BRISTOW HIGH SCHOOL HANDBOOK

Home of the Purple Pirates

"Linking Learning to Life"

2026 -2027



808 N. Ash St.
Bristow, OK 74010
(918) 367-2241

Accredited By:
The Oklahoma State Board of Education and
Oklahoma Secondary Schools Activities Association (OSSAA)
Member

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BHS EDUCATIONAL SUPPORT TEAM

Superintendent .....Curtis Shelton

Director of Operations .....Matt Posey

Director of Facilities .....Micheal O'Connor

School Board President ..... Jessica Smith

School Board Vice-President ..... Alexis Hilbert

School Board Member .....Julie Bell

School Board Member ..... Josh Cooper

School Board Member ..... Billy Bryant

Principal .....Tasha Beaty

Assistant Principal .....Mike Acord

Athletic Director ..... B.J. McBride

Counselor .....Heather Butler

College and Career Advisor ..... Rachel Matheney

Special Services Director .....Kim Gilbert

Title IX Coordinator..... Jenny Montgomery.

Technology Coordinator ..... Brian Lomenick

Attendance Clerk..... .....Tammie Capps

Secretary/Registrar..... Linda Spencer

Financial Secretary..... Erin Dobrinski

FACULTY & STAFF

Avery, Jake	Strength & Conditioning
Baker, Don	Stagecraft
Blakley-Lundy, Rashele	Vocational Agriculture
Bosworth, Beth	Language Arts
Brown, Derek	Alternative Education
Cantrell, Jill	Alternative Education
Caudle, Ericka	Language Arts
Cole, Quila	Social Studies
Colvin, Abigail	Science
Cooper, Nicole	Band
Daniels, Dustin	Resource Teacher
Flood, Mallory	School Nurse
Frizzell, Jessica	Speech/Debate/Drama
Groom, Miranda	Family & Consumer Science
Hall, Scott	Social Studies
Henderson, Michelle	Dist.Tech/Virtual Director
Hilburn, Alison	Library/Media Specialist
Hill, Brianna	Science
Johns, Ruth	Paraprofessional
Kinzer, Kenny	Academic Advancement
McGovran, Joseph	Vocational Agriculture
Lee, Jeff	Mathematics
Matlock, Julietta	Spanish
Moore, Rita	Library Paraprofessional
Morgan, Matt	Mathematics
O'Brien, Amy	Art
Painter, Shaunda	Mathematics
Palmer, Cameron	Social Studies
Pitchford, Jarrod	Social Studies
Rahal, Christian	Language Arts
Roebuck, Shawn	On Campus Detention
Shironaka, Cecilia	Special Education
Sexton, Billy	Strength & Conditioning
Shields, Chapman	Choir
Smith, Danine	Native American Education
Swafford, Josie	Computer Science
Tankersley, Ray	Science
Todd, John	Mathematics
Vassar, Sienna	Special Education
Wages, Brett	Custodian
Webb,Teresa	Paraprofessional
Wilhite, Jon	Computer Science
Wilson, Vicki	Science
Yocham, Kim	Special Education
Zapata, Kyla	Language Arts

ACTIVITIES, CLUBS, & ORGANIZATIONS

Many organizations are available at Bristow High School. Students are encouraged to belong to more than one club or organization. Clubs, organizations, and activities will meet at the request of the sponsor outside of normal school hours.

All clubs and organizations will be allowed to make intercom announcements in order to disseminate information regarding meetings and general information. Banners, posters, flyers and all other wall signage pertaining to all clubs will not be utilized.

The Academic Team uses their knowledge in curriculum areas to compete in academic bowls and tournaments. State Runner Up in 2008 and 2010, State Champions in 2009 **Sponsor: Jeff Lee**

Athletics:
Athletic Director: B.J. McBride
Football: Billy Sexton
Cross Country: Bobby Lyons
Fast Pitch Softball: Josie Swafford
Boys Basketball: Courtland Weaver
Girls Basketball: Matt Morgan
Wrestling: Howard Moore
Baseball: Jake Avery
Slow Pitch Softball: Josie Swafford
Cheerleading: Quila Cole
Golf: Matt Morgan
Tennis: Ray Tankersley
Track: Scott Hall
Girls Soccer: Jon Wilhite
Boys Soccer: Kenny Kinzer

Cheerleading membership in varsity and freshman cheerleading is based upon spring tryouts. Summer camp and summer practices are required. **Coaches: Quila Cole, Tammie Capps, and Kim Gilbert**

Band, including marching band and jazz band, students participate in a variety of school activities including athletic events. In addition the band attends competitions throughout the school year. **Sponsor: Nicole Cooper**

The Multicultural Club meets monthly and plans assemblies and events to increase cultural awareness and understanding at Bristow High School. **Sponsor: Rita Moore**

Business Professionals of America promotes student development, leadership, and career exploration and is generally open to students who are enrolled in a business or computer course. **Sponsor: Jon Wilhite**

Choir students with an interest in singing and performing find a large number of activities to attend while participating in the choir. These include performances at district

and state levels, as well as competitions at other schools. Attendance is a must for all competitions and performances. **Sponsors: Chapman Shields**

Drama/Speech/Debate promotes interscholastic debate, oratory, and public speaking. **Sponsor: Jessica Frizzell**

Fellowship of Christian Athletes presents to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving him in their relationships and his church
Sponsor: Scott Hall

FFA allows students to learn about modern techniques and economic concerns in agriculture. Also, the program emphasizes student leadership and personal development. **Sponsors: Joseph McGovran and Rashele Blakley-Lundy**

Family, Career, and Community Leaders of America promotes leadership within the community through various volunteer projects. **Sponsor: Miranda Groom**

Leo Club is a youth organization of Lions Clubs International which, in its own existence, seeks to serve people in need with special emphasis and focus on children. **Sponsor: Tammie Capps & Rita Moore**

The National Honor Society recognizes outstanding high school students. Each year, after the first semester, the new members of the Bristow chapter are selected by members of the faculty advisory board (FAB). Candidates eligible for membership in a chapter must have a minimum grade average of "A" or its equivalent, be recommended by the FAB, and have attended at least one semester of the current school year. Only students in grades 11 and 12 are eligible for membership, which is based on a composite ranking on scholarship, service, leadership, and character.
Sponsor: Chapman Shields

Hype is a student organization that promotes school spirit and is responsible for homecomings. **Sponsor: Tammie Capps**

Student Council is a service-oriented group that strives to help our campus function and prosper. **Sponsor: Allison Hilburn**

Yearbook takes photos and creates the yearbook for the high school each year. **Sponsor: Jessica Frizzell**

MISSION STATEMENT

Believing that all students can learn; Bristow Public Schools shares with our parents, our students, and our community the responsibility of educating our youth to assure that all students make a smooth transition from school to life.

