

# STUDENT HANDBOOK

## 2017-2018



Blanchard High School  
Blanchard, Oklahoma

Adopted by the Blanchard  
Board of Education

A HANDBOOK TO GUIDE  
STUDENTS, TEACHERS, AND PARENTS  
OF BLANCHARD HIGH SCHOOL

**BLANCHARD PUBLIC SCHOOLS**  
**400 N. HARRISON**  
**BLANCHARD, OKLAHOMA 73010**

Name \_\_\_\_\_

Address \_\_\_\_\_

***NON-DISCRIMINATION NOTICE***

Blanchard Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, or veteran status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Donna Jervis, Equity Coordinator, 211 N. Tyler Avenue, Blanchard, OK 73010, (405) 485-3391, Ext. 242.

## **NOTE TO PARENTS**

We, the administration and faculty of Blanchard Public Schools, take this opportunity to welcome you as a patron to our combined endeavor. It is essential to the benefit of our student body that we, as teachers and parents, cooperate in every possible way. Recognizing that a student may not achieve to his fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do his/her best in every class or activity. With your help our chances of doing something that will be of lasting benefit to your child are greatly increased.

This handbook has been prepared for the students of Blanchard Public Schools in hopes that it will answer many of the questions about school, which are likely to come up for discussion at the dinner table. For this reason it is hoped that it will be helpful to all parents and patrons interested in our school.

Parents are urged to read the entire handbook and to keep in mind that changes are likely to become necessary year after year. Please visit your school, meet the teachers, and feel free to ask for a conference on any problem concerning the school community.

## **STATEMENT OF PHILOSOPHY**

It is our philosophy to believe in the inherent worth of the individual. We believe that life brings experiences through which the students, properly directed, learn to adjust to and participate in a rapidly changing world.

We believe that the school, home, church, and community should provide the environment in which the student can learn to live fully. We believe that the learning process should include various situations in which the students may become increasingly democratic and develop individual interest and talents.

We believe that the educational process, as administered in the school, has two goals:

1. Prepare youth for a productive future, and
2. Teach students responsibility for their actions.

Inherent to these goals are the ideas expressed in the following statements:

1. The school must develop in youth a feeling of self worth as well as educate them to live full and meaningful lives.
2. Basic skills necessary for productive work and gainful employment should be incorporated in the educational process.
3. Education must prepare individuals to meet current needs of their lives and prepare them to adapt to rapid and continuing change.

## SCHOOL TELEPHONES

High School	485-3392
Middle School	485-3391
Intermediate	485-3391
Elementary	485-3394
Transportation	485-3391
Vocational Agriculture	485-2866
Athletic Field House	485-2235
Baseball Field House	485-3393
Athletic Director	485-3392
Elementary Cafeteria	485-4325

### **Extensions** (485-3391)

Superintendent's Office	223
Intermediate Office	228
Middle School Office	235
Bus Barn	250
Special Education Director	242

## SCHOOL WEBSITE

[www.blanchard.k12.ok.us](http://www.blanchard.k12.ok.us)

## **SCHOOL COLORS**

*“Maroon and White”*

## **SCHOOL MASCOT**

*“Lion”*

## **SCHOOL SONG**

*“Fight, Fight for old Blanchard High!”*

Fight, Fight for old Blanchard High!  
We’re gonna do or we’re going to die.

Send those fighting Lions in, and  
Don’t let a single opponent win!  
We never stagger, we never fall  
Those fighting Lions are greatest of all!  
When those loyal Lions come in,  
Then vic’try is ours again.

## **PRIDE**

Pride is the tradition in Blanchard. We are proud of our students, our faculty, and our families. We are proud of what goes on in all the activities of the school. As a student, you become a part of this tradition, and you are expected to do only that which will bring credit to you and your school.

## **ACCIDENT INSURANCE**

Insurance to cover accidents to students while attending school, coming to school, going home from school, and on school sponsored trips is available at a nominal cost. A twenty-four hour, year-round plan is optional. Information and an opportunity to enroll are provided the first few weeks of the school year. The school is not an agent of the insurance company but merely provides patrons an opportunity for this coverage at nominal costs and helps with the paper work in the filing of claims.

## **ACCREDITATION**

Blanchard Public Schools is a fully accredited institution, PreK-12, accredited with the Oklahoma State Board of Education.

## **ALL-AROUND BOY AND GIRL**

All-Around Senior Boy and Girl will be selected on the basis of points earned by participation in school activities in grades 9-12. One point for each activity approved by the school administration will be awarded. A student must not receive a final grade point average below 2.00 at mid term of senior year.

## **ALTERNATIVE SCHOOL**

Blanchard School District implements an alternative education program that conforms to the requirements of statutes and rules applicable to alternative education.

## **ANNOUNCEMENTS**

Announcements will be made in classrooms as deemed necessary by the building principal. Only school related messages and announcements will be made. Teachers, students, and patrons must present their announcement request in written form to the principal. Only in the case of emergencies will this rule be broken.

## **ASSAULT BASICS**

Assault is an intentional attempt or threat to inflict injury upon a person, coupled with an apparent, present ability to cause the harm, which creates a reasonable apprehension of bodily harm or offensive contact in another. Assault does not require actual touching or bodily harm to the victim. Assault and battery are sometimes used interchangeably, but battery is an unjustified harmful or offensive touching of another. Battery also differs from assault in that it does not require the victim to be in apprehension of harm.

Assault developed in common law, meaning it developed through the usage, custom, and judicial decisions rather than from legislative enactment. Modern-day assault statutes closely reflect the ancient common-law definition. An assault is both a crime and a tort. Therefore, an assailant may face both criminal and civil liability. A criminal assault conviction may result in a fine, imprisonment, or both. In a civil assault case, the victim may be entitled to monetary damages from the assailant.

Separate from any criminal prosecution for assault, a victim may pursue civil damages for injuries caused by it. After a determination by a judge or jury that an assault was committed, the next step is to determine what compensation is appropriate. Three types of damages may be awarded. Compensatory damages, such as medical expenses, are meant to compensate for the injury sustained. Nominal damages are a small sum. Nominal damages act as an acknowledgment that a person has suffered a technical invasion of rights. They are awarded in cases where no actual injury has resulted, or where an injury occurred, but the amount has not been established. Finally, punitive damages may sometimes be awarded. Punitive damages may be awarded

in particularly egregious circumstances, as a way to further punish the wrongdoer. Punitive damages go above and beyond compensatory damages.

In most states, an assault/battery is committed when one person tries to or does physically strike another, or acts in a threatening manner to put another in fear of immediate harm. Many states declare that a more serious or “aggravated” assault/battery occurs when one tries to or does cause severe injury to another, or causes injury through the use of deadly weapon. Historically, laws treated the threat of physical injury as “assault”, and the completed act of physical contact or offensive touching as “battery”, but many states no longer differentiate between the two.

Senate Bill 610, approved the state legislature, states: “Every person who, without justifiable or excusable cause, knowingly commits any assault, battery upon the person of a school employee or a school district or threatens and places such employee in immediate fear of bodily harm while such employ is in the performance of his duties as a school employee, is punishable by imprisonment in the county jail for a period not to exceed six months, or by a fine not exceeding \$500, or both such fine and imprisonment.”

## **ASSEMBLIES**

Assemblies will be held throughout the school year. Quiet, orderly conduct and extreme courtesy to all speakers and entertainers are expected of each student. All assemblies are subject to the approval of the building principals.

## **ATHLETICS (See EXTRA-CURRICULAR ACTIVITIES)**

### **ATHLETIC ELIGIBILITY**

Blanchard Middle-Senior High School is a member of the Oklahoma Secondary Schools Activities Association and as such abides by its rules governing student eligibility. Any student who is regularly enrolled, who has been in attendance at least 90% of the days school is in session, and who is not under out of school suspension from the principal’s office, may represent Blanchard Public Schools in any contest, athletic or academic. A student who is failing any class will be placed on probation for one week. If the grade or grades are not brought up, the student will ineligible from competing in the athletic event for that week and following weeks until the grade(s) are brought to passing.

### **ATTENDANCE**

Prompt and regular attendance in all classes is the responsibility of every student and parent. It is the legal obligation of the school to see that these responsibilities are judiciously met by our students and parents alike. Regular attendance is important and necessary for success at school.

Any teacher or principal may require a parental conference regarding attendance or other class related problems. Failure to conclude such a conference to the teacher and principal’s satisfaction may result in appropriate action against the student, even to the extent of failure of the course or suspension from school.

Any student representing the school in FFA, FCCLA, athletics, band, music, speech, etc., while under the sponsorship of school personnel, shall be counted present.

Every senior will be allowed one excused day for a college visit. This excused absence will not count towards semester exemptions. Students will be required to verify the visit with proper documentation. Seniors being recruited by a college or university will be allowed extra days as needed when approved by the principal and athletic director.

Perfect attendance certificates shall be issued to any student who has not been recorded absent during the school year.

IF A STUDENT IS TO BE ABSENT FOR ANY REASON, IT IS THE RESPONSIBILITY OF THE PARENT OR GUARDIAN TO NOTIFY THE SCHOOL. THIS NOTIFICATION IS TO BE MADE BY PHONE ON THE DAY OF THE ABSENCE. If the school is not notified after three (3) consecutive days, school personnel will attempt to contact the parents or guardian. All admission slips must be picked up from the office between 8:00 AM and 8:10 AM upon return to school. Parents have three (3) days to call the school office to excuse an absence, otherwise the absence will remain unexcused.

Upon returning to school, all work must be made up. An amount of time equal to the time missed will be allowed for make-up work to be turned in. It is the responsibility of the student to find out what work needs to be made up and to hand it in on time. Tests assigned before an absence will be taken when returning to school. Excused absences will be given for illness, death in the family, and emergencies. Most other absences will be unexcused. Examples of unexcused absences are: shopping, hair appointments, oversleeping, car trouble, baby-sitting, etc. Any absence that fits in the above categories or is similar in nature to the examples mentioned will not be excused.

Excused by Arrangement: In some cases, absences may be excused when students need to be out of town with parents. In these instances, parents must contact the principal in advance and all work must be made up in advance if the student is to be excused.

Tardy: If a student is tardy three times in a class during a semester it will count as an absence.

In case of suspension, the student is excluded from all school activities and is not allowed on school grounds.

When a student comes to school or boards a school bus, the student becomes the responsibility of the school. These students are not permitted to leave the campus during school hours unless they have direct permission from the building principal with necessary communication from the parents.

ANY STUDENT WHO LEAVES THE CAMPUS WITHOUT CHECKING OUT THROUGH THE OFFICE WILL RECEIVE AN UNEXCUSED ABSENCE AND MAY BE SUBJECT TO DISCIPLINE FOR TRUANCY.

