that is not present at school the entire day of a scheduled activity will not be eligible to attend the scheduled activity.

Out of School Suspension (OSS)

BBPS will continue to provide students with an education during OSS. Students will have the same number of days they are suspended to complete makeup work. OSS students cannot be on school property or any school-sponsored events.

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, slogans or advertisements for alcohol, tobacco or drugs
2. Bare midriffs or strapless garments
3. Tube tops, spaghetti straps or muscle shirts
4. Athletic tights (shorts) or bike shorts
5. Pajamas, sleepwear, houseshoes, etc.
6. Blankets worn in place of a jacket or coat
7. Clothing, jewelry or accessories pertaining to drugs, alcohol, tobacco or gang related involvement
8. Any garment, face paint, makeup, or contacts that are disruptive to the educational environment
9. Any head coverings that covers the ears or face (hoods, beanies, toboggans, etc.), or those too large that it creates an obstruction (COVID-related masks are an exception)
10. Chains attached to or hanging from clothing
11. Sagging Pants
12. Sunglasses inside school buildings unless prescribed by a doctor for inside wear
13. Shorts, Skirts or Dresses that are not longer than the student's extended fingertips when arms are relaxed at their sides
14. Jeans or pants that have holes above the student's extended fingertips when arms are relaxed at their sides
15. Leggings or tights worn as the only leg covering. (Shorts, skirts, or dresses worn over the leggings must meet the length requirement stated above)
16. Any garment that is considered disruptive or inappropriate to the educational environment

****If in doubt, don't wear it to school**

Students who violate the Dress Code will be told to change clothing before returning to class.

One of the primary objectives of a public school's education program is to instill in a student lasting personal pride and self-respect. Appropriate 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 and effect upon the learning environment are the criteria that 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 consideration of student health, safety and/or orderly conduct of school business. It is felt that there is a correlation between extreme manners of dress and behavior problems in the school; therefore we desire the elimination of the extreme in dress habits. All students are required to conform to the dress guidelines while on school premises or during a school function and/or event.

1. Hair must be clean, neat and well groomed. Extreme hairstyles that disrupt the educational process or endanger the health and safety of students are not permitted.
2. Students may wear earrings, except long dangling or large looped earrings that create the possibility of injury in classrooms, hallways or activities. Flesh Tunnels, Gauges/Plugs, Tapers or any other device that facilitates these instruments are prohibited. All other visible body piercing jewelry is prohibited.
3. Students are required to wear shoes while on school premises or during a school function or event.
4. 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.

Administration will have the final determination on what is acceptable regarding the dress code.

Public Display of Affection

Students may not show a public display of affection (PDA) in the building or on any school premises.

Cult/Gang Behavior

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

Gangs that intimidate, advocate, or promote activities that 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, 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 that 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, displaying gang paraphernalia, exhibiting behavior/gestures that symbolize gang membership, causing and/or participating in activities that intimidate or affect the attendance of another student will be subject to *Level 2 Disciplinary Actions*.

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. Bullying is defined as a form of aggressive behavior that is intentional, hurtful, threatening and persistent. Types of bullying behaviors are physical, verbal, social/relational, and cyber. All types of bullying behaviors will be subject to disciplinary actions. Please see pages 27 and 29 for further information on Bullying. *Level 2 Disciplinary Action.*

Lost Books

Most of the textbooks you will be using will be furnished by the state. 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 books that have been destroyed or lost will be reimbursable to the school at the following rate:

New Book-----	Cost of Book
All other books-----	Pro-Rated
Over Six (6) years old-----	\$5.00

Grading System

The following is the grading system for Honors and Regular Courses:

Honors	Regular
A - 5 points (90-100)	A - 4 points (90-100)
B - 4 points (80-89)	B - 3 points (80-89)
C - 3 points (70-79)	C - 2 points (70-79)
D - 2 points (60-69)	D - 1 points (60-69)
F - 0 points (59 and under)	F - 0 points (59 and under)

Top Ten Percent Eligibility for Rector Johnson Middle School (8th Grade)

In order to be recognized as top ten percent of the class (8th grade) a student must be enrolled for semesters 3, 4 and 5 at Rector Johnson Middle School. This would be the beginning of the first semester of the student's seventh grade year. Five (5) semesters of grades are included in the calculation of the top ten percent.