PARENTS' BILL OF RIGHTS

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent. 25 O.S. Section 2001

RESPONSIBILITY OF PARENTS

1. Support the schools in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part. Send students to school after proper attention has been given to their health, personal cleanliness, and appropriate dress.
2. Maintain an active interest in the student's work. Make it possible for them to complete assigned homework particularly by providing a quiet place and conditions for study.
3. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
4. Ensure that your children attend school regularly without unnecessary absences and arrive punctually at school daily.
5. Collaborate with the school by attending conferences that encompass the planning of continuous maintenance and school improvement.

RESPONSIBILITY OF STUDENT

GENERAL CONDUCT: Students will be seated and working on assignments when class starts. Students will respond properly to adults. Students will respond to the teacher's raised hand to gain class attention. Students will not be dismissed until the teacher dismisses them. Students will follow the six pillars of character.

QUALITY OF WORK: Students shall do their best each day and complete assigned lessons including homework and assignments missed due to absences.

SCHOOL RULES: Each student shall conform to school rules and regulations and respect the leadership of teachers, school officials, and others who have been assigned leadership responsibility.

CARE OF SCHOOL PROPERTY: A modern, fully-equipped school building designed for beauty and utility is part of the heritage of the Bristow High School student body. It is the privilege and obligation of every student to carefully use, preserve, and pass the building, its grounds, and its equipment without blemish to future generations. Anyone who damages or defaces any school property shall make restitution for the property that has been damaged.

CLASS BELL SCHEDULE

Period 1	8:00-8:50
Period 2	8:55-9:45
Period 3	9:50-10:40
Period 4	10:45-11:35
Lunch	11:35-12:10
Period 5	12:15-1:10
Period 6	1:15-2:10
Period 7	2:15-3:10

SCHEDULE CHANGES

All schedule changes shall be made during the first week of school. No schedule changes will be made after the first full week of the school calendar without the consent of the Principal. Second semester changes must be completed before the second semester begins. All changes must be granted by the Principal. Students shall complete a schedule request form in the counselor's office.

ACADEMIC INTEGRITY POLICY

To instill the importance of honesty and integrity, every member of the school community, through his/her ethical conduct is obligated to foster an atmosphere in which academic integrity is both expected and preferred. Breaches of academic integrity require disciplinary action. All faculty, staff, and students must have a complete understanding of academic integrity and the repercussions for violating its principles.

Violations of Academic Integrity

1. Cheating
2. Fabrication
3. Facilitating academic dishonesty
4. Plagiarism
5. Accidental plagiarism
6. Denying others access to information or material
7. A pattern of test avoidance

Consequences for Violation of Academic Integrity

1. Parents will be notified of the student's violation of any of the above violations.
2. A student who has cheated will receive a zero on the assignment/test.
3. Subsequent offenses will result in fu8rther punishment.

ACADEMICS

Grading Policy

The letter grades A, B, C, D, F, and "I" will be used to indicate the level of achievement of all students at Bristow High School. The letter grades used will indicate the following degree of achievement:

Letter	Percentage	Description
A	100-90	Excellent: superior
B	89-80	Above Average: good
C	79-70	Average: Satisfactory
D	69-60	Below expected quality of work.
F	59-Below	Failing
I	N/A	Incomplete grade: by agreement between the teacher and the student, an incomplete grade may be assigned. A grade of "I" will be entered on the report card. The incomplete work must be completed.

**** If a student receives a mark of **"NC"** *(No Credit)* due to absences then **"NC"** will appear on their transcript. If that student replaces the **"NC"** during summer school or some other means, the **"NC"** will be replaced and not figured into that student's GPA. If the student receives a grade of **"F"** for a class and that student replaces that grade during summer school or some other means the **"F"** will be averaged in with the new grade to help determine GPA.

Financial Literacy

All students must receive a Financial Literacy Passport prior to receiving their high school diploma. Bristow Public Schools will provide each student with instruction in all 14 standards.

Grading of Late Work

Each student will have one day for each day absent to make up work beginning with the second day of return to school. The teacher may refuse to accept work turned in after this make-up time period unless special arrangements are made with that teacher or the principal. Assignments or tests that were due on the first day of the student's absence may be required on the first day of the student's return to school. It is the student's responsibility to find out what assignments are missed and to complete them on time.

Grade Point Average

Beginning in the ninth grade year, all students maintain a grade point average (GPA) which is part of his/her permanent record. Each student's GPA is based upon semester grades received in each class and is calculated upon completion of each semester that the student is in attendance. The GPA is used to determine student eligibility into such groups as National Honor Society and other school organizations. In addition, the student's GPA is used as one of the criteria for holding class or student council office. GPA is also used to determine each student's rank in class. GPA and class rank are often used as criteria upon which a student's college admission is based. Students may check their cumulative GPA/class rank at any time through the counseling office or the registrar's office.

Class Rank

All students will be ranked using a "simple rank" method. Ranking will be determined at the end of each semester and all subjects will be included.

Semester Test & Exemption Policy

A comprehensive semester exam shall be required in all classes/subjects in grades 9 through 12. The test will account for a maximum of up to 20% of the semester grade and is taken only once per semester. To encourage regular attendance, promote good grades, and improve overall classroom performance, every Bristow High School student has the opportunity to qualify for exemption from taking their semester tests. In an effort to raise a final grade, any student may take their semester tests even though he/she may be exempt, and it cannot be used to the student's detriment.

- Exemption Requirements:

Semester test exemptions are based on the following conditions being met in specific classes for which the semester test(s) would be taken:

Grade	Absences	Tardies
C or Higher	5	5

Students must be continuously enrolled and in attendance for the full semester to qualify for semester exam exemptions. Any enrollment gap during the semester will result in ineligibility. Absences are calculated beginning with the first day of the semester. Students who enroll after the third week of the semester are not eligible for exemption status.

Semester Test Exemption Guidelines

- Students who are on Homebound status, assigned to On-Campus Detention (OCD), or suspended at any time during the semester are not eligible for semester test exemptions.
- The only absences excluded from exemption calculations are:
    - School-related activities
    - Bereavement leave (documentation required)
    - Driver Examiner Test (documentation required)
- Students are required to attend school only during the class periods or testing sessions for courses in which they are not exempt.
- Students not assigned to a class or testing session may not remain on campus during testing. Students found loitering or "hanging out" on campus may be required to take a semester test.
- Once a student begins a semester test, they must remain in the classroom for the entire testing period.
- Students may leave a testing session only if they are checked out through the school office by a parent or guardian.

These **COUNT** against exemptions:	These **DO NOT COUNT** against exemptions:
• ADN- Doctor's Note • T-Truant • AE- Absence Excused parent/ student contact via phone/email, etc. • DVAP (Distance Learning Present) • OCS- On Campus Detention • OSS-Out of School Suspension • TE/TU-Tardy Excused/Unexcused • U- Unexcused Absent • W- Weather Related	• EA-School Activity • Bereavement • CVF- College Visit • Driver Test/Examination through OSDOPS (documentation required) • F-Field Trip • P-Present • SA- State Activity • Any other school-related absence

All absences during the semester count toward exemption eligibility, including absences supported by a doctor's note.