A student must meet minimum attendance requirements for each reporting period to be eligible to receive grades. Exceptions to this policy may be made with the approval of the attendance committee; however, all missed work must be made up to the satisfaction of the teacher and will be reviewed by the attendance committee.

A STUDENT THAT MISSES CLASS FOR ILLNESS THAT HAS EXCEEDED FIVE ABSENCES FOR THE NINE WEEK PERIOD OR TEN ABSENCES FOR THE SEMESTER MUST HAVE A PHYSICIAN'S SLIP VERIFYING ILLNESS AND/OR MEDICAL TREATMENT.

To attend a school sponsored activity during the school day a student must be academically eligible and be in "good standing" with the attendance office.

## **ATTENDANCE AGE**

The State School Code shall govern attendance age for students. Generally, every child in the district who is five years of age and not more than eighteen shall be required to attend public school. Parents and guardians who fail to comply with the attendance law may be charged with a misdemeanor.

## **ATTENDANCE COMMITTEE**

Each school site will have a separate attendance committee to review absences and conduct hearings to allow any exceptions to the attendance requirements. See ATTENDANCE REQUIREMENTS above.

## **AUTHORITY OF THE SCHOOL**

Students are subject to the authority of the school and its officials when attending any school sponsored activity. This also applies to students as participants and spectators at any out of town school activities. Teachers have the responsibility to insure a climate conducive to the safety and welfare of students and others in the school. They are further responsible for the learning and social development of students at school.

One of the most serious offenses students can commit is insubordination to a teacher, and any such behavior shall be dealt with most severely. Under no circumstances will disrespectful or threatening behavior toward a teacher be tolerated.

**GENERAL BEHAVIOR:** The laws of Oklahoma place the school “in loco parentis” (in place of parent). This means that any student enrolled in the school comes under the protection and guidance of the school administration and teachers. Students, therefore, may look to the school personnel for help and protection. Students should be aware that supervision of conduct is a responsibility of the teaching staff. Behavior, which may be detrimental or injurious to self or others, cannot be tolerated. Failure on the part of the student to follow instructions of any member of the staff may result in disciplinary action.

**CONDUCT OFF SCHOOL PREMISES:** School authorities may discipline students for out-of-school conduct having direct and immediate affect on the discipline, welfare, and effectiveness of the school. The rationale of this rule is obvious. Students can effectively disrupt the school by off-campus attacks on the officials, their families, animals, or property. Students must know that such attacks will result in disciplinary action.

**DESTRUCTION OF PROPERTY** while at school or while in attendance or participating in a school function at home or away will require restitution be made once the investigation has shown that a Blanchard student is at fault. A student will be given 2 weeks to make payment or face suspension until it has been satisfied.

## **BAD WEATHER INFORMATION**

When necessary to close Blanchard Schools because of inclement weather, the following TV and radio stations will be notified:

TV	Channels 4, 5, and 9
Radio Channels	WKY, KOMA, and KTOK.

Students should be sure to know in advance where to go for supervision should it be necessary to dismiss school early. It is impossible for all students to call home and ask for instructions at that time.

## **BELL SCHEDULE—ENTERING OF BUILDINGS**

School begins at 8:10 a.m. for High School students. Students not in their rooms at 8:15 a.m. are marked absent or tardy. The school day ends at 3:15 p.m. Buses will depart approximately five minutes after the end of the school day. Bus drivers are instructed not to deliver students to school prior to 7:50 a.m. No students should arrive at school before 7:50 a.m.

### *DAILY SCHEDULE*

First Bell	8:10
First Hour	8:15 - 9:05
Second Hour	9:10 -10:00
Third Hour	10:05 -10:55
Fourth Hour	11:00-11:50
Lunch	11:50-12:25
Fourth Hour	11:30-12:20
Lunch	10:55-11:30
Fifth Hour	12:25-1:15
Sixth Hour	1:20 -2:10
Seventh Hour	2:15-3:05

## **BULLYING, HARASSMENT, AND INTIMIDATION**

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. 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.

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

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all discipline action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective discipline measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in discipline 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.

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.

## **BUS REGULATIONS**

Transportation is a privilege for transported students and is conditional on their good behavior and observance of the following rules and regulations. Any student who violates any of these rules and regulations will be reported to the school principal.

1. The driver is in full charge of the bus and the students. Students shall obey the driver cheerfully and promptly. Student shall remain in compliance with school and bus policies while being transported to and from school or school activities.
2. Students shall obey and respect the orders of monitors or patrols on duty. (If applicable.)
3. Students shall be on time: the bus cannot wait for those who are not on time.
4. Students shall stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.
5. Students shall walk on the left side of the road, facing traffic, when walking to and from the bus stop.
6. Students who must cross the road after alighting from the bus should pass in front of the bus and not behind it. The driver should see that the way is clear before the child is permitted to cross the road.
7. Students shall occupy the space designated for them by the driver.

8. Students shall observe the following:
  - a. Clean footwear before entering the bus.
  - b. Spitting on the bus is against health and safety rules.
  - c. Keep all items in backpacks; do not throw papers or rubbish on the bus floor; and keep the aisle clear at all times.
  - d. No one should damage or deface the bus in any way.
  - e. Students should not start for school when ill, or when any member of the family has a contagious disease.
  - f. Do not distract the driver by using loud voices, unnecessary conversation, or inappropriate behavior.
  - g. Drugs and tobacco are forbidden on all buses at all times.
  - h. No food, drinks, candy, or gum on the bus.
  - i. Safety requires that students do not lean their heads out of windows or extend their hands out of windows.
  - j. When the bus is in motion, students must not change seats or try to get on or off the bus.
  - k. Students may not ride routes other than their assigned bus route.
  - l. Students may not leave the bus without the driver's consent except at their assigned bus stop or at school.
  - m. Students will not be allowed to bring additional riders on the route.
  - n. Courtesy and respect must be shown to fellow passengers, persons along the route, and the bus driver. No profanity or improper language should be used.
9. Damage or vandalism to the bus will be reported by the bus driver to the school principal.
10. Should any student persist in violating any of these regulations, it shall be the duty of the driver to notify the principal and after the warning has been given to the student, the principal shall then deny the disobedient student the privilege of riding the bus until permission to ride again has been given in accordance with the Board of Education policy. However, after a consultation with the driver, if the principal feels the violation is serious enough, the student may be removed from the bus permanently. (Written notice of the action of the principal shall be furnished to the parent.)
11. Any complaints of drivers, students, or parents, not specified in the above regulations, shall be reported promptly to the Director of Transportation.
12. Should the conduct of the student on the bus endanger the lives or morals of other people and the offending student fails to cease such conduct when requested by the bus driver to do so, with the permission of the principal, the offender may be removed from the bus. This will be done only in extreme cases and as a last resort to protect the safety of other students.

## CAFETERIA

Students may bring lunches to be eaten in the school cafeteria, or they may buy a lunch ticket through the cafeteria office and pay for their lunches. ***If a parent plans to bring large amounts of food to the cafeteria to feed their students, they need to contact the cafeteria manager in advance.***

The cafeteria is operated on a cash-only basis. No charges will be permitted (adults, teachers, or students). Meals may be paid for as far in advance as the buyer would like.

Secondary students may pay for meals during their mealtime. No students may be allowed for any circumstance, to deduct money from any other student's account for meals.

The cafeteria will serve a type "A" lunch each day, which provides students with from 1/3 to 1/2 of their daily nutritional needs. Students who qualify for free or reduced meals should go to their cafeteria or the school website for the forms to be filled out by their parents.

Students are not permitted to bring glass of any kind into the cafeteria. One carton of milk is provided with the meal.

The Blanchard cafeteria is operated under the rules and regulations of the State Department of Education's School Lunch Division and its regulations will be maintained. In the operation of the Blanchard School Child Nutrition Programs, no child will be discriminated against because of race, gender, color, national origin, age, or handicap. If you believe you have been discriminated against, write immediately to the State Department of Education, School Lunch Division, 2500 North Lincoln Boulevard, Oklahoma City, OK 73105.

### **CARE OF SCHOOL CAMPUS AND PROPERTY**

It is the responsibility of every student to do his/her part in keeping the campus clean and the school buildings in excellent condition. Students are expected to respect all school property at all times. A fully equipped school building is a part of the heritage of the student body. It belongs to many generations and is not the sole property of any annual group of Blanchard Public School citizens.

### **CHANGING SCHEDULES**

Schedules may be changed during the first week of each semester through the counselor's office if the student shows due cause. No change will be permitted after the first week except in the unusual cases and require special permission from the building principal. Absolutely no drops after November 1<sup>st</sup>.

### **CHEATING**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the principal immediately. The parent will be notified as to the action taken, and informed that the second offense will bring disciplinary action by the school.

### **CHEERLEADERS**

Cheerleaders are selected by judges after "try-outs" held during the fourth nine-weeks' period of the school term.

### **CIVIC AND FRATERNAL AWARDS**

In selecting students to receive awards given by civic and fraternal organizations, the faculty will consider the following: scholarship, character, sportsmanship, service to school, citizenship, and leadership.

### **CLASS MEETINGS**

Class meetings must be cleared through the office and approved by the building principal.

### **CLASS ORGANIZATION**

Students may not hold the office of president of more than one class or organization. Each class, grade nine through twelve, will elect the following officers by majority vote:

<i>President</i>	<i>Secretary</i>
<i>Vice-President</i>	<i>Reporter</i>
<i>Treasurer</i>	<i>Student Council Representative (Elect one boy and one girl)</i>

Also, each class ten through twelve will elect one student to serve as project chairman.

To be eligible for nomination to a class office, students must meet the following rule of eligibility:

An overall grade average of "**B**" or better, for the two previous semesters.

## **CLASS AND ORGANIZATION FUNDS**

It is a state regulation that all Monies earned or collected by classes and organizations are to be turned in to the school office where it will be credited to the account of the respective class or organization. The sponsor of each class or organization shall deposit its treasury money at the superintendent's office in the student activity fund. A receipt will be given for all Monies received. Each organization treasurer and sponsor shall keep an accurate record of all receipts and expenditures of the organization and check monthly with the office account.

## **CLASS RANK**

Colleges and employers often ask for the rank of students in relation to their academic class standing. At the time of graduation, each student is ranked as to his or her placement in the graduating class.

## **CLASS RINGS**

Students will order class rings in the middle of their sophomore year to be delivered at the end of their sophomore year.

## **CLASSIFICATION OF STUDENTS**

Students are classified in the high school by the number of units earned by the satisfactory completion of the following number of units of credit:

Sophomore	3-7 units
Junior	8-14 units
Senior	15 or more units

Exceptions may be made by the building principal if it appears to be in the best interest.

## **CLOSED CAMPUS**

Students must stay on the school grounds from the time that they arrive until dismissal, or until they are picked up by the bus.