Retention Policy

As passed by the Broken Bow School Board in June 2008, students who fail two (2) or more of any subjects including electives may be retained. Students who fail any one (1) subject for the year must give up an elective class and retake the failed subject the following year.

Discipline - Student Behavior Code

All students are expected to conduct themselves in a manner that will contribute to the best interest 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, After School Detention and Suspension from School. 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, event or en- route to and from school.

When a student is suspended from school a parent/guardian may request to pick up the student's assignments, which may be picked up the next day by 3:20 p.m. The suspended student will not

be allowed to come on campus and pick up work and turn it in during the suspension. In order for the student to receive full credit all assignments must be completed and turned in upon their return from suspension.

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

- A. Occupy the school building or properties with intent to and where the effect is 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, which would disrupt his/her normal school day.
- H. In any manner by use of violence, force, noise, coercion, threat, intimidation, passive resistance or any other conduct intentionally cause the disruption of any school process.

Rule 2: Damage or destruction of school property

Students 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/s for destroying school property. Parents of any minor under the age of 18 may be liable for damages.

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

Students shall not cause or attempt to cause damage or steal or attempt to steal private or public property.

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

Students 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 and/or instructions:

Students shall not fail to comply with reasonable directions or instructions of teachers, student teachers, substitute teachers, teacher's aides, principals, administrative personnel, superintendents, school bus drivers, school security officers, or other authorized school personnel.

Rule 6: Extortion:

Any student/s obtaining money or property by violence or threat of violence or forcing someone to do anything against his/her will be suspended for the remainder of the semester.

Rule 7: Fireworks:

Fireworks are not to be brought to school or to any school function.

Rule 8: Weapons, dangerous instruments and contraband:

Students shall not possess, handle or transmit any object that reasonably can be

considered a weapon, or any contraband material. *Student/s who violate the above rule will be punished - Level 5 Disciplinary Action*

Rule 9: Narcotics, alcoholic beverages and stimulant drugs:

Students 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 drug/s or any beverages containing alcohol or intoxicant.

Students who violate the above rule will be punished - Level 5 Disciplinary Action

Possession of Dangerous Weapons or Controlled Dangerous Substance

The Broken Bow Board of Education has adopted the policy which states that: Any pupil found to be in possession of dangerous weapons or controlled dangerous substance **WILL** be suspended by the principal for a period not to exceed 160 school days. A pupil suspended under this section may appeal any such suspension to the Board of Education of the school district. 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-based program. The student on the home base program will be on school probation during the 160 school days with school activities restrictions placed upon them.

Cell Phone/Electronic Device Misuse:

First Offense -	One (1) day of ISD, Parent must retrieve phone
Second Offense -	Two (2) days of ISD, Parent must retrieve phone
Third Offense -	Three (3) days of ISD, Parent must retrieve phone
Fourth Offense -	Four (4) day of ISD, Parent must retrieve phone
Fifth or beyond-	Five (5) days of ISD, Parent must retrieve phone

Note: Administration has flexibility of assigning ISD when deemed appropriate.

Tardies

- 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/ASD
- 5th offense of semester- Parental Contact/2 days ASD
- 6th offense of semester- Parental Contact/1 day ISD
- Any tardies after the 6th offense will result in ISD.

Level 1 Offenses (Examples)

- A. Public Display of Affection (PDA)
- B. Running/horseplay in hallway
- C. Misbehavior during assemblies
- D. Classroom disruption/Excessive Talking/Not Attentive in Class
- E. No textbook/paper/pencil (classroom supplies)
- F. Sleeping in class
- G. Writing inappropriate notes during school
- H. Interfering with safety of self/others
- I. Invalid/no hall passes, unauthorized roaming of halls/campus
- J. Loud or boisterous conduct in hallway
- K. Profanity

- L. Defacing school property
- M. Littering Campus
- N. No food, drinks or gum chewing in classrooms
- O. Cheating (daily assignments, Homework)

Level 1 Disciplinary Actions

First Offense -	One (1) day of After School Detention (ASD)
Second Offense -	Two (2) days of ASD and Parental Contact
Third Offense -	One (1) day of ISD and Parental Contact
Fourth Offense or more -	Two (2) day of ISD and Parental Contact