For second-semester seniors ONLY, Seniors must have a C or higher AND cannot have exceeded 8 absences (refer to BPS Student Attendance Policy 3125) by course to be eligible to be exempt from a semester test.

Nine Weeks Test

There is no mandatory requirement to give a nine week test. However, it is mandatory that a nine weeks progress evaluation be made. This evaluation reflects the grade the student would receive if the semester were ending at that time.

PSAT Test

This test is given in grade 11 during the month of October. There is a fee for taking the PSAT. This is the test necessary for entrance into the National Merit Scholarship competition. Sophomores are encouraged to take this test for practice.

Proficiency Tests

Students have an option to take a proficiency test. Students who successfully complete the Oklahoma Proficiency Testing Exam with a score of 90% or greater in any subject will receive credit for the course taken. Contact a counselor for more information.

ACT Test

The ACT test is for college admission and can be taken by any high school student who registers. The ACT is administered seven times throughout the year; Bristow High School is a host site for several of the test dates.

OSTP High School Assessments

Students enrolled in 11th grade will be given the Oklahoma College and Career Ready Assessment, which consists of two parts. For part 1, Bristow High School will administer the ACT, including the writing section. Part 2 is Science Content and the US History Content Assessment which is aligned to the Oklahoma Academic Standards for Science.

Superintendent's Honor Roll

All students who have a 4.0 average for one semester will be eligible for the Superintendent's Honor Roll. This honor is calculated on a semester-by-semester basis.

Principal's Honor Roll

All students who have a 3.0 or better GPA (with no Cs or below) for one semester will be eligible for Principal's Honor Roll. This honor is calculated on a semester-by-semester basis.

Oklahoma Academic Scholar

Graduating seniors who meet all of the requirements listed below shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar in compliance with State law.

- Accumulate a minimum grade point average of 3.7 on a 4.0 scale in grades 9, 10, 11 and the first semester of grade 12, or be in the unweighted top ten (10) percent of their graduating class.
- Complete the curricular requirements for a standard diploma.
- Achieve a composite score of 27 on the ACT or 1,220 combined score on the SAT. The ACT or SAT must have been taken on a national test date before the date of graduation.

Textbooks

All class textbooks are loaned to the student for the duration of the course. All textbooks will be returned to the teacher at the end of the course. Students must pay for lost or damaged textbooks.

Academic Letter and Academic Banquet Criteria

Academic lettering has been established to give recognition to those students who have made outstanding scholastic achievements on a weighted grade point average. The sole criteria for receiving an academic letter and being invited to the Academic Banquet are the following cumulative grade point average levels:

Freshmen	4.00
Sophomore	4.00 or higher
Juniors	3.95 or higher
Seniors	3.95 or higher

Valedictorian & Salutatorian Policy

Valedictorian and salutatorian honors will be determined based on the highest grade point average calculated at the completion of the seventh semester. In the event of a tie, all students with the highest GPA will share the valedictorian honor. Salutatorian honors will be awarded to the student(s) with the next highest GPA. Grade point averages will be calculated to four (4) decimal places with no rounding.

To be eligible for valedictorian or salutatorian honors, a student must have attended Bristow High School for at least one full year. GPA calculations will include final grades earned from ninth grade through the first semester of twelfth grade.

Bristow High School uses a 5.0 weighted grading scale to encourage students to pursue advanced academic coursework. Weighted courses include Advanced Placement (AP), honors, and concurrent college courses. These courses provide students with opportunities for rigorous study and, in some cases, college credit.

For GPA purposes, grades earned in AP, honors, and concurrent enrollment courses are weighted as follows:

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 points

All other courses are calculated using the standard 4.0 grading scale.

GRADUATION REQUIREMENTS

Unit Requirements - Twenty-four (23) units are required for graduation. Two (2) of the last three (3) units must be earned at Bristow High School to receive a Bristow diploma.

Minimum required subjects are:

English.....4 units
Social Studies.....3 units
Mathematics.....3 units
Science.....3 units
Electives.....9 units
Fine Arts.....1 units

Beginning with the Class of 2030 and Beyond

Beginning with students entering the eighth grade in the 2025–2026 school year (Graduating Class of 2030), Oklahoma requires students to complete 23 units of credit to earn a standard high school diploma. These requirements include:

- 4 units of English
- 4 units of Mathematics (including Algebra I and either Algebra II or Geometry)
- 3 units of Laboratory Science
- 3 units of Social Studies
- 6 Pathway Units aligned with the student's Individual Career Academic Plan (ICAP)
- 3 additional elective units

In addition to the credit requirements, students must complete all state-mandated graduation requirements, including:

- An Individual Career Academic Plan (ICAP)
- Personal Financial Literacy requirements
- CPR/AED instruction
- The U.S. Naturalization (Citizenship) Test
- Completion and submission of the FAFSA or a signed opt-out form
- Participation in required college and career readiness activities as outlined by state law

Students and parents should consult with school counselors regularly to ensure graduation requirements are being met and that coursework aligns with the student's career and postsecondary goals.

Concurrent Enrollment of High School Students in College

In accordance with the policy of the board of education, this regulation shall govern the concurrent enrollment of any student who wishes to attend college during his or her high school career.

In order to enroll concurrently in college coursework, the student must meet the following requirements:

1. Be a student enrolled in sufficient credits to complete graduation requirements within four years.
2. Be enrolled less than full-time (up to six credit courses).
3. May not exceed full-time college workload of 19 semester credit hours. (One-half high school unit shall equal three semester credit hours.)
4. Must have the written permission of a parent or legal guardian.
5. Students must provide proof of enrollment to their high school counselor within the first full week of school, including eight week courses. Otherwise, students will be enrolled in a full seven period schedule at the high school.

ATTENDANCE REQUIREMENTS

Good attendance is of prime importance for the educational development of each student. A student should never be absent unless it is absolutely necessary. With regard to unexcused absences, a student commits a criminal offense if the student is absent for three days or parts of days during a four week period or eight days or parts of days during a semester. The state compulsory attendance law allows for legal action, if necessary, for excessive absences. Violations will result in the parents or guardians being referred to the District Attorney for prosecution under the current Oklahoma Statute.

In order to receive credit, a student must miss no more than ten (10) days in a semester. When a student reaches their third absence, they will be notified, and a letter will be sent home to the parents. If a student exceeds ten absences, he/she may appeal to the Attendance Committee. A student who is absent more than ten days during the semester may not be given credit except as noted below:

Any student who is absent more than ten days during the semester will have his/her attendance record reviewed by the campus Attendance Committee to determine if extenuating circumstances exist. Extenuating circumstances include, but are not limited to, the following:

1. Illness or death in the immediate family
2. Late enrollment or early withdrawal of a student placed in or having resided in a community care home
3. Late enrollment or early withdrawal of a migratory student as defined by applicable federal regulations
4. The observance of religious holy days if the parent submits a written request
5. Weather or road conditions making travel dangerous
6. A natural disaster

*It is not necessary for a student to have a note from a doctor each time he/she is ill. However, if the number of absences exceeds ten days in a semester, and if medical reasons are given for an additional absence, a doctor's note will be required for the day(s) of illness in order to receive academic credit unless waived by the Attendance Committee. Students who attend classes for part of the day and leave school for a medical or dental appointment may have that absence excused in any classes missed if

he/she brings a note from the attending physician to the Assistant Principal immediately upon returning to school.