## **CLUBS AND ACTIVITIES**

Blanchard Schools offer many activities and clubs. Some of those are listed below:

National Honor Society, Band, Yearbook Staff, Family Careers and Community Leaders of America, Future Farmers of America, Student Council, Cheerleading, Fellowship of Christian Athletes, Athletics (Football, Basketball, Baseball, Track, Weightlifting, Wrestling, Golf and Softball), Choir, Academic Teams, Students Against Destructive Decisions, Stand for the Silence.

## **CONCURRENT ENROLLMENT**

The concurrent enrollment program provides an opportunity for interested senior students to expand their course studies. A cooperative program set forth by the State Board of Education and the Regents for Higher Education, concurrent enrollment allows senior students enrolled in accredited Oklahoma high schools to be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students provided they meet certain requirements. These requirements may be obtained from the high school principal.

## **CONTAGIOUS DISEASES**

Any student who has been absent because of a contagious disease must submit, to the appropriate building principal, a written permit by a licensed physician, registered nurse, or health department before returning to classes.

## **DANGEROUS WEAPONS AND SUBSTANCES**

Oklahoma School Code, Article 24, Section 318 states: “The superintendent or principal of any public school in the State of Oklahoma shall have the authority to detain and authorize the search for dangerous weapons or dangerous substances, as defined by House Bill No. 1100 of the 1st Session and the 33rd Legislature, of any student on any school premises or while in transit under the authority of the school, or at any function sponsored or authorized by the school. The superintendent or principal authorizing the search shall notify the local law enforcement agency, which shall be responsible for obtaining any warrant or other authorization necessary to conduct such search. The notification of such law enforcement agencies shall constitute reasonable grounds for obtaining a search warrant. A person of the same gender as the person being searched shall conduct the search. The superintendent or principal authorizing the search shall have the authority to detain the student or students to be searched and to preserve any dangerous weapons or controlled dangerous substance, as defined by House Bill No. 1100 of the 1st Session of the 33rd Legislature, that might be in the student’s possession including the authority to authorize any other person they deem necessary to restrain such student or students or to preserve any dangerous weapons or dangerous controlled substances, as defined by House Bill No. 1100 of the 1st Session of the 33rd Legislature.

## **DIRECTORY INFORMATION**

In compliance with the Family Education Rights and Privacy Act of 1974, the district proposes to designate the following as “directory information” that may be disclosed without prior written consent: student’s name, student’s class designation, extracurricular participation, achievement of awards or honors, student’s weight and height if a member of an athletic team, and student’s photograph. After the parent has been notified, he or she will have two weeks to advise the school district in writing (a letter to the superintendent’s office) of any or all or the items they refuse to permit the district to designate as directory information about the student. In addition, the parent must notify the district if they do not want their child’s photo published in the newspaper or in a school program.

## **DISCIPLINE**

“The teacher of a child attending a public school shall have the same rights as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by a teacher.” (Article VI, Section 125, School Laws of Oklahoma)

Any student who is found to be disobeying the rules, showing disrespect for any teacher or other school personnel, or damaging any school property will be subject to disciplinary action.

Disciplinary action will be taken depending upon the severity of the violations and/or number of times the student has broken the regulations.

This schedule is a list of alternatives, of which one or more may be used as the principal or designees deem just, given the circumstances of the individual case. Alternatives are not necessarily elected in numerical order but are to be determined by the principal or teacher according to the severity of the offense.

Additionally, administrators shall have the authority to enforce other reasonable action, which they find warranted by situations not covered in the disciplinary policy schedule.

INFRACTION	DISCIPLINE ACTION		
	LEVEL 1	1st Violation	2nd Violation
Talking in class	1-3-8-16-20-21	2-3-8-16-20-22	3-5-7-8-12-20-22
Eating or drinking in class	1-3-8-16-20-21	2-3-8-16-20-21-22	2-3-5-7-8-12-20-22
Disrupting class	1-3-8-16-20-21	2-3-8-12-20-21-22	2-3-5-7-8-12-20-22
Horseplaying	1-3-8-16-20-21	2-3-8-12-20-21-22	2-3-5-7-8-12-20-22
Throwing paper or other objects	1-3-8-16-20-21	2-3-8-20-21-22	2-5-7-8-12-14-20-22
Not working in class	1-2-3-8-20-21	2-3-8-16-20-21-22	2-5-7-8-20-22
Being tardy	1	1-2-5-22	2-5-7-20-22
Bullying	1-8-13-16-20-21	1-2-8-12-13-20-22	2-8-12-13-14-20-22
Neglecting to turn in homework	1-2-8-16-18-20-21	1-2-8-16-18-20-21-22	2-8-16-18-20-21-22
Misbehaving in cafeteria including food and trash left on table and floor	1-8-16-21	1-2-8-16-20-21-22	2-5-8-16-20-21-22
Hats not allowed in building –on or off!	22	22	22
<b>LEVEL 2</b>	<b>1st Violation</b>	<b>2nd Violation</b>	<b>3rd Violation</b>
Being disrespectful to teachers	1-2-8-12-20	2-3-7-8-12-14-20-22	3-5-7-12-13-20-22
Using tobacco including e-cigarettes (vapor)	2-8-10-20	2-7-8-10-20-22	5-7-8-10-12-13-14-22
Vape will be taken and turned over to the police.			
Forging notes/impersonating an adult	1-2-8-12-20	2-7-8-12-20-22	5-7-12-13-20-22
Cursing anywhere on school grounds	1-2-8-12-20	2-7-8-12-20-22	5-7-12-13-20-22
Being truant	2-8-20	2-7-8-12-20-22	5-7-8-10-12-13-20-22
Driving recklessly	1-2-15-16	2-15-16-22	2-5-10-15-16-22
Misbehaving off campus	15-16	2-15-16-22	2-5-10-15-16-22
Missing detention	2-8-20	2-8-20-22	2-5-8-12-13-20-22
Leaving class without permission	2-7-8-20	2-5-7-8-20-22	2-5-8-12-20-22
Cheating on a test/classwork	2-18	2-8-12-18-20-22	2-5-8-12-13-20-22
Dressing improperly	2-19	2-5-16-19-20-22	5-7-8-12-13-14-16-20-22
Misbehaving on bus	1-2-8-12-20-21	2-5-8-12-16-20-22	2-5-8-12-13-16-20-22
Displaying affection publicly	1-22	2-20-22	2-5-7-12-13-22
Failing to be in assigned area	1-16-20	2-7-20-22	2-5-7-8-12-20-22
Leaving school without permission	2-5-8-20	2-5-7-8-12-22	2-5-10-12-13-14-22
Disobeying school personnel	1-2-8-12-20	2-5-7-8-20-22	2-5-7-12-13-14-20-22
Threatening to do bodily harm	1-2-8-10-12	2-5-8-10-12-20-22	2-5-7-12-10-14-20-22
Stalking	1-2-5-7-8-10	1-2-5-7-8-10-12-13-22	1-2-5-7-8-10-12-13-22
Conduct which threatens safety to others	22	22	22
<b>LEVEL 3</b>	<b>1st Violation</b>	<b>2nd Violation</b>	<b>3rd Violation</b>
Fighting	2-7-8-10-12-22	2-7-8-10-12-22	2-7-8-10-12-13-22
Stealing	2-5-7-8-9-10-12-16-21	2-5-7-9-10-12-22	2-5-9-10-12-13-22
Vandalizing school property	2-5-7-8-9-10-12-21	5-7-8-9-10-12-21-22	2-5-7-8-9-10-12-13-22
Cursing a teacher	2-7-8-10-12	2-5-7-8-10-12-21-22	2-5-7-8-10-12-13-20-22
Inflicting injury to others	1-2-7-8-10-12-20	2-5-7-8-10-12-20-22	2-5-7-8-10-12-13-14-22
Possessing alcohol or any dangerous controlled substance	2-5-7-10-11-12	2-5-10-11-12-13-22	2-5-7-10-11-12-13-22
Showing evidence of drug or alcohol use	2-5-7-10-11-12	2-5-7-10-11-12-13-22	2-5-7-10-11-12-22
Selling alcohol or other drugs	13		
Having a dangerous weapon in possession	2-5-10-11-12-13	2-5-10-11-12-13-22	2-5-10-11-12-13-22
Off campus attacks on teachers	2-10-12-13-22	2-10-12-13-22	2-10-12-13-22
Sexual harassment	1-2-10-11-12	1-2-10-11-12-13-22	1-2-10-11-12-13-22
Hazings (initiations)	22	22	22
Extortion	22	22	22

CODE NUMBER ACTION

1. Warn Students
2. Advise parents
3. Remove from class(temporarily or permanently)
4. Require a parent to accompany student to classes
5. Hold a parent conference
6. Assign noon detention
7. Assign in-school detention
8. Administer corporal punishment
9. Require financial restitution
10. Involve law enforcement
11. Assign probation
12. Suspend student
13. Expel student
14. Send student home; parent must come to school with student
15. Remove problem; e.g. car keys
16. Withhold privilege
17. Assign double time in detention
18. Give a zero as grade
19. Send home to change clothing
20. Assign after school detention, before school detention, or Saturday School from 8:00 AM -11:00 AM.
21. Assign work for student
22. Administer any other discipline deemed appropriate

Violation of school rules or regulations not listed above will result in any disciplinary action deemed appropriate by teachers or administrators.

Disciplinary methods may include, but are not limited to the following methods:

- a. before or after school detention
- b. conference with the parent/guardian
- c. contact with the parent/guardian
- d. corporal punishment
- e. in-school detention
- f. probation
- g. removal from class
- h. suspension
- i. Saturday school
- j. call Police

In cases of corporal punishment, the appropriate building principal or another teacher must be present as a witness, and a written report will be filed with the building principal. In cases of suspension, the principal will notify the parents of the right to a conference with the principal.

If a student chooses not to attend In-School Detention (ISD) after being assigned, he or she will be considered unexcused and receive zeroes for work assigned during those days the student is absent.

The following behaviors will result in disciplinary action, which may include suspension:

1. Use or possession of tobacco in any form including e-cigarettes (vapor) while riding on school vehicles, while on school grounds, or at or going to or from school events.
2. Fighting.

3. Possession, use, distribution, sale, conspiracy to sell or possess, or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, non-intoxicating beverages (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances at school, while on school vehicles, at or going to or from school events.
4. Unacceptable attire.
5. Cheating.
6. Vandalism/Theft.
7. Truancy.
8. Use of threats, physical or verbal abuse, profanity, vulgarity, obscene language, possessing obscene materials, or using racial, ethnic, or sexual epithets.
9. Disruption of the educational process or operation of the school.
10. Inappropriate public behavior.
11. Possession, threat, or use of a dangerous weapon or facsimile.
12. Conduct, which threatens or jeopardizes the safety of others.
13. Willful disobedience of a request of any school official.
14. Failure to attend assigned detention without approval.
15. Failure to comply with state immunization records.
16. Immorality.
17. Violation of the school rules and regulations.
18. Hazing (initiations) in connection with any school activity.
19. Extortion.
20. Willful damage to school property.