Possession of Knife (not used as a weapon)

First Offense -	Warning and confiscation of knife (guardian must pick up)
Second Offense -	One day ISD and confiscation of knife (guardian pick up)
Third Offense or more- pick up)	Three days OSS and confiscation of knife (guardian must pick up)

Level 2 Offenses (Examples)

- A. Rude, discourteous or disrespectful to staff
- B. Inappropriate behavior during school sponsored activities
- C. Forgery
- D. Lying/Intentionally giving information to misinform or mislead
- E. Excessive Profanity/Vulgarity
- F. Cult-Gang behavior
- G. Physical/verbal behavior that could result in a fight
- H. Failure to comply with a reasonable request from teacher/substitute
- I. Skipping class, truancy, or leaving campus without permission
- J. Gambling
- K. Bullying
- L. Racial slurs and or language
- M. Level Two cheating (tests, major projects)
- N. Refusal to Serve Minor Sanctions
- O. Internet Violation
- P. Videoing a fight or sharing a video of a fight on social media
- Q. Multiple people in the same restroom stall

Level 2 Disciplinary Actions

First Offense -	One day ISD and parental contact
Second Offense -	Two days ISD and parental contact
Third Offense -	Three days ISD and parental contact
Fourth Offense -	Four days ISD and parental contact
Fifth Offense-	Five days ISD and parental contact
Sixth Offense or more -	Five days of OSS

Level 3 Offenses (Examples)

- A. Profanity directed toward a school employee
- B. Verbally refusing to follow the directive of a school employee
- C. Possession of tobacco products, electronic cigarettes, or dip/chew
- D. Fireworks and/or contraband
- E. Theft/possession of stolen property
- F. Destruction of school property
- G. Throwing food for the purpose of engaging in a food fight
- H. Verbally declaring to have an illegal object(s) in possession
- I. Preventing another student from leaving a fight

Level 3 Disciplinary Actions

First Offense -	Three days ISD and parental contact.
Second Offense -	Five days ISD and parental contact
Third Offense or more-	Ten days of OSS

Level 4 Offenses (Examples)

- A. Under the influence of alcohol/drugs
- B. Possession of alcohol
- C. Selling/distributing electronic cigarettes.
- D. Possession of a nonlethal weapon (e.g., stun gun)
- E. Involved with relaying an illegal substance to another student

Level 4 Disciplinary Actions

First Offense -	Parent contact and suspension from school for a minimum of ten (10) days OSS and police may be contacted
Second Offense -	Suspension of 80 school days and police may be contacted

Level 5 Offenses (Examples)

- A. Possession of firearms
- B. Physical, verbal, or written assault on a school employee, student, or visitor on campus.
- C. Possession of terrorist paraphernalia/explosive items
- D. Bomb threat
- E. Possession of drugs/or selling of drugs (prescription, non-prescription or illegal drugs)
- F. Knife or dangerous instruments used as weapons

Level 5 Disciplinary Action

First Offense -	Disciplinary action and/or suspension depending on the severity and/or circumstances. Suspension will be 80 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.
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****Fighting or Physical Abuse on Another Student**

First Offense -	Parent conference, three (3) days OSS, and three (3) days ISD
Second Offense -	Parent conference and five (5) days OSS, and (5) days ISD
Third Offense -	Parent conference and ten (10) days OSS, and (10) days ISD
Fourth Offense -	Suspension of 45 days

Certain offenses may warrant a ticket from the SRO

- Any student willfully assaulting another student, engaged in a fight, or instigating a fight will receive the same offenses as listed above.

Note: Refusal of ISD as follows: 1 day of ISD = 2 days of OSS, etc.

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

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

Note: School administrators reserve the discretion to handle all disciplinary situations and to consider any extenuating circumstances. That could include charges being filed by SRO and/or restitution.

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 RJMS 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.

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

Ways to Earn Points:

Event:	Point Value Earned:
1 hour community service at RJMS (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)
Write letter of apology to victim (Subject to approval by administration)	70 points (1 day)
Weekly attendance in Virtual Classes (Staying on pace in ALL classes each week)	140 points (2 days)
Maintaining a “C” or better in ALL 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. (Limit of 1 book study per two weeks)	350 points (5 days)

Bus Regulations

Bus riding is a privilege. Due to each situation being unique, bus rules/regulations will fall into either Level 1 or Level 2 offense. Administrator reserves the right to suspend bus riders for a minimum of a week on the first offense due to the severity and totality of each situation. On a second offense, students will automatically be suspended from bus riding privilege for a maximum of two weeks. If a third offense for inappropriate bus behavior is reached, students will be suspended from all bus riding privileges.