Students who are not in attendance for more than ten minutes of a class will be considered absent for that class. This absence will count as an unexcused absence and possibly truancy. This does not apply, however, to absences related to school-sponsored activities, medical and dental appointments.

Truancy

A student who is absent without parent and/or school officials' knowledge (truant) or has cut one or more classes, obtained a pass from a teacher to go to a certain place but did not report there, left school without permission, or participated in a student skip day will be disciplined in the following manner:

Additional truancies will be determined by the campus principal. Along with appropriate punishment, the student who has missed school due to truancy will be given one (1) day to make up all the work. The grade on all work will be reduced by 25 percent.

Any parent, guardian, custodian, child or other person violating any of the provisions of this section (70.10-105), upon conviction, shall be guilty of a misdemeanor, and may be punished according to state law.

Tardy Policy

Definition of Tardy: A tardy is entry to class anytime after the tardy bell rings. Any student who has been detained by the office or by a teacher must obtain a "no tardy" slip from the person detaining the student. No penalty is placed on the student for this type of tardy. A tardy is not excused by having the parent sign the student in, nor is a tardy excused when the parent is the cause of the tardy.

Consequences for Tardiness: Students may have two cumulative tardies per class per nine weeks without penalty. On the sixth tardy, one day of absence will be accessed with a day of absence assessed for every third tardy thereafter. All additional tardies may be penalized as follows:

Tardy 3-5 may result in one day of noon detention for each tardy.
Tardy 6-8 may result in one day of Saturday detention for each tardy.
Tardy 9-11 may result in a day of OCD for each tardy, or alternative punishment at the Principal's discretion.

Tardy in excess of 11 may result in one day of off-campus suspension for each tardy. It is important to be on time as it is to be in attendance. In most jobs, persons who arrive late are penalized. BHS has developed rules and penalties in an effort to help students learn the habit of promptness. The attendance coordinator will keep a master file of tardiness in the attendance office. Tardies are cumulative each semester.

Student Absentee Procedures

Students are required to sign-in at the attendance office upon arriving at school after the first hour bell rings. Students will be given truancy or a coded absence upon parent notification. Students leaving school before regular dismissal time must clear and sign-out through the attendance office.

A parent or guardian shall contact the school (918-367-2241) before 9:30 a.m. on the day of the absence. Upon return to school, students shall check in at the attendance office. A court statement or doctor's statement must be turned in not later than five days after the student is absent. No statements will be accepted after five days.

Parent/Guardian contact with the office will be necessary before a student is cleared to sign out. If all efforts to contact a parent fail, an administrator may clear the sign out. If a student does not properly sign out before leaving school, an appropriate disciplinary action will be administered. If the student returns the same day, they must check back in with the attendance office.

Students must remain in class for 50% or longer of the class period in order to be counted present. If a student leaves before 50% of the required time, the student will be counted absent. The absence will be coded according to the reason for the early dismissal.

GENERAL INFORMATION

Articles Prohibited in School

Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedures. Such items include, but are not limited to, toy guns, water pistols, bean shooters, sling shots, toy knives, hard balls, etc. If brought to school, these items will be confiscated and returned to the parents at their request. Parents are requested to help students understand the necessity for such regulations. Electronic devices can be a distraction in the classrooms and, therefore, are not allowed.

Assemblies

Two types of assemblies are held: 1) pep assemblies and 2) general assemblies. At pep assemblies the students are active participants in the program. These assemblies are to show our support and enthusiasm for our Purple Pirates representing the school. The general assemblies are to impart information or present a cultural experience for students. Students are to conduct themselves as if the presenters were guests.

Bus and Transportation Safety

All students who ride school transportation are subject to school regulations while being transported or at a bus stop. Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle and jeopardizes the safety of all passengers.

Every school vehicle and driver has been supplied with a School Bus Incident Reporting

System which reflects the rules of student conduct. Students shall be cited for the following activities:

Failure to remain seated	Refusing to obey driver
Fighting or roughhousing	Profanity
Smoking in the vehicle	Lighting matches or lighters or playing with fire
Throwing objects out of the vehicle	Throwing objects at a vehicle
Hanging out of a window	Spitting
Bothering others	Other disruptive behavior…

If a student is reported for any of these activities, the transportation director will take the following action:

1st Offense: A warning of disciplinary action will be given to the student, and depending on the seriousness of the infraction, a report to the parents will be made. Hopefully, parents will help prevent a recurrence.

2nd Offense: Consequences could include one of the following; Detention, In-school suspension, suspension from the bus, out-of-school suspension or Saturday school.
3rd Offense: Automatic suspension of riding privileges. The length of suspension time depends on the seriousness of the infraction.

Cafeteria
The school cafeteria is a vital part of the school health program. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.
Students may either pay cash for meals or place money on account with the cafeteria. The student's account will be handled by the cafeteria manager; deposits can be made at any time. Free and reduced meals are available to those who qualify. The breakfast and lunch prices are as follows:

All Student Breakfasts - $1.50
MS/HS Lunch - $3.00
Adult Breakfast - $2.30
Adult Lunch - $4.85
Adult Snack- $1.20

Car Flags
The only flag allowed to be displayed from vehicles is the flag of The United States of America.

Damage to School Property
All school property belongs to the patrons of the Bristow Public School District and is constructed to be used by and for the benefit of all students; therefore, when a student intentionally destroys or damages school property, she/he is personally liable (financially) and subject to discipline by school authorities.

Deliveries
Students may receive flowers at school on special days such as Valentine's Day, etc. A list will be posted on the library window, and students may pick flowers up in the gym. On other occasions, students will be notified of the deliveries and asked to pick them up in the office after school.

Door Dash Deliveries Policy:
All *DoorDash* deliveries must be picked up by 12:00 PM. Please ensure that you collect your deliveries from the designated pickup areas only. We are not responsible for ensuring your food is delivered directly to you. It is your responsibility to retrieve your delivery from the designated area. (**No food will be eaten during 4th or 5th hour classes**)

Dress Code
While the mission of Bristow High School is to educate its students, there is a close relationship between high standards of dignity, pride and proper grooming. It is important that dress contributes to the atmosphere of a good educational environment. It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and the parent to adhere to these guidelines. **Exceptions to this policy are at the discretion of the Principal**. There may be clothing, hairstyles, and/or accessories not specifically addressed herein that might be so disruptive to the educational process that the Principal may need to take immediate corrective action. The student dress code applies when the student is representing Bristow High School on school property, at school activities, or on/in school vehicles.