### **Student Suspension Policy**

"Out-of-school suspension" or "suspension" is the removal of a student from the daily school environment. Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve the due process procedures set forth within this policy.

### **Behavior or Conduct Which May Result in Suspension**

1. Violation of a school or class rule or student handbook provision.
2. Immorality.
3. Adjudication as a delinquent for an offense that is not a violent offense. "Violent offenses" are exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault.
4. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device without prior authorization, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
5. Possession of a dangerous weapon or a controlled dangerous substance as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the School District's policy related to firearms.

An "education plan," as discussed in Individualized Plans for Out-of-School Suspension section of this policy, will be formed for acts which fall within parts "1" through "4," above for suspensions in excess of five school days. As allowed by law, no education plan will be provided for acts which fall within part "5" above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent

offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

### **School District's Obligation Applicable to All Out-of-School Suspensions**

Before a decision to suspend is imposed, alternative in-school placements shall be considered. In-school placements include, but are not limited to, placement in in-school detention or other available disciplinary or correctional options. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension.

Students identified as disabled under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 and who are suspended out-of-school or receive disciplinary removal from the classroom may require additional procedural considerations.

### **Pre-Suspension Meeting with Student**

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense, the principal shall conduct an informal conference with the student.
2. At the conference the principal shall inform the student of the policy, rule or regulation which the student is charged with having violated and the conduct reported to be in violation of the policy, rule or regulation.
3. The student shall be asked whether the student has committed the offense. If the student admits commission, the hearing process has been completed to determine guilt and the principal will proceed to determine the punishment to be applied. If the student denies commission, the principal will permit the student to explain his or her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the principal shall inform the student of the length of the suspension. In deciding whether to impose a suspension a principal may consider the seriousness of the offense, the student's attitude, the student's disciplinary history, and the number of offenses.
5. The principal shall notify the parent by phone and in writing that the student is being suspended and that alternative in-school placement or other available options were considered. Elementary and Middle School students shall not be dismissed before the end of the school day without advance notice to the parent.

### **Immediate Out-of-School Suspension Without a Pre-Suspension Conference**

A student may be suspended without a pre-suspension conference only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process. In this event, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

### **Notification to Parents**

The principal will seek to inform the parent or guardian of the suspension as soon as possible after a suspension has been imposed; explain the basis for the suspension; and inform the parent of the opportunity to have the suspension reviewed by the Superintendent, Board of Education, or suspension review committee as provided in this policy; and the time deadlines for submitting this request.

## **Out-of-School Suspension Requirements**

1. A suspension shall be long-term or short-term. A long-term suspension shall be in excess of ten (10) school days. A short-term suspension shall be a period of ten (10) or fewer school days.
2. A suspension shall not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm. Suspensions involving firearms are governed by the School District's Gun-Free Schools Policy. Suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted.
3. Although suspensions until the student performs some remedial act are not permitted, a student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

## **Individualized Plans for Out-of-School Suspension**

1. Out-of-school suspensions in excess of five (5) days for offense not relating to weapons or controlled dangerous substances shall include an Individualized Education Plan ("Plan") which describes a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances.
2. The "Plan" shall provide the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.
3. A copy of the "Plan" shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

## **Records and Reports**

The principal will keep written records of each pre-suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

## **Long-Term Out-of-School Suspensions for More Than Ten (10) School Days**

A parent or the student may appeal the principal's suspension decision in excess of ten (10) school days to the Superintendent or His/Her Designee, and following the appeal to the Superintendent or His/Her Designee, to the Board of Education, or, if appointed by the Board, a Hearing Officer. An appeal can be presented by letter to the Superintendent. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's suspension decision will be final and nonappealable.

## **Short-Term Out-of-School Suspensions of Ten (10) or Fewer School Days**

Suspensions of ten (10) or fewer school days ("short-term out-of-school suspensions") require less formal due process procedures than are required for suspensions of greater than ten (10) school days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the

out-of-school suspension decision to a committee composed, at the Superintendent's discretion, of administrators, teachers, or both. The composition of the committee shall be reserved to the Superintendent's discretion. An appeal to the committee can be requested in writing to the school principal, which must be received within five (5) calendar days after the principal's suspension decision is received by the student or his/her parent. The suspension decision will become final and nonappealable if a request is not timely submitted.

### **Student Privileges While Under Out-of-School Suspension or Other Disciplinary or Correctional Measures**

Participation in the extracurricular activities is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of a suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities during the term of the discipline unless in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student "Extracurricular activities" include, but are not limited to, all school-sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

### **DISPLAY OF AFFECTION**

Displays of affection such as arms around each other and kissing will not be permitted at school. School is not a proper place for this type of activity. Relationships are to go no further than holding hands.

### **DRESS AND GROOMING**

Students are expected to dress in a manner that is proper to the business setting of the school. Any attire which draws undue attention to the individual or in any way interferes with the education process is not appropriate for school wear. Students are not allowed to wear clothing that relates to gang activity, long trench coats, or accessories with chains or spikes.

The following are not permitted: T-shirts and tops with sleeves cut off, tank tops, and T-shirts with signs or advertisements which are not in good taste, bare midriff garments, and see through garments. Shorts may be worn if they finger-tip length or longer. Shoes must be worn at all times. Students are not permitted to wear hats or head coverings in the buildings or classrooms. Tights may be worn as long as the top or shirt they are worn with is fingertip length. Low-cut tops are not allowed.

Students who are inappropriately dressed will be called into the principal's office; the parents will be contacted and the student will be required to change clothes before returning to class. The time missed will be considered an unexcused absence.

### **DRUGS AND ALCOHOL**

In recognition of the school's obligation to our students and community, we stand ready to assist in dealing with drugs or alcohol related problems. Any student found possessing, using, or under the influence of drugs or alcohol or controlled substances, or possessing drug paraphernalia may be suspended for the current semester and possibly the next semester.

It shall be the policy of the Blanchard Board of Education that any teacher, who has reasonable cause to suspect that a student is under the influence or has in his possession intoxicating beverages, alcoholic beverages, or controlled substances defined by state law, shall immediately notify the principal. The principal

shall immediately notify the superintendent of schools and a parent or legal guardian of the suspected student. Reference: O.S. Title 70, Section 133

Any suspension and/or search of suspected student shall be subject to any applicable school policy, state law, or student handbook regulation. Sec. 390—Oklahoma School Law

Every teacher employed by the Blanchard Board of Education who has reasonable cause to suspect that a student is under the influence of, or has in his possession, intoxicating beverages, alcoholic beverages, or a controlled, dangerous substance and who reports such information to the appropriate official, shall be immune from all civil liability. Reference: O.S. Title 70, Section 24-132

The principal and the counselor are available to anyone wishing to seek help, and every effort will be made to keep this information confidential.

## **DRUG-FREE SCHOOLS**

It is the policy of the Blanchard Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

In the event controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, are found at Blanchard Public Schools, the building principal shall immediately notify the Superintendent of schools and a parent or legal guardian of said student, if possible. The principal will also turn the matter over to the police authority, immediately. This is to be mandatory, not a discretionary action.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students, which will include the following:

*“The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that is has adopted and implemented a program to prevent the unlawful possessions, use, or distribution of illicit drugs and alcohol by students and employees.” (Federal Regulations can be examined through the school office).*

*Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents, which includes district policy relating to adoption and implementation of a drug prevention program for students. REFERENCE: Public Law 101-226 70 O.S. §1210.221, et seq.*

## **Reporting Students Under the Influence or Possessing Alcoholic Beverage or Controlled Dangerous Substances**

It is the policy of the Board of Education that any administrator, teacher, or counselor who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages – including the legally non-intoxicating beverage commonly referred to as 3.2 beer (low-point beer) - or a controlled dangerous substance, as defined by law, shall immediately notify the principal or such suspicions. The principal shall immediately notify the Superintendent of schools and a parent of legal guardian of said student, if possible. A search of the student's personal items shall be conducted, including lockers and automobile. In the event controlled, dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, are found, the matter will be turned over to the police authority, immediately. This will not be a discretionary action. If no controlled substances are found, a urine specimen should be obtained from the student, with parental consent, and said sample should be tested for dangerous substances. The results of this test shall be held in confidence between the principal, superintendent, and the parents of the student.

Any seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule.

Every administrator, teacher, or counselor employed by the board of education who has reasonable cause to suspect that a student is under the influence of, or has possession or, alcohol beverage (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability.

This policy shall be distributed to each classroom teacher. Receipt shall be acknowledged in a form to be determined by the Superintendent. REFERENCE: 70 O.S. §24-138, 63 O.S. §2-101, et seq., 70 O.S. §24-102, 37 O.S. §163.2

NOTE: A copy of this policy must be filed with the State Superintendent of Public Instruction in accordance with 70 O.S. §24-138. While the cited statute requires only that school districts develop a written policy requiring only *teachers* to report students under the influence of certain substances, the State Department of Education has interpreted the civil liability exemption statute (70 O.S. §124-132) as requiring school administrators, teachers, or counselors to make such reports. Therefore, a school district's policy may be written to require reporting by administrators, teachers, and counselors.

### **BLANCHARD PUBLIC SCHOOLS ACTIVITY STUDENT DRUG TESTING POLICY**

The Blanchard Board of Education in an effort to protect the health and safety of its extra-curricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Blanchard Public School District, proposes to adopt the following policy for drug testing of activity students.

#### *STATEMENT OF PURPOSE AND INTENT*

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

of this policy. This policy supplements and complements all other policies, rules, and regulations of the Blanchard Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities at the Blanchard Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the Blanchard Public School District. For the safety, health and well being of students in extra-curricular activities the Blanchard Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades 7-12.

The administration may adopt regulations to implement this policy.

## **I. Definitions**

"Activity Student" means a member of any middle school or high school Blanchard Public School District sponsored extra-curricular organization which participates in interscholastic competition. This includes any student that represents Blanchard Schools in any extra-curricular activity in interscholastic competition, such as FFA, FHA, Academic Team, Band, Vocal, Pom Pom, Cheerleader and Athletics.

"Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

"Random Selection Basis" means a mechanism for selecting activity students for drug testing that:

- A. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and
- B. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

"Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained

without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.

"Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

"Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Reasonable suspicion" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by an activity student supplied to school officials by other students, staff members, or patrons.

## **II. Procedures**

Each activity student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent requires the activity student to provide a urine sample: (a) as part of the student's annual physical or for eligibility for participation; (b) when the activity student is selected by the random selection basis to provide a urine sample; and (c) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

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

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

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

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

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

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Blanchard Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen which will be sent to an outside lab and paid for by the parent. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

### **III. Confidentiality**

The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The Blanchard Public School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

### **IV. Appeal**

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her

decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

## **V. Consequences**

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

### *A. For the First Offense:*

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, and principal concerning the positive drug test. Suspension from participation in all activities covered under this policy for two weeks and successful completion of four (4) hours of substance abuse education/counseling provided by the parent. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

### *B. For the Second Offense: (in the same school year):*

Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year, or eighty-eight school days (1 semester) whichever is the longer.