Inside Day/Inclement Weather Days

During inclement weather days, students will remain inside. In the AM, students will remain in the cafeteria or in their assigned hallways. During lunchtime, students will report to their assigned grade hallways after eating lunch. Students will remain seated. Failing to follow these procedures will result in a *failure-to-comply* discipline referral.

Due Process

A pupil that has been suspended will have the right to appeal the decision of the principal to an appeal committee that will be set up by the superintendent. The pupil will give notice within ten (10) days of his/her 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. 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 School 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.
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. After School 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.

In-School Detention (ISD)

In school detention will be held in the ISD room at the high school. ISD is issued to students who display **Level 2 Behaviors**. Teachers will be informed of students assigned to ISD and will be required to send work to the supervising ISD instructor.

After School Detention (ASD)

Any student assigned After School Detention will report to the designated classroom by 3:30 PM on the day that they were assigned and will be released at 11:15 AM. Failure to serve a scheduled ASD will result in two additional days of ASD.

ASD Reschedules: Students that are absent the day they are scheduled to serve ASD will automatically be rescheduled for the next available day.

Students in ASD are expected to bring classwork, homework, or a book to read. All students are expected to use this time to complete work or better their reading skills. Sleeping, talking, excessive noise will not be tolerated. Transportation home will NOT be provided.

Principal's/Teacher's Required Lunch Tutoring

Because student progress is important, students each week may be assigned required lunch tutoring by the principal or teacher based upon eligibility reports and individual classroom progress. Students are required to attend assigned tutoring. Students that fail to attend will have the following disciplinary consequences: 1st Offense= Verbal Warning/reschedule required with assigned administrator/teacher (failure to attend reschedule will result in further consequences); 2nd Offense= ASD; 3rd Offense= ASD; 4th+ Offense= Failing to Comply referral/ISD per each offense from 4th on. Offenses are per teacher and are reset at each semester.

Promotion and Awards Assembly

At the end of every school year we have a Promotion Ceremony for our eighth graders at Jenkins Auditorium. Dress for the Promotion Ceremony is casual, no formals or tuxedos; dress nicely but at the least expense to parents/guardians. Everyone is welcome to attend.

RJMS Clubs and Organizations

Name of Organization	Mission	Sponsor
H3 Time Travelers Book Club	Explore history through the use of quality literature, and create real life connections with that literature by traveling to regions of the United States which correlate with the settings of the books read throughout the year.	Ashlei Hanks
Student Council	We strive to continually improve the school atmosphere and community through leadership and service to others.	Ashlei Hanks
Family, Career, and Community Leaders of America	To promote personal growth and leadership development through Family and Consumer Sciences Education.	Rebecca Green
Technology Student Association	The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering.	Kent Nix
American Indian Leadership Youth Council	A.I.L.Y.C. ambition is to enhance culture, academics and successful leadership for our future American Indian leaders.	Donna Chandler

Rector Johnson Middle School Honors Courses Entrance/Maintenance Requirements

Program Description

RJMS currently offers Honors courses in Grades 6, 7, and 8. These classes are open to students that seek academic rigor. These courses are designed to meet the needs of high-achieving students and to challenge them.

RJMS Honors coursework is rigorous and places emphasis on a deeper understanding of subject content, problem solving strategies, and the development of necessary skills for students to be successful in advanced coursework that they will encounter in high school.

The following Honors courses are offered at RJMS:

- Grade 6:
 - Honors Language Arts
 - Honors Math
- Grade 7:
 - Honors Language Arts
 - Honors Math (Pre-Algebra)
- Grade 8:
 - Honors Language Arts
 - Algebra 1
 - Honors Physical Science

Eligibility Criteria for Admission into Honors Courses

The records of students entering Grades 6, 7, and 8 that show interest in enrolling in the RJMS Honors courses are comprehensively reviewed to determine their eligibility for admission. Students that meet the requirements will be offered Honors courses in the subjects that they qualify in.