General Guidelines
1. Modesty and safety will be the dominant feature in all clothing.
2. Clothing must be clean and safe.
3. Clothing, hairstyles, tattoos, and accessories must not be revealing, disruptive, or distract from the educational process in any way.
4. Clothing must not be derogatory to any individual, group, or institution, including hate-group messages.
5. All students are required to wear clothing, including shoes, which are safe and appropriate for school activities.
6. Coats, hoodies, hats, and/or outerwear may be worn during the school day at the discretion of the classroom teacher (dependent on classroom conditions) or the administration.
7. Length of shorts and skirts will not be shorter than the tip of the longest finger with the hand hanging at the student's side. (No tears, cuts or holes in any garments above this point are acceptable). Leggings, Jeggings, or Yoga pants may be worn only if the shirt covers below the longest finger of the hand while hanging at the student's side.

Unacceptable Clothing and Accessories
1. Clothing that inappropriately exposes or reveals the body.

2. Dresses, shirts or blouses that only partially cover the shoulders are required to be at minimum, 3 finger-widths wide. Sleeveless shirts must not be cutoffs; the seams should be properly hemmed.
3. Low-cut shirts or blouses; shirts which expose the midriff or full back; and pants, skirts or other clothing which expose the midriff.
4. Any clothing which reveals undergarments.
5. Slacks, pants or shorts worn below the hip.
6. Clothing and/or accessories which carry messages either written or suggest the promotion of illegal substances including, but not limited to drugs, alcohol, tobacco products, vulgar language, sex, violence, gang-related affiliation or other symbols that detract from the learning environment.
7. Gang-related attire (colors, bandannas, shoelaces, symbols, belts/buckles, jewelry, etc.).
8. Bedroom attire (pajamas, lounge pants, slippers, etc.).
9. Jewelry with spikes, electronic jewelry, or items worn as jewelry which are not intended to be worn as jewelry.
10. Collars intended for use on animals or chains, including wallet chains or collars.
11. Sunglasses.
12. No blankets are allowed in school buildings and classrooms during school hours.

Dress Code Violations

Anytime a student has violated the dress code his/her parents will be notified and requested to bring appropriate clothing, or appropriate clothing will be provided if available. Students will not be allowed to return to the learning environment in the offending clothing.

Performing Group Dress Code

Uniforms used by parent or school-sponsored groups will be selected by the sponsor with approval by the principal or director responsible, after consultation with the superintendent or designee. Uniforms should be tasteful and appropriate for the activity. Some approved uniforms may be appropriate for performances or competitions, but not for school attire. Uniforms worn on campus during the school day must meet the dress code.

Drug Usage and Abuse

The Bristow Board of Education has adopted the following policy for any pupil found to be in possession of, in control of, or under the influence of a dangerous substance or alcoholic beverage as defined by the Uniform Controlled Dangerous Substance Act of the State of Oklahoma.

1st Offense: The student may be suspended from school for up to thirty (30) school days. During which time the student and parent/guardian shall obtain counseling through Creek County Youth Services First Offender Program, or another counseling service approved by the school. If the student and parent/guardian agree to attend the designated program, the suspension may be reduced to fifteen (15) school days. Furthermore, the student shall be responsible for academic assignments during this period of suspension. All academic make-up work will be made available by the school and will be due on a date assigned by

the teacher. Corrective measures for a 1st offense are considered rehabilitative efforts.

2nd Offense: The student may be suspended for a time not to exceed the remainder of the current semester plus the following semester and lose academic credit as a result of incomplete work.

A first or second offense suspension may be appealed to the Board of Education as provided by Board Policy #3650 and Oklahoma Statute 70-24-101.

Students in Bristow Public Schools are forbidden to have in their possession, on school grounds or at any school-sponsored activity any item of tobacco, alcohol or any controlled drugs.

Fighting
Any fighting involving students enroute to/from school, or on school property, could result in an immediate suspension from school and referral to law enforcement authorities. Fighting at school is unacceptable behavior and illegal; therefore, students who engage in such an act while at school will be disciplined. Any student who videos a fight will be disciplined as having participated in the fight; they may be subject to an automatic out of school suspension.

Gang Activity
Membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited. Gangs which initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment harm the educational process. 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 that either indicates or implies membership or affiliation with such a group are forbidden. Any behavior, which presents danger to the school environment and educational objectives of the school system, is 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 immediate and harsh disciplinary action.

Gun-Free School Zones Act
The Gun-Free School Zones Act of 1990 states that it is a violation of federal law to bring a firearm on or within 1,000 feet of school property. Violators are subject to suspension from school, arrest by local authorities, imprisonment for up to five years, a $5,000 fine or both fine and imprisonment.

Health Policy
Students with health-related problems are directed to the Bristow Health Department;

however, some issues are addressed by special classes and speakers, promoted and scheduled through the counselor's office.

Inclement Weather
School closures due to inclement weather and other emergency situations parents will be notified by robo calls, social media outlets and news outlets.

Insurance
There are two types of student accident insurance available. 1) 24-hour coverage which includes coverage for all sports except football, and 2) coverage on an at-school basis which covers the student only during school hours. Athletic insurance will be made available to all students at student expense. Any student participating in athletics must either sign an insurance waiver or purchase the policy made available at the school. The Board of Education does not assume responsibility for students and is not liable for any athletic injuries.

Knives or Weapons
Under no circumstances will any knife or weapon be allowed at Bristow High School. Possession of any of these types of items will be confiscated and the student will receive the appropriate disciplinary measures.

Off-Campus Lunch Policy
Campus will be open for all students, excluding freshmen. Freshmen may leave campus for lunch only if their parents complete an off campus lunch consent form. Off-campus lunch privileges may be revoked at any time by school administration.

Medication Policy
Bristow High School personnel are not permitted to give medication of any kind, including analgesics, similar preparations, or any other drugs, unless the parent requests in writing that there is a need for such medication and the parent provides the medication. **If the circumstances are questionable, the school employee reserves the right to deny the parent's request**. Students will be scheduled to come to the school nurse or of the Principal's designee for medicines.

When administering prescription medicines, the school district would prefer to have a written statement from a physician or dentist licensed to practice in the United States. Information, however, placed on a prescription label, if it is precise and clear to the school nurse or of the principal's designee, may be substituted for the above-noted statement. The prescription must be filled by a pharmacist licensed to practice in the United States. If prescription medicine is required, it must be in its original container, kept in locked storage in the office of the school nurse or of the principal's designee, and administered by the nursing staff or a school employee. The school may accept a sufficient quantity of medicine for one month. Parents or guardians must bring all prescription medication to a location designated by the principal. Upon receipt, the medicine will be inventoried and discrepancies reported to parents. Only prescription medication needed for the student to remain in school will be administered.

Non-prescription medications will only be administered for a period of two weeks with written parental permission. A physician's note will be required for any non-prescription medication needed for longer than two weeks.