## **VI. Refusal to Submit to Drug Use Test**

A participating student who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

*Blanchard Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Blanchard Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.*

***Blanchard Public School District  
Student Drug Testing Consent Form***

**Statement of Purpose and Intent**

Participation in school sponsored extra-curricular activities at the Blanchard School District is a privilege. Activity Students carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.

Drug use of any kind is incompatible with participation in extra-curricular activities on behalf of the Blanchard Public School District. For the safety, health, and well being of the student of the Blanchard Public School District, the Blanchard Public School District has adopted the attached Activity Student Drug Testing Policy and the Student Drug Testing Consent for use by all participating students at the middle school and high school levels.

**Participation in Extra-Curricular Activities**

Each Activity Student shall be provided with a copy of the Activity Student Drug Testing Policy and Student Drug Testing Consent which shall be read, signed and dated by the student, parent or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any interscholastic activities. The consent shall be to provide a urine sample: a) as part of their annual physical or for eligibility for participation; b) as chosen by the random selection basis; and c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any activity governed by the policy unless the student has returned the properly signed Student Drug Testing Consent.

---

Student's Last Name

First Name

MI

I understand after having read the "Student Activity Drug Testing Policy" and "Student Drug Testing Consent," that, out of care for my safety and health, the Blanchard Public School District enforces the rules applying to the consumption or possession of illegal and performance-enhancing drugs. As a member of a Blanchard extra-curricular interscholastic activity, I realize that the personal decision that I make daily in regard to the consumption or possession of illegal or performance-enhancing drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of illegal or performance-enhancing drugs any time while I am involved in in-season or off-season activities, I understand upon determination of that violation I will be subject to the restrictions on my participation as outlined in the Policy.

---

Signature of Student

Date

We have read and understood the Blanchard Public School District "Activity Student Drug Testing Policy" and "Student Drug Testing Consent." We desire that the student named above participate in the extra-curricular interscholastic programs of the Blanchard Public School District and we hereby voluntarily agree to be subject to its terms. We accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the program. We further agree and consent to the disclosure of the sampling, testing and results as provided in this program.

---

Signature of Parent or Custodial Guardian

Date

---

Signature of Coach

Team

## **DUE PROCESS AND THE RIGHT OF EQUAL OPPORTUNITY**

No rule is in existence, nor is intended to be, which would deprive any individual of his/her “equal protection” under the law without due process. To insure this, the following policies are in effect:

1. Regulations, rules, and policies regarding due process are available in written form to all members of the faculty and student body.
2. Faculty members and students are presumed innocent until clearly established otherwise. They are permitted to face their accusers, to present witnesses, and to defend themselves with counsel, if necessary and available.
3. Student records will only be released to authorized agencies upon student and parent written request.
4. Student records are open to parents or legal guardians.
5. Interrogation of students by police during school hours must be conducted only in the presence of the administrator and/or his/her parents. Harassing or intimidating is not permitted.
6. Placement in the Special Education Program will be made only upon the recommendation of the placement team, which will review each case individually.
7. In compliance with “Federal Rulings” (Title IX); no regulation is in existence, nor is intended to be, which would deprive an individual of his or her right to equal opportunity of education because of their gender.

All policies and procedures in this handbook are subject to due process. The first step in due process would be a meeting with the principal. If further steps are needed, the superintendent will be involved in any future due-process meetings. The first step of due process requires that the complaint be submitted to the principal within ten (10) days from the date of infraction.

## **EDUCATION OF CHILDREN WITH DISABILITIES**

The Blanchard Public Schools will be in compliance with the Individuals with Disabilities Education Act. This law specifies regulations for the education of all students with disabilities.

### **Policies and Procedures for Special Education in Oklahoma Notice to Parents Regarding Child Identification, Location, Screening, and Evaluation**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

*Referral:* Preschool children ages 3 through 5, and students enrolled in K-12 who are suspected of having disabilities which require special and related services may be referred for screening and evaluation through local schools. Local school districts coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early interventions services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

*Screening:* Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments.

## (1) Readiness Screening

Personally identifiable information is collected on all Pre-K and kindergarten students participating in school-wide readiness screening to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

## (2) Educational Screening

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

- Educational screening is implemented for all Pre-K and kindergarten students each school year.
- Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.
- Students entering the public school system for another state or from within the state without previous educational screening, shall be educationally screened within six (6) months from the date of such entry.

*Evaluation:* Evaluation means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local district prior to any child receiving an initial evaluation for special education and related services or purposes.

*Collection of Personally Identifiable Information:* Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local district's administrator. See FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT below.

Before any major identification, location, or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information, contact the following person: *Donna Jervis, Special Services Director, Blanchard Public Schools, 400 N. Harrison, Blanchard, OK 73010, (405) 485-3391.*

## **EDUCATIONAL TRIPS**

Educational trips are defined as student visitations made for learning purposes. Regulations shall include the following principles:

- (a) Parents shall be considered in planning out-of-town trips.
- (b) The learning units involved in the visitation shall be assigned to definite grade levels.
- (c) Transportation manifest shall be taken before departure from the district and departure to return to the district. A school designee shall retain a copy of transportation manifest.
- (d) The expense of all class and educational trips will receive consideration before final approval is granted.

## **ELECTRONIC DEVICES**

In order to maintain a quiet and orderly learning environment, students may not use, turn on, or possess on their person, any electronic signaling device, or cellular radio telecommunications device (except as provided herein for Personal Digital Assistant devices and laptop computers) while at Blanchard Schools during the hours of 8:10 a.m. and 3:15 p.m. and at Blanchard School sponsored activities unless authorized and approved by the administration or supervising faculty member. Blanchard School expects students to exercise due care and common courtesy when using cell phones during extracurricular time after receiving approval from the administration or supervising faculty member. Confiscated electronic signaling devices will be kept in a secured area until returned to the owner.

Electronic signaling devices include, but are not limited to, pocket, and all similar electronic device that could disrupt the educational setting or process. Cellular radio telecommunication devices include, but are not limited to, Personal Digital Assistant devices, laptop computers, walkie-talkies, and devices that incorporate voice communications or can function as a cellular phone.

The use of Personal Digital Assistant devices and laptop computers for instructional purposes is generally permitted, but the administration and/or classroom teacher, in their sole discretion, may limit or prohibit their use.

Students at Blanchard Schools may store cellular phones (that are turned off) in their lockers. **Blanchard Schools is NOT responsible for a lost or stolen cellular phone.**

## **EXAMINATIONS AND GRADING**

Examinations are given at the discretion of the teacher in their respective areas.

Each teacher is required to record for each student in each subject area a minimum of two (2) grades each week. Grades given in pre-kindergarten through second grades will be a checklist of specific skills. Grades given in third through twelfth grades will be done by letter grades.

Grading will be done by letter grades with the following interpretation:

<b>A</b>	90 -100 Outstanding and superior work
<b>B</b>	80 - 89 Above average quality work
<b>C</b>	70 - 79 Average quality work
<b>D</b>	60 - 69 Below average quality work
<b>F</b>	59 and Below Failing and may not be counted toward promotion

Grade cards will be issued in a timely manner following the end of each semester. Progress reports are made every three weeks by teachers to notify the parent if the student is not making satisfactory progress. In secondary, deficiency reports will be sent at the middle of each nine-week period to students who are not performing satisfactorily. These must be signed by parent or guardian and returned to the teacher. Parents are encouraged to use the parent portal to check the daily progress of their child. See the school secretary for a user account.

Under certain circumstances, the teacher may issue the student an incomplete (I) grade. All incomplete grades will be recorded as failing (F) if still incomplete after one week.

For students who elect to repeat a class, the higher grade may be counted towards the student's GPA. All grades must be in the office by February 15<sup>th</sup> of the student's senior year to be counted for honors. A student may only repeat a class once. The original grade will remain on the transcript, but will not be included in the overall grade point average. Beginning with the class of 2012, students will not be allowed to repeat a class to exclude a grade for their overall grade point average. If a class is retaken, both grades will be included in their overall grade point average.

## **EXEMPTIONS**

Students in grades 10, 11, and 12 may be exempt from semester tests if their attendance and grades meet the following criteria. A grade of "A" in the class and 5 or less absences, a grade of "B" in the class and 3 or less absences. For grades of "C, D, or F" in the class there will be no exemption from semester tests. Three (3) tardies will count as one (1) absence. Suspension days and in-school detention days will count as absences toward exemptions.

## **EXTRA-CURRICULAR ACTIVITIES & ATHLETICS**

Compliance with all rules and regulations of the Oklahoma Secondary School Activities Association shall be mandatory. The activities director will have charge of all athletic contests and determine the eligibility of players. The activities director shall also serve as athletic director, being responsible for team scheduling, hiring of officials, certification of players, etc.

### **Athletic Lettering**

**Baseball** – Letters will be awarded to any player that participates in 25% of the varsity games.

**Basketball** – Letters will be awarded to any player that participates in 50% of varsity games.

**Cheerleading** – Letters will be awarded to any cheerleader that completes the requirements. They also must remain in the class as an active participant to the end of the school year and have a passing grade. (The requirements are handed out to each cheerleader during the selection process.)

**Football** – Letters will be awarded to any player that participated in 60% of varsity games.

**Golf** – Letters will be awarded to any golfer that finished in the Top5 or participates in the Regional Golf Tournament. Letters will also be awarded to those seniors that finish in good standing.

**Softball** – Letters will be awarded to any player that participates in 25% of varsity games.

**Track** – Letters will be awarded to any athlete that participates in four (4) or more track meets, one of which must be the Regional Track Meet.

**Wrestling** – Letters will be awarded to any wrestler who meets one of the following qualifications:

Forty (40) points are needed to letter. (Half of the 40 points must be varsity points.)

- A. Makes competition weight (1 point)
- B. Wrestles in a varsity match (2 points)
- C. Varsity victory by decision (3 points)

**Note:** For letters to be awarded, the athlete must finish the year in good standing with coaches, team, athletic director, and administration. The athlete must also return all equipment or pay for what has been checked out. All coaches have the right to letter any player, injured or otherwise.

## **EXTRA-CURRICULAR ACTIVITIES ATTENDANCE COMMITTEE**

Students may not miss more than ten class periods to attend extra-curricular activities without prior approval from the Ten Period Activities Attendance Committee.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### *Notification of Rights under FERPA for Elementary and Secondary Schools*

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the School 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 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 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, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisory, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student 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 her professional responsibility.
- 3) The right to request the amendment of the student’s education records that the parent of eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with requirements of FERPA. The name and address of the Office that administers FERPA are:

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

- 5) The right to receive copies of the school district’s policies/procedures regarding FERPA.

