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Dear Parents and Students:

Welcome to Bennington Independent School. It is a privilege to have you with us. We wish to make your experience here a positive one. We have prepared this handbook as an aid for parents and students to bring about a clear understanding between school, parents, and students. Please take the time to read this handbook thoroughly to minimize any misunderstandings which may occur.

Please understand that it is impossible to address all problems which may occur during a school year in the confined pages of this handbook. On these occasions the administration will deal with the problem at their discretion.

Without the support of parents on behalf of education, a school will not be successful. We, therefore, encourage parents to visit our school and become involved.

Please help make education at Bennington School a team effort. Thank You.

*Bennington Administration*

## **GOALS**

Bennington graduates will:

1. Be able to function effectively as a member of a family or household.
2. Be an effective communicator.
3. Be an effective problem solver in all aspects of life as well as an effective decision maker to minimize those problems.
4. Be a productive citizen within our society who can render responsible decisions in order to vote and be potential leaders of their community.
5. Be able to function effectively as a team member in the workplace.
6. Seek life-long learning opportunities outside the structured educational environment.
7. Have high self-esteem as well as a positive approach to life itself.
8. Respect the value of human life and the rights of others no matter what their race, sex, religion, or choice of lifestyle.

## **PHILOSOPHY**

The philosophy of Bennington School is based upon the following general rules:

- Bennington citizens have rights and responsibilities; classroom citizens have rights and responsibilities.
- The student does not divest himself of his constitutional rights on entering the school building.
- So long as a student does not disrupt the educational process, impose upon, endanger or deprive others of their rights, the student will enjoy his freedom of expression, orderly assembly, privacy of person and freedom from discrimination.
- Fair and reasonable procedure will be followed to assure the students' rights.
- The student, in turn, needs to recognize that to maintain an atmosphere conducive to learning, the reasonable exercise of authority by school officials is necessary.
- All persons connected with our schools must demonstrate respect for the rights of the student, and students must accept their responsibility toward others and toward the school system.
- Procedures are guidelines for behavior, so that all may know what is expected of them in the school community.

## **MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE**

The pledges and a moment of silence will be observed daily over the intercom system. Announcements of the day will follow.

## **ENROLLMENT**

Students enrolling in the Bennington Independent Schools will enroll in eight periods each day unless the student is a senior and has made previous arrangements with the high school Principal to enroll otherwise. Students will not be allowed to change their daily schedule after the first week of school. The same applies to students who enroll during the semester.

1. **General:** All children who reside in the Bennington School district, and live with their legal guardian, who are eligible to attend Oklahoma Public Schools are entitled to attend the Bennington Independent School system tuition free.
2. **Age at the Beginning of Pre-Kindergarten:** The Bennington Independent School System will provide a free pre-kindergarten for students who are (4) years of age on or before September 1. Class enrollment will be limited to 20 with district enrollees given preference.
3. **Age at the Beginning of Kindergarten:** The Bennington Independent School System will provide a free kindergarten for students who are five (5) years of age on or before September 1 of that school year.
4. **Age of Beginning First Grade:** Any pupil wishing to start the first grade must be six (6) years of age on or before September 1 of that year.
5. **Transfer Students:** Pupils who are not residents, and who have been legally transferred to the school shall be considered in the same relationship to the school as those who are legal residents of the district and shall attend school tuition free. Students wishing to transfer to Bennington Schools will be screened for past citizenship, grades, achievement test scores and attendance before they will be admitted.
6. **School Attendance:** In order for any child to get the most out of an educational program, no factor may be more important than regular attendance. All Bennington students, upon graduation, are potential employees and we know that employers value workers with excellent attendance. We at the Bennington Independent School have an obligation, along with all parents, to make students responsible for their school attendance.

## **ATTENDANCE REGULATIONS**

It is required for each public school in the State of Oklahoma to keep a full and complete record of the attendance of all children. It is the responsibility of the parent, guardian, custodian, or other person having control of a child over the age of five (5) and under the age of eighteen (18) years, and who has not finished four years of high school work to neglect or refuse to cause or compel above students to attend and comply with the rules of the school in which the student is enrolled and to notify the student's teacher and/or Principal concerning the cause of any absence.

The Bennington Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the Board has adopted this policy.

House Bill 101, 1990 Legislative Session, requires students, including seniors, to attend classes all day.