The above is not intended to prevent a student from having in his or her possession and taking analgesics, allergy tablets, or other similar nonprescription medication during the school day. The medication must be in its original container. It is strongly recommended that the student go to the nurse's office or a location designated by the Principal since the consumption of pills in any form during the school day or on the school campus increases the likelihood of a student being mistakenly charged with a violation of the district's policy on drug abuse. Medication with limited duration will be administered for the time prescribed on the label, and any leftover medicine not picked up by the parent will be destroyed after two weeks.

Forms for parental authorization of administration of medicines are available in the office of the principal. Both prescription and over-the-counter medicines will be administered by the nursing staff or a school employee only with parent authorization, pursuant to school policy. Medication must be taken to the registrar's office where it will be securely kept until dosage time.

Parking

All high school students who drive motor vehicles to school will be required to purchase a parking permit for registration purposes from the office on a yearly basis. To be eligible for a parking permit, a student must show proof of being shown as a covered driver on the liability insurance form and have a valid Oklahoma driver's license. The parking permit shall be properly displayed for on-campus parking privileges. Parking permits must be purchased at the cost of $5.00 and displayed on any vehicle they may drive to school. Vehicles parked in the student parking lot without a properly displayed sticker will be subject to school discipline.

Students are not to return to their vehicles at any time after arriving on campus (exception: off-campus lunch recipients) or during the school day without first obtaining a pass from the office.

If a student is caught speeding or driving dangerously on campus, he/she will be subject to disciplinary action.

The Bristow Public School District contracts canine detection units for the safety and protection of all students. These canine units may arrive at any time and search any vehicle parked on school property. By parking on school property, students are granting permission for random or scheduled vehicle searches.

Safety at School

School safety is a priority at Bristow High School. Safety is assured through our crisis management plan and the Safe School Hotline. Any student who does not feel completely safe at our school should notify a teacher or administrator immediately.

SAFE SCHOOL HOTLINE: 1-877-SAFECALL, EXT OK1
(1-877-723-3225, EXT 651)

Use this number to report any threat to the safety of yourself or anyone else in the school. The call is free and anonymous.

Safety Hazards and Annoyances

From time-to-time various fads are picked up and mimicked by the students. Inevitably these fads enter our school and, in some cases, cause an annoyance or safety hazard. All circumstances associated with such fads will be addressed by the school administration and disciplinary action may result.

Searches of School Property/Lockers

The United States Supreme Court has ruled students, their lockers, desks, bags, parking lots, automobiles, and any other fixtures or facilities provided for the students are the property of the school district and subject to search by school personnel. These items remain under the jurisdiction of the school, even when assigned to an individual student and the school reserves the right to inspect them. The student is responsible for making certain that the locker is locked and that the combination is not available to others. School officials may conduct searches or use other detection devices within the facilities or on the school campus at any time that it is felt that alcohol and other drugs that violate the district's drug abuse requirements may be found.2

Searches of Students

School officials may conduct searches of student lockers and other areas which are jointly controlled by the District and the student if school officials have **reasonable cause** to believe that the locker or other area contains alcohol, a controlled substance(s), drug paraphernalia, weapons, or other prohibited items. School officials may conduct searches of a student's outer clothing, pockets, or property upon obtaining the student's voluntary consent or if school officials have **reasonable Cause** for suspecting that the search will uncover evidence that the student is in violation of this policy. Searches conducted in accordance with this policy shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. School officials shall attempt to conduct searches in a confidential, private manner whenever possible. Further, a search of a student's outer clothing shall be conducted by a school official of the same sex as the student. School officials shall arrange for an adult witness to be present during a search of a student. In addition, at the secondary level, various searches using a human-canine team(s) will be conducted by the school administration.

BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored

activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide education services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or directed toward a student or group of students that results in, or is reasonably perceived as, being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

Bullying and 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; and/or
5. Unwelcome physical contact.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities.

In considering alternatives of corrective actions, the administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property

9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities, as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

HAZING

"Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

No organization having student members which is sponsored by the School District or which is permitted to hold meetings or other events on School District property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

Students violating the prohibition in paragraph two (2) shall not be permitted to participate in any extra-curricular activity sponsored by the School District for a minimum of two (2) school months, shall be subject to disciplinary measures, which may include suspension, and shall be referred to local law enforcement authorities for prosecution.

Student Organizations which violate the prohibition in paragraph two (2) shall forfeit all rights, privileges, and recognition from the School District for a minimum of one (1) year, and shall be referred to local law enforcement authorities for prosecution.

This policy shall be considered to be a part of the by-laws or other organizational rules of all School District sponsored Student Organizations.
This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

Student Relationships
The school will entrust that all couples conduct themselves in a manner that the attention of others is not attracted to their behavior. No public display(s) of affection should occur during school time or at any school-related activities. Those who violate this policy will receive the appropriate discipline.

Tobacco (Nicotine/Vaping Possession and Use)
If any student is using or in possession of tobacco ***(including vapes and electronic cigarettes and/or cartridges not excluding vape paraphernalia)*** on school grounds, on city right-of-way adjacent to the campus, or on school-sponsored trips, the parents will be notified, and the student will be subject to disciplinary action. Products will be confiscated, and parents/guardians will be notified each time a student is found in violation of this policy. Students may also be issued a citation for possession of tobacco or vaping products as a minor, in accordance state law.

DISCIPLINARY ACTION FOR TOBACCO (NICOTINE/VAPING POSSESSION/USE)
Discipline will be administered according to the following guideline:

1. First offense: Completion of Tobacco Education Program and five (5) days of On Campus Detention..
2. Second offense: Five (5) days of suspension from school..
3. Third offense: Ten (10) day suspension from school.
4. Fourth offense: Long-term suspension from school up to the remainder of the current semester and/or following semester.

CELL PHONE AND PERSONAL WIRELESS DEVICES

General Policy

To maintain a safe, respectful, and distraction-free environment, students are prohibited from using personal electronic devices from bell to bell-that is, from the start of the instructional day until the dismissal bell. This includes all class periods, hallway transitions, and breaks. Students may possess a personal device but it must remain powered off or silenced and completely out of sight during all instructional hours, unless an exception applies.

Personal electronic devices include but are not limited to:

- Cell phones
- Smartwatches
- Earbuds / AirPods / headphones
- Tablets or smart glasses
- Any personal device capable of Wi-Fi, cellular, or Bluetooth connection

Permitted Use

Students may use personal electronic devices:

- Before the first bell of the school day
- During lunch
- After the final bell of the school day
- At school-sponsored activities, unless otherwise prohibited by staff or administration

Authorized Exceptions

Use of a personal electronic device during the school day (bell to bell) is permitted only under the following exceptions:

1. Emergency Use

Students may use a device to respond to a medical emergency, natural disaster, lockdown, or similar event that poses an immediate threat to safety (e.g., calling 911 or a parent).

2. Health Monitoring

Students who require electronic devices for health-related monitoring (e.g., continuous glucose monitoring) may use such devices as needed.

3. Documented Accommodations

Students whose IEP, 504 Plan, or Medical Plan explicitly allows device use for instructional or communication purposes may use the device as specified in the plan.