To be eligible for enrollment in Honors courses, RJMS students must meet the following requirements:

- A student must have maintained an “A” average in his/her previous regular class in that subject area OR if previously enrolled in an Honors class for that particular subject, the student must have maintained an “A” or “B” average in that Honors class.
- A student who has transferred to our district mid-year must have been previously enrolled in an Honors class for that particular subject and must have maintained an “A” or “B” average in that class.

Upon annual enrollment, the School Counselor will review the students’ academic records to verify eligibility for Honors courses. If a student has attempted to enroll in an honors course but does not qualify, the Counselor will place the student in regular courses.

Criteria for Continuation in Honors courses

Once a student is enrolled in an Honors course, they must continue to consistently meet expectations. Continuous enrollment in an Honor Course is contingent on maintaining minimum levels of academic achievement as follows:

- Student must maintain a minimum quarterly average of 70% in each Honors course.
- A student must not display behavior that is disruptive to the learning environment. Such behavior will be grounds for immediate removal from the Honors course and the student will not be permitted to enroll in a future Honors course unless future eligibility rules are met and behavioral issues have been resolved.

If and when these minimum levels are not met, students will be reassigned to a regular academic section in the following manner:

- If a passing quarterly average of **less than a 70%** is achieved, reassignment to a regular academic section will be made at the beginning of the next quarter.
- In the event that a student does exit an Honors course, re-entrance may be considered for the following year if superior achievement is exhibited in the regular academic section and the student meets eligibility requirements.

It is expected that all participants will follow these criteria. Students and parents will be expected to sign a notice of these requirements at the start of the school year and/or time of enrollment for each Honors course they are enrolled in.

*If circumstances occur that cause a student to not meet the stated criteria, a meeting may be scheduled with the parents, teacher, and administration before the student is removed from the Honors program.

Broken Bow Schools

School Calendar 2024-2025

August 5-7	Professional Development Days
August 8	First Day of School
September 2	Labor Day: No School
October 4	Early Release at 12:00 PM
October 15	Parent/Teacher Conferences 3:00-9:00 p.m.
October 16-18	Fall Break: No School
October 25	Early Release at 12:00 PM
October 31	Early Release at 12:00 PM
November 1	Holiday/No School
November 8	Early Release at 12:00 PM
November 22	Holiday/No School
November 25-29	Thanksgiving Break: No School
Dec. 22-Jan 3	Christmas Break: No School
January 6	Professional Development Day: No School
January 7	Students Return
January 20	Holiday-MLK Day: No School
February 13	Parent/Teacher Conferences 3:00-9:00 p.m.
February 14	No School
February 17	Presidents' Day: No School
March 7	No School
March 14	No School
March 17-21	Spring Break: No School
March 28	Weather Day
April 4	Weather Day
April 11	Weather Day
April 18	Good Friday (No School)
April 25	Weather Day
May 2	Weather Day
May 9	Weather Day
May 15	Last Day for Students
May 16	Last Day for Teachers

Meningococcal Disease

What is meningococcal disease?

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitides*. These 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, immune-compromised 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 that 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; and
- 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.¹

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.)

¹These 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 - GF

“Public Complaints”

The Broken Bow Board of Education welcomes comments and suggestions for improvement from the parents 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 complaint. 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. Follow-up shall be in the form of a written memorandum to the board members.

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 cannot 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 complaints 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 - GFB
“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, Regulations.

House Bill 1384
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 - FNCD

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.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §850.0

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

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.

Rector Johnson Middle 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.

Your Name (if you wish to provide it) _____

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

Today's Date _____

Alleged Victim's First and Last Name _____

Alleged Bully's First and Last Name _____

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

When did the incident occur? Day: _____ Day: _____ Time: _____

What happened? Describe in detail.

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

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? _____

This report will be followed up on in a timely manner. If you fear a student is in IMMEDIATE danger, contact the appropriate resource i.e., the principal of the school, the school resource officer.

Student Handbook Signature Sheet

Student's Name:

Grade Level: _____

I hereby acknowledge that I have received a copy of the 2023/2025 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

Parent's Signature

Date

Please list phone numbers that should be contacted to receive school related information such as school closures, student attendance information, upcoming events, etc.

Parent/Guardian Name	Phone Number