For further information, contact the following person: Donna Jervis, Special Services Director, Blanchard Public Schools, 400 North Harrison, Blanchard, OK 73010, (405) 485-3391.

## **FUND RAISING ACTIVITIES**

All organizations and classes will be limited to two (2) fundraisers each year. The junior class is an exception to this rule. A list of all fundraiser activities for classes and organizations must be presented to the building principal for approval prior to the September school board meeting.

Sincere efforts will be made to keep fund raising activities to a minimum.

Other exceptions may be made on a “case by case “ decision upon approval of the Blanchard Board of Education. Request must be made the Building Principal and the Activities Director, approved by the

Superintendent and then placed on the School Board Agenda. Approval by the Board of Education must be obtained prior to the fund raising activity.

## **GANGS AND GANG ACTIVITY**

### **DISTRICT POLICY PROHIBITS:**

1. Gang colors or dress of a particular kind or color, any clothing that depicts membership in known gangs is prohibited. This can include bandanas and colored barrettes. The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its symbol, or any attribute, which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community are forbidden.
2. No Gang Signs – Signing done with the hands or arms that depicts a particular gang or gang communication is prohibited.
3. Gang Behavior – Any behavior that depicts gang membership, i.e., grouping of two or more students for the purpose of gang type activity (fighting, signing, intimidation of others) is prohibited.
4. Writing of Gang Graffiti – This refers to any graffiti (or insignias) that identifies gang or gang affiliation. Students are prohibited from engaging in this activity, which can also identify individual gang members by nicknames or initials.
5. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical and mental harm to students are prohibited.
6. Gang Recruitment – Recruitment into a gang is prohibited.
7. The superintendent may provide in-service training in gang behavior and characteristics to facilitate identification of students at-risk and promote membership in authorized school groups and activities as an alternative.
8. Gang Activities are considered Level 3 Discipline Violations and are subject to suspension or expulsion from school and any other disciplinary action deemed appropriate by the principal.

## **GIFTED AND TALENTED PROGRAM**

In accordance with State Senate Bill 214, the Blanchard School District has implemented specialized programming in grades one through twelve, for students who have been identified as gifted and talented. The building principal of each school is responsible for implementing the program in his/her respective school.

### **GRADING** (See EXAMINATIONS AND GRADING)

## **GRADUATION REQUIREMENTS**

Students graduating from Blanchard High School beginning with the Class of 2019 must complete the following 26 credits:

### **2018-19 BLANCHARD HIGH SCHOOL GRADUATION REQUIREMENTS**

26 Credits are required to graduate

#### **CORE CURRICULUM (OPTED OUT of the College Preparatory/Work Ready Curriculum)**

- |     |   |
|-----|---|
| 4   | units English   |
| 3   | units Mathematics ( <b>one must be Algebra I</b> and two other courses either Contextual Algebra 2, Algebra II, Math of Finance, Geometry, Trigonometry, Math Analysis or Calculus) |
| 3   | units Science ( <b>one must be Biology I</b> and two other courses in either Physical Science, Biology II, Chemistry, Anatomy, AP Biology, AP Chemistry, or AP Physics)             |
| ½   | OK History  |
| ½   | Geography   |
| 1 ½ | U.S. History  |

- ½ Government
  - ½ World History
  - ½ Computer I
  - ½ Computer II
  - ½ Personal Financial Literacy
  - 1 Fine Arts
  - 10 Electives
- CPR

**COLLEGE PREPARATORY/WORK READY (Oklahoma’s Promise Requirements)**

- 4 units English
- 3 units math (Algebra I, Algebra II, Geometry, PreCalculus/Trigonometry or Math Analysis)
- ½ OK History
- ½ Geography
- 1 ½ U.S. History
- ½ Government
- ½ World History
- 3 units lab science (Physical Science, Biology I, Biology II, Anatomy, Chemistry, AP Biology, AP Chemistry or AP Physics, one **must** be a physical type science)
- ½ Computer I
- ½ Computer II
- ½ Personal Financial Literacy
- 2 units the same foreign language preferred - they may count toward your degree. **Each university has its own policy. You must find out from them to know if the courses count toward your degree.**

**OR**

- 2 units computer technology IBT I & IBT II (must be **above** Computer I/II)
- 1 additional unit selected from the above course list
- 1 unit fine arts
- 7 Electives

CPR

**ALL STUDENTS MUST TAKE THE STATE END OF YEAR TESTS FOR GRADES 10 MATH, ENGLISH, SCIENCE AND GRADE 11 US HISTORY. JUNIORS HAVE THE OPPORTUNITY TO TAKE THE STATE OFFERED ACT TEST.**

\*AP courses allow high school students to acquire college credit at quite a significant cost savings. BHS offers:

AP Biology AP Chemistry AP PHYSICS AP American History AP Psychology

\*Concurrent enrollment is an option to gain college credit. Eligible seniors can receive a tuition waiver for up to 6 credit hours for summer, fall and spring semesters. Students are responsible to pay for fees and books. OCCC requires an ACT Composite of a 19, OU & USAO require a 24.

Students moving to Oklahoma from another state and enrolling in a senior high school (ninth, tenth, eleventh, or twelfth grades) must successfully complete Oklahoma History. The Oklahoma State Department of Education requires all students graduating from an Oklahoma public school to have successfully completed Oklahoma History.

In order to walk at Graduation, students must have 22 ½ credits by February 15<sup>th</sup> of their senior year.

***Board of Regents Requirements***

High school curricular requirements for college admissions shall include the following:

**Required courses:**

English – 4 units (years)

English I  
English II  
English III  
English IV

Laboratory Science – 3 units (years)

Biology  
Chemistry  
Physics  
Other lab science (except general science)

Mathematics – 3 units (years)

Algebra I  
Algebra II  
Geometry  
Trigonometry  
Math Analysis  
Calculus

History – 2 units (years)

1 unit of American history required

Recommended Subjects - 4 units (years)

Speech  
Computer Science  
Foreign Language (2 units strongly recommended)  
Economics  
Geography  
Government  
Psychology  
Sociology (or additional units from the listed required courses)

Other electives – 5 units (years)

The remaining five (5) units required by the State Board of Education for high school graduation may be selected from the courses to meet students' individual needs and interests.

The University of Oklahoma and Oklahoma State University requires the following:

1. graduate from an accredited high school
2. completed required high school curriculum
3. taken the ACT and/or SAT test

Students must meet one of the following:

- high school grade point average in upper one-fourth of the Oklahoma high school senior class
- rank in upper one-fourth of his/her graduating class
- score among upper one-half of high school seniors on the ACT and SAT test, based on twelfth grade national norms\*

Other state universities:

Items 1 through 3 above, in addition to one of the following:

- high school grade point average in upper two-thirds of the Oklahoma high school senior class
- rank in upper two-thirds of his/her graduating class
- score among upper two-thirds of high school seniors on the ACT test, based on twelfth grade national norms\*

Two-year colleges:

Items 1 through 3 above

Before entering arts and science degree programs, two-year college students must makeup any high school requirement deficiencies. These courses will not count toward the credits required for a degree.

Students seeking admission to two-year colleges for applied science or special programs need to have completed the high school curriculum requirements.

Eleventh and twelfth grade students are eligible to attend the Mid-America Technology Center near Wayne, Oklahoma, during either morning session or afternoon session. In addition, seniors may be permitted to attend college while at Blanchard High School. More information on this program is available through the counselor's office. College credit is transcript and counted in the cumulative GPA.

At least seven (7) units of work should be carried each year. Seniors may be allowed to take only six (6) classes if enrolled in concurrent enrollment or participate in a work study program.

Seniors who need more than the number of units required by the state shall not be permitted to participate in the graduation exercises.

*\*Annual grade point averages and ACT and SAT scores required for admission will be provided by the State Regents to Colleges and or the colleges and universities.*

## **GPA**

Grade Point Average (*GPA*) will be based on a **4.0** unweighted. Valedictorian, Salutatorian, and Top Ten Percent will based on a **5.0** weighted scale. (See Valedictorian, Salutatorian, and Top Ten Percent Section)

## **GUIDANCE AND COUNSELING**

The guidance and counseling program at Blanchard High School is designed to serve each student on an individual basis and to maximize the potential of each student. High school curriculum planning, post high school planning, and personal problem solving are integral parts of the guidance and counseling experience.

The guidance and counseling program at Blanchard has been planned so that it will present experiences to help the students develop positive attitudes toward self and other accept responsibility, develop decision-making skills, develop interpersonal skills, develop respect for the value and dignity of work. Such experiences should enable students to make adjustments to life's demands and make decisions acceptable both to the individual and to society.

## **GUN FREE SCHOOLS AND WEAPONS POLICY**

It is the policy of the Blanchard School District to comply with the Gun Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less that one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any

destructive device including any explosive, incendiary charge or more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below.

“...any pistol, revolver, dagger, bowie knife, dirk knife, switch-blade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.”

Any student who violates Section 2 of this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Educational Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis; however, any substantial modification must be reported to the Board of Education at its next meeting.

### **HAZING & HARASSMENT (STUDENT INITIATION)**

All students have the right to attend Blanchard Schools without the threat of personally degrading and/or potentially dangerous initiation “pranks”. Consequently, hazing or harassment of one student by another student or group of students will not be tolerated and can lead to suspension.

### **HOMEBOUND INSTRUCTION**

Blanchard Schools participate in the State Homebound Instruction Program. Students are eligible for this program if they have physical problems that prevent them from attending the regular school classes. To be eligible for the program, a licensed physician must fill out a form concerning the condition of the student. This form may be obtained from Donna Jervis, Special Services Director.

### **HOMEWORK POLICY**

The Blanchard Public Schools support the concept that homework is an integral part of the educational program and that it enhances the academic progress of every student. A parent or student may request homework when the absence is in the second day. The school office must be provided the name of the student, the student's grade level, the student's locker number, and the procedure for getting the homework to the student. The homework may be picked up at the end of the next day after it is requested.

## HONOR ROLL

Students making all **A**'s in a semester grading period shall be placed on the superintendent's honor roll. Students making no grade lower than a **B** in a semester grading period shall be placed on the principal's honor roll.

## HONORS DIPLOMA

All students will be required to have 26 units of credit in order to graduate.

To qualify for the honor of valedictorian or salutatorian and top ten percent, a student must meet the Oklahoma graduation credits set forth by the State Department of Education and must have taken the following classes:

- English Composition
- 3 Units of Science from the following classes:  
Biology, Chemistry, Physics, Human Anatomy Zoology, AP Biology
- 3 Units of Mathematics from the following classes:  
Algebra II, Geometry, Trigonometry, Math Analysis, Calculus
- 2 Units of Foreign Language (same Language recommended, but not required)
- 1½ Units of U.S. History
- 1 Unit of Psychology – offered during the junior or senior year

Students who complete the above will be eligible to receive an "honors diploma". Other students will receive a standard diploma.