Prohibited Uses

- Using devices for calls, texting, photography, audio/video recording, or social media during instructional hours
- Taking pictures or videos in locker rooms or restrooms (this will result in disciplinary action) - Using devices to cheat, violate privacy, or engage in cyberbullying

Disciplinary Consequences

Violation of this policy will result in confiscation of the device and the following disciplinary actions:

Offense	Consequence

1st Offense	Device confiscated; no off campus lunch; parent/guardian contacted by school administration
2nd Offense	Device confiscated; no off campus lunch; parent/guardian must retrieve device; student assigned Saturday School
3rd Offense & Beyond	Device confiscated; parent/guardian must retrieve device; student may receive On-Campus Detention (OCD) or suspension (determined by administration) and off campus lunch could be revoked for the semester

Search and Security

School officials may, with reasonable suspicion:

- Search a student or their belongings for unauthorized devices

- Search the contents of a confiscated device if misuse is suspected (e.g., privacy violation, inappropriate content, or academic dishonesty)

Disclaimer of Responsibility

Bristow High School is not responsible for lost, stolen, or damaged personal electronic devices. Students are solely responsible for securing their own property.

For questions or clarification, please contact the Bristow High School Administration Office.

INTERNET ACCESS CONDUCT AGREEMENT

Upon enrollment at Bristow Public Schools, every student receives a copy of Board Policies #6150, Internet and Other Computer Networks Acceptable Use and Internet Safety Policy. As outlined in the policy, all students and staff must take responsibility for appropriate and lawful use of the school's computer network and the internet. After review of the policy, all students and their parents/guardians must sign an Internet Access Conduct and Usage Agreement (Board Policy #6150F) indicating they will follow

the policy to allow them access and use of the school's network. **There is no legitimate expectation of privacy in the use of the school district's technology.**

Many times students are photographed for the newspaper, yearbook, school projects, or school presentations. Please notify the office **if you do not want** your child photographed for any of these or any other purposes. This Agreement also requires parents/guardians to indicate whether they give permission to place their child's directory information, including a photograph, on the school's internet website. The Agreement must be reviewed on an annual basis. *A statement acknowledging the annual review is included in the Handbook Acknowledgement Sign-off Sheet.* (Note: Board Policies #6150 and #6150F are retained and available for review in the School Board Policy Book located in the Media at each school site and on the school's website, www.bristow.k12.ok.us.)

SAFETY DRILLS

The school district will conduct ten (10) safety drills each school year. The superintendent shall be responsible for ensuring that all ten (10) drills have been appropriately conducted at each school site within the school district. It shall be the duty of the site principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills. The extent of student involvement in intruder drills shall be determined by the superintendent in consultation with the building principals and the school safety coordinator.

DISCIPLINE

When a student within the system fails to abide by the code of conduct, it becomes the jurisdiction and responsibility of the school to administer appropriate discipline so that the student(s) may continue their education. This is particularly important since we wish our students to learn that real-life situations require a code of conduct. When an individual(s) fails to conform to that code of conduct, immediate disciplinary consequences can be expected.

The responsibility of the school is to teach its students what is acceptable behavior. The outcome of this instruction is to teach the student self-restraint and self-discipline, which are applicable to success in the real world. This instruction extends to the classroom, building, grounds, school activities, and school events. Every school staff member is charged with instructing students about what an acceptable code of conduct is for a given situation or circumstance.

For practicality, offenses that require disciplinary actions should be classified into major and minor offenses. Generally, minor offenses are those that occur and can be dealt with and resolved immediately on the site by a staff member. Minor offenses include, but are not limited to, tardies, failure to work on assignments, talking without permission, dress code violations, public displays of affection, behaviors distracting from the learning environment, and disrespect to other students, staff, and/or patrons.

Major offenses are those that threaten the safety of the students, staff, administration, and learning environment. Students who challenge the authority of the school to execute its function of educating students will not be tolerated and will suffer the appropriate consequences. Such offenses include, but are not limited to, repeated minor offenses; truancy; theft; vandalism; physical or verbal abuse of students, faculty, or patrons; extortion; blackmail; coercion; hazing; possession/control or under the influence of alcohol, drugs, and/or dangerous substances; possession of dangerous weapons; improper, unruly, violent behavior, immoral acts; indecent exposure; provoking and/or aiding a fight, notes threatening bodily harm, vocalizing bodily harm; vile language; tobacco in any form; trespassing; gambling; or non-intoxicating beverages (as defined by state law). Major offenses require immediate administrative action and notification of the parents.

Punishment

Punishment here is defined as action taken beyond a verbal reprimand that requires the student to perform an action of retribution outside the normal classroom instructional activities. The school will notify a parent when the child's behavior is not changing after normal school punishment.

The school authorizes the teacher to employ punishment for the minor offenses she/he has clearly defined as inappropriate behavior. The punishment should be appropriate for the severity of the offense and for the inappropriate behavior. Because the system views punishment as a teaching strategy, the punishment should be issued and monitored by the teacher in a concerned, non-threatening manner. Teachers are authorized to use, but are not limited to, the following punishment strategies: student conference; time-out; structured detention before school, during noon hour, or after school; classroom service work; Friday detention; referral to counselor; parental contact; and/or referral to office. When the punishment has been assigned, the teacher will inform the parent of the student's behavior and the action taken.

The administration is authorized to handle major offenses. These offenses are considered to be threatening to the overall atmosphere of the school and require more severe punishment strategies. Results include, but are not limited to, detention, Friday school, corporal punishment, counseling, school service work, on-campus-detention, out-of-school suspension, ineligibility for attendance or participation in school activities, and long-term suspension.

Suspension

Students who violate the student code of conduct may be suspended by the principal or designee. Suspensions shall not extend beyond the current school semester and the succeeding semester. Students who have been suspended have the right to appeal the decision to the Site Suspension Review Committee if the suspension is ten days or less. If a parent wishes to appeal the suspension, they will have five school days to notify, in writing, the Principal or Assistant Principal of their desire to appeal. If the suspension is

more than ten days, the decision may be appealed to the Superintendent of Schools.

A student who has been off-campus suspended will be given an opportunity to request assignments* from his/her teachers during the suspension period and, upon returning to school, will have one day to complete and turn in all assignments.

On-Campus Detention
On Campus Detention (OCD) shall be utilized for the infractions of rules where, in the opinion of the administration, the interest of the school and of the students will be served. Location of OCD will be in a portable building on the high school campus.

Students will be monitored by a hired staff member and will do assignments sent by his/her teachers for full credit. OCD will only be provided if funding is available.

Bristow Public Schools Disciplinary Resolution
Be it resolved by the Board of Education of the Independent School District #2 of Creek County, Oklahoma, that the following offenses shall be punishable by disciplinary action including, but not limited to, paddling or suspension for a period not exceeding this semester and the following semester:

1. Profane or vulgar messages displayed on vehicles.

2. Truancy, theft, vandalism of school property.

3. Use of profane or obscene language on school property or at any school function.

4. Physical or verbal abuse of other students or members of the faculty or staff on school property or at any school function.