Bennington High School students will be limited to a maximum of ten (10) absences during a semester. Students who exceed ten (10) absences in any class will receive an "F" for that class. There will be no designation of excused or unexcused concerning absences. Students who exceed this limit may be offered the opportunity to make up the number of hours they are in excess in each class in detention before and after school.

Bennington Elementary School students will be limited to a maximum of ten (10) absences during a semester. Students who exceed ten (10) absences in any class will receive an “F” for that class. There will be no designation of excused or unexcused absences.

Any parent, guardian, custodian, child, or other person violating any provisions of Section 196, School Laws of Oklahoma shall be guilty of a misdemeanor and shall be punished by a fine pursuant to state law.

### **Reporting Reasons for Absence**

#### **1. Parent Responsibility**

- a. When possible, the parent should telephone or make personal contact with the office prior to the absence.
- b. If prior contact has not been made, the parent should telephone the Principal’s office before class begins on the day the student returns to school. A note signed by the parent stating the exact reason for the absence and the time missed will be accepted. However, notes are subject to verification.
- c. When an absence is detected for which contact has not been made the office will often attempt to telephone the parent.

#### **2. Student Responsibility**

- d. Students who become ill during school hours must check out through the office before leaving the campus. Students leaving school without permission will be considered truant.
- e. If a student has received office permission to be off campus and cannot return to the school because of sudden illness, he should have his parents telephone the school to explain why he will not attend his next class. If it is not possible for an adult to telephone, the student should contact the office before the beginning of his next class. Parental confirmation should follow as soon as possible.
- f. The student must obtain a class admission slip from the office prior to meeting any class missed. The admission slip may be obtained from the Principal’s office before school, during lunch break, between classes or after school.

### **MAKE-UP WORK**

Students must accept the responsibility of late work and deadlines. Teachers are not obligated to accept late work. Students having knowledge of a test, quiz or assignment prior to any absence of any length and are absent the day the assignment is due or the test or a quiz is given shall submit the assignment the day of their return and expect to take that test or quiz the day of their return. A student who is absent two days will have two days to make up the work. Students who do not get the makeup work in on time will have “zeros” recorded for the assignment missed. Students who are absent the day an assignment is made shall have equal time to submit the assignment.

Any student suffering from a chronic or recurring condition which may require several absences from school, shall provide the school with a written doctor's statement pertaining to the student’s illness as it relates to school attendance.

## **TARDIES**

Promptness to every class is very important. Classes begin at 7:50 A.M. and students should be expected to be in their assigned chair and ready to work when the tardy bell rings. Between classes, students should proceed immediately to their next class. No loitering in the halls between classes will be permitted.

Any student who arrives more than 15 minutes late, or is absent more than 15 minutes, shall be counted absent for that class period.

### **Identification of Tardies**

When a student is late to class, the teacher must determine if that lateness is considered tardy or not. There are no excused or unexcused tardies. However, coming to class after the tardy bell may not be considered tardy. These instances include:

- If a student has something that needs to be taken care of between classes, it is the students' responsibility to inform his/her teacher for the upcoming class what the student will be doing and get the teacher's permission to possibly be late to class.
- Students may not be counted tardy for a doctor or dentist appointment, illness, funeral, legal matters (court appearance), initial driver's license tests, or a school activity.
- A student will be excused with no penalty with a note from either staff or office personnel.
- Activity lateness and absences will not be counted as such for grading purposes.
- School officials will determine tardies in emergency weather conditions.
- No penalty will be assessed against a student's record if the bus is late in arriving at school or it does not make the regular run for the day.

### **Consequences of Tardies**

Any student who accumulates 3 tardies from all classes in a nine weeks period will be assigned in-school detention upon receiving their third tardy and for each succeeding tardy accumulated until the end of the nine weeks. Three tardies make 1 absence.

Students who continue to have attendance problems will receive special disciplinary action and may be suspended from school.

Excessive tardiness will be reported to the juvenile authorities and the local District Attorney.

## **HALL REGULATIONS**

1. Students are not to be out of any class at any time unless it is absolutely necessary.
2. As a safety precaution and also as a matter of courtesy, running in the halls is not permitted at any time.
3. The halls are to be kept clear. Students may not be in the gym before school or during lunch.
4. Appropriate behavior is expected in the hallways.