## IMMUNIZATION RECORDS

According to state statute, no minor child shall be admitted to any public school unless such child can present to school authorities certification from a licensed physician or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving immunizations. The Attorney General has ruled that it is a "mandatory duty" of school officials to refuse admission to any child in the state who does not have the required certification of immunization.

State law requires the following immunizations:

<b>7<sup>th</sup> – 8<sup>th</sup> Grade</b>	<b>9<sup>th</sup> – 12<sup>th</sup> Grade</b>
5 DTP/DTaP/TD	3DPT/DtaP/TD
4 Polio	3 Polio
2 MMR	2 MMR
2 or 3 Hep	2 or 3 Hep B
2 Hep A	2 Hep A

In order for a student to register and attend school, he/she must have in the school file ONE of the following:

- A. a copy of a certified immunization record, or
- B. a certificate of exemption.

Exemptions to the immunization law include the following:

- A. medical contradictions
- B. religious contradictions
- C. exemption for personal grounds

## **INJURY OR ILLNESS**

Any student who becomes ill or injured should be reported promptly to the principal's office. Parents of students who are ill or injured seriously will be notified immediately.

## **INSURANCE**

The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the Insurance Company. The school system assumes no financial for medical cost of an accident occurring to a student while participating in school activities.

## **INTERNET AND TECHNOLOGY USE**

The use of the Internet, computers, network, and school technology must be in support of education and research consistent with educational objectives. After receiving parental permission, all students must obtain a license for Internet and technology access from their respective library/media specialist. During school and within reason, teachers will guide students toward appropriate materials.

Students must be polite and use appropriate language while on the Internet. Students may not reveal on the Internet their addresses, telephone numbers, or anyone else's address or telephone number. Students must notify an adult immediately if they encounter any inappropriate materials. Students may not change settings, or install any software, shareware, or freeware on the school network or computers. Students must respect the folders, files, and work of others and respect ownership of copyrighted materials.

The use of the Internet and school technology is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decisions are final. The district may deny, revoke, or suspend specific user access. If a student violates any of these provisions, access to the Internet and computer technology will be terminated, future access may be denied and the student may be responsible for any damages.

## **KING-QUEEN OR ATTENDANT**

Rules of Eligibility and Participation:

- A. Any student crowned as royalty for one organization will not be eligible to be crowned as royalty in another organization the same year.
- B. Any student crowned as royalty for one organization will not be eligible for the same title during his/her high school career.
- C. Each organization will have its own regulations in addition to these.

## **LASERS**

Laser pens will not be permitted on school grounds.

## **LETTER JACKET**

High school students must letter in one of the following before they are eligible to receive a letter jacket: football, basketball, baseball, wrestling, softball, band, choir, golf, or track. Lettering in all activities is left to the discretion of the advisors or coaches.

## **LIBRARY SERVICES**

The library is open from 8:10 a.m. until 3:20 p.m. Books can be checked out for two weeks and may be rechecked once. Reference books cannot be checked out unless special permission from the librarian is obtained. The library is a place for individual study, and students are asked to behave appropriately so that an atmosphere of study may be maintained.

The librarian/media specialist may assist students that need to make copies of papers or pages of books. The cost of copies is ten cents (\$ .10) per copy made from either copiers or computer printers in the library and classrooms. This cost applies to copies made in teachers' rooms or teacher workrooms, as well.

## **LOST AND FOUND**

If you find an article of any value, you are requested to turn it in to the building principal's office. If you lose anything, inquire in the office. The school assumes no responsibility for personal property. Students are urged to take every precaution to protect their possessions.

## **MEDICATION POLICY**

House Bill 1550 prohibits school employees from dispensing medicine (non-prescription and filled prescription medicine) to students unless the parent or guardian has given the school written authorization to administer the medicine. This applies to all medication including that used to treat minor cuts and scrapes.

## **MILITARY RECRUITMENT**

Military recruiters are provided access to student records under section 9528 in the Elementary and Secondary Act (No Child Left Behind). Records to be provided include a student's name, phone number and home address.

The law provides parents, guardians and students the right to deny access to this information. If you DO NOT want your child's name, phone number and home address released to the military recruiters, please contact the high school office and complete and return the "opt out" form immediately.

## **MOTOR VEHICLES**

Student athletes that hold a valid driver's license may drive their personal vehicle to the athletic complex (football, baseball and weightlifting) for participation in seventh hour sports only. No student may ride with another student. All school and traffic rules shall be followed. Violation of this policy will result in the loss of privilege to drive the athletic complex.

Students with valid drivers licenses will be permitted to drive to and from school. Students will park only in the designated student parking areas. Students' parking is reserved for Blanchard School students only. Students who park on campus must purchase decals. Students approved to drive on campus must obey the following rules:

- A. Proof of valid license and insurance must be certified.
- B. Speed limit is 10 m.p.h. Reckless driving will not be tolerated.
- C. No loitering in or around the vehicle during the time school is in session.
- D. Cars and cycles must be parked in areas designated for student parking.

Students should never back into parking spaces.

Transportation will be limited to arrival and departure from school. Students driving a vehicle during school hours without special permission from the administration will be subject to disciplinary action, which includes the loss of all driving privileges.

Vo-tech students who drive to school must ride the vo-tech bus. The vo-tech bus will depart from Blanchard High School at 7:30 a.m. and 12:00 p.m. each school day.

### **NATIONAL HONOR SOCIETY - Blanchard Chapter By-Laws**

Students must have a 3.5 cumulative grade point average in order to be considered for induction to the Blanchard Chapter of NHS.

To remain a Blanchard NHS member in good standing students must maintain a 3.2 cumulative GPA.

A probationary period of one (1) semester will be in effect if a Blanchard NHS member has a cumulative GPA that drops below a 3.2. Students on probation will receive written notice about current standing in the first 9 weeks or third 9 week period.

A Blanchard NHS member whose cumulative GPA drops below 3.2 for two (2) consecutive semesters will automatically be removed from the Blanchard NHS roster and no longer be a member.

Members who fall below the standards which were the basis for their selection shall be warned by the Chapter Advisor and may be placed on probation. The student will be given a reasonable amount of time to correct the deficiency except in the case of flagrant violation of school rules (cheating) or civil laws (criminal behavior), in which case a member may be automatically dismissed.

Members not attending two consecutive meetings shall no longer be a member of the Blanchard Chapter of NHS.

Members not attending any induction ceremony shall not be allowed to attend extra curricular NHS functions including field trips. A notification form must be completed and given to the Chapter Advisor if a member believes he or she has a legitimate reason for not attending an induction ceremony.

A notice will be sent to the parent if a problem has occurred and the student is on probation or is in danger of being removed.

### **NON-DISCRIMINATION NOTICE**

Blanchard Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, or veteran status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Donna Jervis, Equity Coordinator, 211 N. Tyler Avenue, Blanchard, OK 73010, (405) 485-3391, Ext. 242. Copies of regulations and procedures are available from the Equity Coordinator or any school office.

### **PARENT REQUESTED URINE SCREENS**

In an effort to cooperate with the home, when the evidence of illegal drug use is suspected or apparent, Blanchard Schools will provide a no-cost, parent-requested urine screen. Student privacy and confidentiality are a top priority. The results of the urine screen are immediately made available to the parent. If the parent-requested urine screen confirms illegal drug use, further random urine screens will be made available at no cost to the parent.

If a student continues to test positive, the principal will assist the parents in seeking further services. A sample contract for parent-requested urine screens is included in the policy manual and should be signed by both the parent and cooperating school official.

### **PARENT CONSENT FOR STUDENT URINE TEST**

By signing this contract, I agree to allow Blanchard Schools to collect a urine specimen from \_\_\_\_\_ . National Drug Assessment Laboratories (NDAL) will process the urine specimen and send the results to the principal's office. The principal agrees to contact the parent/guardian immediately upon receiving the report and arrange for a conference to discuss the urine screening results.

By signing this contract, I also agree to allow Blanchard Schools to randomly collect a urine sample from \_\_\_\_\_ to be sent to NDAL for analysis. Again, the parent/guardian will be contacted and the results of the urine screen will be discussed.

The principal agrees to keep the results of each urine screen in the strictest confidence and share the results as directed only by the parent/guardian.

This contract is effective on \_\_\_\_\_ and expires on \_\_\_\_\_ .  
Date Date

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

### **PARTIES**

The building principal must approve any party held during class time.

Sponsors of organizations wanting to have parties after school hours must have the approval of the building principal. No parties will be approved after the end of the school term.

### **PERMISSION TO LEAVE SCHOOL**

Students cannot leave school at any time during a school day without permission from the principal's office including students who are 18 and older. Failure to follow this procedure will be considered as truancy. Students who become ill at school should report immediately to the office. **THE PRINCIPAL WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES.**

### **PETITIONS**

No petitions for any cause may be circulated in the school without permission of the principal.

### **PLAGIARISM**

What you present as your own work must be exactly that, your own. Whenever you directly quote, paraphrase, or summarize the words ideas, creative works, theories or interpretations of others in your own writing, you must credit the source. This holds true for all borrowing, whether they be from a published work or not, or from a computer file or the internet. Failure to do this is plagiarism and a serious academic offense. Any instance of cheating or plagiarism may result in failure of the exam, test, paper or homework assignment

in which it occurs, and possible failure of the course, suspension, or dismissal from the school. That applies to both a student who copies another's work as well as to the student who knowingly provides work to be copied. Parents and tutors are reminded to guard against the more subtle insertions they might add to students' work. These are also unacceptable.

### **Academic Honesty**

Academic honesty promotes learning; Students must submit work that is wholly and truly their own. Students who permit another student to commit academically dishonest acts will be held equally responsible. Some examples of academic dishonesty are copying other student's homework and/or tests; plagiarism, writing other people's words or ideas without citing them as a source; using written notes, or other illegal means of prompting memory on a test. Consequences will result and parents will be contracted for all dishonest acts.

### **Scholastic Dishonesty**

A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work.

## **PRIVACY RIGHTS**

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such a search.

## **PROFICIENCY BASED PROMOTION POLICY**

Upon the request of a student, parent, guardian, or educator, a student of the Blanchard School District will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. (70-O.S. 11-103.6) Blanchard Schools will offer Proficiency Based Promotion tests which will be available to students twice each year.

## **PROM**

The junior-senior prom is a traditional affair held each year to honor the junior and senior classes at Blanchard. Junior and seniors are allowed to invite dates who are sophomores and older to the prom; however, the names of all out-of-town guests must be given to the high school principal one week prior to the date of the prom.

If the junior class does not raise sufficient funds, tickets may be sold to help finance the junior-senior prom.