5. Sexual harassment including verbal or nonverbal behavior to a student or faculty member.

6. Use or possession of tobacco on school property.

7. Failure to serve detention prescribed by teachers unless duly excused.

8. Gambling on school property.

9. Illegal use or possession of controlled substance, as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, and/or making contact on school property for the sale of such a controlled substance.

10. Drinking or possession of any alcoholic beverage or non-intoxicating beverage (as defined by state law) on school property or at any school function.

11. Possession of dangerous weapons, or facsimiles thereof, on school property or at

any school function.

12. Improper, violent, or unruly conduct on school property or at any school function.

13. Deliberate refusal to obey a reasonable request of a member of the faculty or administrative staff or making an untrue statement concerning a school matter or incident thereto.

14. Improper use of motor vehicles on school property.

15. Flagrant abuse of dress regulations prescribed by the proper administrative authority on school property or at any school functions.

16. Possession of any electronic paging device or phone on a school property, under the authority of the school, or while without permission attending a school function.

17. Hazing.

OSSAA SCHOLASTIC ELIGIBILITY

Section 1 – Semester Grades

A student must have received a passing grade in five subjects counted for graduation during his last semester in school. If a student does not meet these standards, participation may begin after the first six weeks of the next semester if passing all subjects at that time.

Section 2 – Student Eligibility During a Semester

Scholastic eligibility for students will be checked each week following the third week of each semester.

A student athlete failing any subjects will be on probation for one week and be ineligible to participate in succeeding weeks if still failing any course.

"Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

To be eligible the day of a contest or during the semester, a student must maintain a 90% attendance record

All significant parties who might influence a student-athlete to improve will be notified. This includes the student-athlete, teacher, coach, Athletic Director and parents.

ATHLETIC CODE OF PARTICIPATION

We believe that every interscholastic activity should teach our players and spectators to:

1. Become a responsible and contributing member of our school in the attainment of a common goal.

2. Overcome all barriers in achieving their full potential and excellence in performance.

3. Earn the respect and appreciation of teammates, opponents, officials, coaches, and spectators.

4. Develop their own talents, rather than downgrade talents of others.

5. Keep competitive activities in their proper perspective.

DRUG TESTING POLICY

All students in grades 7-12 who participate in Bristow Public Schools competitive programs are required to take part in the district's drug testing program. Drug testing information will be provided by sponsors at the start of each new school year.

A $10.00 Activity Fee is required from each student participating in competitive programs or any other students that want to participate in the drug testing program.

NOTICE OF RIGHTS UNDER FERPA AND NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal/school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record believed to be inaccurate or misleading. They should write to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by a parent or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or professional responsibility.
Upon request, the district may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.
5. FERPA also requires that Bristow Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the 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 district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

If you do not want Bristow Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within two weeks of receiving this notice. The district has designated the following information as directory information, which may be released without obtaining parental consent:

- Student's name

- Major field of study and grade level classification (example: elementary, 7th grade, sophomore)
- Student's participation in extracurricular activities
- Student's achievements, awards, and honors
- Weight and height of members of athletic teams
- Photograph

6. 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 receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the district that they do not want their student's information disclosed without their prior written consent.

7. Pursuant to a court issued "ex parte" order, personally identifiable information in the student's records may be released to the Attorney General of the United States or his/her designee in response to an "ex parte" order issued in connection with the investigation or prosecution of terrorism crimes.

NOTICE OF NONDISCRIMINATION

Bristow Public Schools does not discriminate on the basis of race, color, gender expression or identity, pregnancy, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This includes, but is not limited to, admissions and education services and programs; recruitment, hiring and employment practices; or any aspect of the district's operations. The district also provides equal access to the Boy Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding the District's non-discrimination policies:

Superintendent of Schools	Title IX Coordinator, Dir. Of Athletics
420 N. Main, Bristow, OK 74010	10 Weatherwood Way, Bristow, OK 74010
918-367-5555	918-367-3551

This notice is provided pursuant to the requirements of the Guidelines for Vocation Education Programs (34 CFR Part 100 Appendix B), 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, Title VII/Age Discrimination in Employment Act of 1975, Title II of the Americans with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008.

STUDENT RECRUITMENT

The Bristow Public School District restricts recruiting access to students and directory information. Directory information or class lists of student names, addresses, and/or telephone numbers shall not be distributed without the consent of the parent or legal guardian of the student or by the student age 18 or over. Military services representatives shall have access to student directory information unless such access is specifically denied in writing by the parent, legal guardian, or student age 18 or over.

Military services representatives shall have the same access to secondary school students as is generally provided to postsecondary institutions or prospective employers. However, such access may be specifically denied in writing by the parent, legal guardian, or student age 18 or over.

This district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent.

2. Notice that the school routinely discloses names, addresses, and cell numbers to military recruiters upon request, subject to a parent's request to disclose such information without written consent.

3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

TEACHER QUALIFICATIONS – PARENTS' RIGHT TO KNOW

As a parent of a student at Bristow Public Schools, you have a right to know the professional qualifications of the classroom teachers who instruct your child. Federal Law allows you to ask for certain information about your child's classroom teachers and manner if you ask for it. Specifically, you have the right to require us to give you this information in a timely manner.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTICE

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;

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

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams/screenings. The BPSD will develop and adopt policies in consultation with parents, regarding these rights and arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The BPSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The BPSD will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The BPSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:
1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution
2. Administration of any protected information survey not funded in whole or in part by the Department of Education
3. Any non-emergency, invasive physical examination or screening as described above.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTICE

This is to inform you that the Bristow Public School District is in compliance with regulations established by Asbestos Hazard Emergency Response Act (AHERA) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facilities. None pose a hazard to any student or employee and they are being maintained in manner which will insure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility.

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against or harassment of any student on the basis of sex. The Bristow Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy 5200 applies to sexual harassment of employees.

Sexual Harassment

For the purpose of this policy, sexual harassment includes:

1. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against, comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
2. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
3. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
4. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school or creates a hostile or abusive educational environment.

Specific Prohibitions

Administrators and Supervisors:

1. It is sexual (Quid Pro Quo) harassment when a school employee explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. This harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.
4.

Report, Investigation, and Sanctions

1. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Grievance Procedures policy (5225) which may be reviewed in the school's Board Policy Manual located in the office of the high school principal, assistant principal, and the high school media. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
   a. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to first report these conditions to one of the following high school site compliance coordinators: Tasha Beaty tbeaty@bristow.k12.ok.us or Mike Acord macord@bristow.k12.ok.us
      If the site coordinator is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
   b. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
3. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
4. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

Handbook Acknowledgement for Students/Parents/Guardians

I have read the Bristow High School Student Handbook and understand its contents. I understand that my child is responsible for following the procedures outlined in the Student Handbook, including a review of the Internet Access Conduct Agreement (located on the school's website, www.bristow.k12.ok.us, or in the Board Policy Book maintained in the school's media center).