## **PROMOTION POLICY**

To achieve promotion, sixth, seventh, and eighth grade students must receive a passing grade in ten semesters of class work during the school year. Six of the ten semesters' class work must be from the core classes: English, language arts, math, science, and social studies.

Students who do not achieve promotion shall be retained unless they successfully complete one of the following options:

1. Attend summer classes to be approved by the building principal and at the expense of the student.

2. Attend Alternative School at the next grade level (morning) and repeat the previously failed classes in the afternoon for one semester.

As currently provided by state law, parents may appeal retention to the Blanchard Board of Education.

Proficiency Based Promotion shall be available as per state law and State Department of Education guidelines. Students interested in proficiency-based promotion should contact the principal for details.

## **PURCHASES**

When necessary to make a purchase for the school or for a school organization, students must first have the approval of the sponsor. Under no circumstances is a student to charge an item to the school without first securing the purchase order through the superintendent's office. Any student purchasing an article and charging it to a class or organization without proper authorization of a purchase order will be liable for that purchase.

## **RELIGIOUS DAYS**

Members of some religious faiths observe certain religious days, which are not school holidays. Children belonging to such faiths who are absent from school to observe these religious days will be excused upon written request from parents, but they will be counted absent.

## **SAFETY DRILLS**

At the beginning of the school year, each teacher will instruct students of the proper procedure to follow during a fire drill, security drill, or tornado alert.

The building principals are responsible for conducting the above drills in accordance with state law. Teachers and students will learn the instructions so all drills will be performed promptly.

## **SCHEDULING OF ACTIVITIES**

Teachers, students, or groups of students participating in activities under the name of the school, but away from the school proper – whether academic or non-academic -- must record all activities on the school calendar located in the office of the activities director after receiving approval from the building principal. All organizations shall hold absences from regular classwork to a minimum.

## **SCHOLARSHIPS**

Most scholarships are applied for during the senior year with varying deadlines. Application will require letters of recommendation and other items which require a considerable amount of time in preparation.

Senior students desiring scholarship information should see the school counselor, public university websites, school website, and school bulletin boards as early in their senior year as possible.

## **SCHOOL PICTURES**

Each year school pictures are taken shortly after the opening of school. Unless requested otherwise, all students will have pictures taken even if they do not plan to purchase them. This allows the school annual to be complete. All seniors must have their pictures taken; however, no student is obligated to order or purchase pictures.

## **SECTARIAN OR RELIGIOUS DOCTRINES**

No sectarian or religious doctrine shall be taught or inculcated in any of the public schools of this state; however, nothing in the law shall be construed to prohibit the reading of the Holy Scriptures. Churches cannot be permitted to conduct prayer meetings and religious instruction in public school buildings during the school day.

## **SENIOR HONORS BANQUET**

The Blanchard Schools annually honor the top ten percent (10%) of the senior graduating class with an Honors Banquet. (Honor students also wear gold sashes with their caps and gowns during the Baccalaureate and Commencement exercises.)

Arrangements for the Honors Banquet will be made by the high school principal immediately following the end of the third nine-weeks reporting period.

## **SEXUAL HARASSMENT OF STUDENTS**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. Blanchard 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 DA applies to sexual harassment of employees.

### Sexual Harassment

For the purpose of this policy, sexual harassment includes:

- A. 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.
- B. 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.
- C. 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.
- D. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

### Specific Prohibitions

#### Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
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 will constitute a crime under state or federal law.

### Report, Investigation, and Sanctions

- A. 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 Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
  1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
  2. 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.
- B. 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.
- C. 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.
- D. 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.
- E. A copy of this Sexual Harassment policy will be provided to students and parents each year.
- F. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

REFERENCE: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e-2, 29 C.F.R. §1604.1, et seq.

### **SMOKING AND TOBACCO**

Smoking or the use of tobacco is prohibited for students while attending school, school activities, or in any way representing Blanchard Public Schools.

## **STUDENT ACCOUNTABILITY RELATIVE TO SUBSTANCE ABUSE**

Attending classes alert and ready to learn is a prime responsibility of students at Blanchard Schools. The inability to function in class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the principal's office after demonstrating one or more of the following behaviors:

1. sleeping in class
2. drowsy or listlessness
3. slurred speech
4. poor general health, red eyes, flushed skin, etc.
5. odor of smoke
6. odor of alcohol
7. abnormal or erratic behavior
8. inability to concentrate
9. wearing jewelry or clothing which promotes drug, alcohol, or tobacco use
10. fighting
11. possession of an illegal drug, alcohol, or tobacco

A trained employee of Blanchard Schools may check the neurological function by means of a simple examination of the papillary reflexes and muscle functions of the eye. This procedure is frequently used in Blanchard athletic programs to determine if the brain function has been impaired by injury, illness, or disease.

If neurological dysfunction is suspected, regardless of the cause, the parent or guardian of the student will be contacted immediately.

The above behaviors, as well as the neurological examination, may be sufficient probable cause to search for illegal drugs, drug paraphernalia, or weapons in the student's clothing, locker, or automobile and a urine test be obtained.

## **STUDENT COUNCIL**

The student council was formed to give the student body, through its representative, a voice in school affairs. There are many areas in which the student council is very effective in improving our school. The projects they sponsor help the faculty and administration bring social, spiritual, and character developments to the student body. Officers are elected at the beginning of each school year. Representatives are elected from each class in the high school and junior high school.

### ***Rules of Eligibility and Participation***

- A. A student must maintain a "C" or better overall grade average for the present and previous semester.
- B. The student council president must be a senior; all other officers must be in grades ten (10) through twelve (12).

## **STUDENT LOCKERS**

All secondary students will be assigned lockers. These lockers are provided for the safe keeping of lunches, school materials, outdoor clothing, and gym materials. The lockers are to be kept clean and neat, and they should be closed at all times. The lockers remain, at all times, the property of the school. Their use is subject to the school's right to enter and inspect lockers at any time. Any student providing their own lock for lockers shall provide a key to the appropriate office.

## **STUDENT MANDATED TESTING**

In accordance with 70 O.S., Section 1210.507 amended by HB 1017, Section 20, “Each school district to provide educational material to their students, parents, and at-large public about the meaning and use of tests administered as part of the Oklahoma School Testing Program Act.”

Students at Blanchard Schools will be tested each year in accordance with the Oklahoma School Testing Program. The schedule for testing will be announced to students, parents, and the public at-large. The results of these tests will be screened by the Blanchard School faculty and made available to the parents of the students.

Areas falling below the expected achievement level will be evaluated further for the validity factor. If the low level achievement is deemed valid, those areas reflecting the deficit will receive more emphasis during the next school year. The particular objectives that were not met at the expected achievement level will be noted as areas of emphasis.

## **STUDENT SUSPENSION (See DISCIPLINE)**

## **TEACHER-PARENT CONFERENCES**

All members of Blanchard Public Schools are available for conferences with parents concerning any aspect of the school. Scheduled parent-teacher conferences will be held each year. Parents may request additional conferences by contacting the building principals. The principal will schedule the conference at the least restrictive time of the day so as not to require a teacher to leave his/her class unattended.

## **TEACHER-STUDENT CONFERENCES**

Generally, teachers have one scheduled preparation period daily. Students should feel welcome to ask for a conference with any teacher when the need arises. If it is impossible to see the teacher during a regular conference period, the teacher will arrange to see the student before or after school.

## **TITLE IX PROGRAMS**

Students, their parents, and employees of Blanchard School District No. I-29 are assured that the district does not discriminate on the basis of sex in its educational activities and employment practices. Donna Jervis has been designated by the Board of Education to coordinate the school district’s efforts to comply with Title IX.

## **TRANSFER STUDENTS**

The Blanchard School District will not accept transfer students from outside of the Blanchard School District or transportation area without approval from the residency officer.

## **USE OF THE TELEPHONE**

Students will not be called from class to answer the telephone except in cases of emergency. Please keep calls to a minimum in order to avoid class interruption.

School telephones are to be used only when it is necessary to contact parents concerning school business. Students are not to make long distance calls unless arrangements have been made with the principal before the call is made.

## **VALEDICTORIAN, SALUTATORIAN, AND TOP TEN PERCENT**

The grade point average for the valedictorian, salutatorian, and top ten percent includes the grades from courses taken for high school credit determined by the standard 4 point scale. The last semester of the senior year is not counted when figuring a final grade point for this purpose.

The highest-ranking student in the senior class becomes the valedictorian and the second highest-ranking student is the salutatorian. In the event of a tie, duplicate awards will be given.

**For those students graduating in 2015 and beyond, Valedictorian, Salutatorian, and Top Ten Percent will be based on the new 5 point scale with ranking taking precedence.** Please note: the 4 point scale will be used for all other purposes (college admissions and scholarships).

The following classes will be affected by the 5 point scale:

- AP American History
- AP Biology (prerequisite – Human Anatomy)
- AP Chemistry (pre-requisite – Chemistry)
- AP Psychology (prerequisite – Psychology to be taken Junior year only)
- Math Analysis (prerequisite – Trigonometry)
- Concurrent Enrollment Courses (College)

## **VISITORS**

All guests or visitors, including parents, must report to the office of the principal upon their arrival. Parents and other interested adults are encouraged to visit, after first making an appointment with the building principal.

## **WITHDRAWAL FROM SCHOOL**

Students leaving Blanchard Schools during the school year or those graduating will need to complete a checkout form available from the building principal.

This form must be presented to the student's various teachers to certify that grades are available, all bills have been paid, and all textbooks returned. Without this official withdrawal, no transcript of credits will be forwarded to the student's new school.



***Blanchard Public Schools***  
**DISCRIMINATION COMPLAINT FORM**

TO: Donna Jervis, Equity Coordinator  
211 N. Tyler Avenue  
Blanchard, OK 73010  
(405) 485-3391, Ext. 242

FROM: Name of Grievant \_\_\_\_\_

Address/Telephone \_\_\_\_\_

Date of Alleged Violation \_\_\_\_\_

Nature of Alleged Violation:

Names of Person(s) Responsible:

Requested Action:

Date Complaint Filed With Coordinator \_\_\_\_\_

Copies of regulations and procedures are available from the Equity Coordinator or any school office. Prior to filing the filing a written complaint, the grievant is encouraged to visit with the equity coordinator or building principal and a reasonable effort should be made to resolve the problem or complaint.

Please use reverse of this form or attach additional sheets if necessary. (Complaint must be submitted within 30 days of alleged violation.)

## **PARENT/ STUDENT SIGNATURE PAGE**

**WE THE UNDERSIGNED DO HEREBY STATE THAT WE HAVE RECEIVED  
THE BLANCHARD PUBLIC SCHOOLS' STUDENT HANDBOOK.**

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**(PARENT SIGNATURE)**

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**(DATE)**

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**(STUDENT SIGNATURE)**

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**(DATE)**

**Please return this page to the Principal's office as soon as possible.**