## **ARRIVAL/DISMISSAL**

Students who are not transported by bus to school are **not to arrive at school before 7:30 A.M.** There will be no supervision before 7:30 A.M.

It is to be understood by all parents that there is no supervision at the school before 7:30 A.M. or after 3:45 P.M. and we will not be held responsible for accidents which may occur.

## **DISMISSAL DURING THE SCHOOL DAY**

No Staff member may excuse any student from school prior to the end of the school day, or into any personal custody, without the direct prior approval and knowledge of the building Principal or his designee.

The building Principal should not excuse a student before the end of the school day without a request for early dismissal by the student's parents. Telephone requests for early dismissal of a student may be honored only if the caller can be positively identified as the student's parent or guardian.

No student will be excused from the campus without first checking out through the Principal's office. School personnel should refrain from sending students on errands away from the campus during the regular school day.

## **PICKING UP STUDENTS**

When picking your child up early from school or delivering items/messages to your child, check-in at the front office first and the secretary will call your child from class or deliver the items/message for you. This is to minimize disruption of the entire class during the period of study and instruction.

Students will be released only to parents or legal guardians unless prior arrangements have been made.

Teachers are instructed to direct all unregistered guests to the Principal's office.

## **STUDENT PARKING**

Students' cars are to be parked on school property upon arrival. No student will be permitted to sit in or on cars from the time of arrival until dismissal. Cars are to remain parked until the students' departure from the school premises. Students will not return to their cars during the school day. Students leaving school at the end of the day shall not leave until after the buses depart so that they will not interfere with the buses. Students will be permitted to park in front of the high school only. All school rules apply in the parking lot just as they do on every part of the school campus.

## **DRIVING RULES**

Students are to drive in a safe and cautious manner in arriving and departing from school facilities. All driving rules and regulations for driving near schools are to be observed and practiced. These rules will be strictly enforced. Only students who are fully licensed may drive to school. Speed limits around the school are 15 mph at all times and 5 mph in the parking area in front of the school during times when buses are loading or unloading.

## **VISITORS**

Students who wish to invite a visitor to the school (other than a parent or guardian) must obtain special permission from the Principal. The campus is OFF-LIMITS to anyone without proper authorization from the Principal. NO visitor to the school will be permitted to attend classes.

## **HOMEBOUND PROGRAM**

Students with extended illness, injury, or other justifiable reason causing excessive absence must make arrangements with the building Principal for a Homebound Program or other agreeable measures. Such programs require recommendation by a physician and the student will be counted in attendance.

## **TELEPHONE**

The telephone is to be used for business purposes only. You will not be called from your class to answer the telephone except in case of emergency. Students are **NOT** to ask to use the telephone unless the call is absolutely necessary. Students may use the phone in the office only.

## **STUDENT CONDUCT CODE**

The laws of the State of Oklahoma place the school in “Loco Parentis” (in place of parents). 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 the supervision of conduct is a responsibility of the teaching staff. Failure on the part of the student to follow instructions of any member of the staff may result in disciplinary action.

Teachers have authority over Bennington students at all times during the school day and at all school sponsored activities.

## **GENERAL CONDUCT EXPECTATIONS**

We ask that students observe a few general conduct guidelines. If these are followed, then the time spent at Bennington School will be productive and pleasant for you and those around you.

One of the most important words you can learn the meaning of is RESPECT. If you put into practice the meaning of this word, you will be a very successful person no matter what you are doing.

**RESPECT:** giving careful thought concerning the needs and feelings of others, yourself, and the needs of the environment you live in.

### **1. While at School**

Respect others. Respect yourself. Respect your environment.

Be polite. Be helpful. Be honest.

### **2. Classroom**

Conduct yourself in a manner that promotes a positive, orderly learning atmosphere.

### **3. Cafeteria**

Enter, eat, and leave in an orderly and quiet manner.

Students are to refer to school personnel as Mr., Mrs., or Miss in a respectful manner.

Students are asked to please respect the property that is near our school building.

Students are not to go into the yards of neighboring property or to block driveways.

## **DISCIPLINARY RECORDS**

Senate Bill 1533, effective July 1, 2000, requires a school district to forward a student’s records, including the student’s disciplinary records to the district a student is enrolled in or is in the process of enrolling in, upon request. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

## **GENERAL DISCIPLINE PROCEDURES**

The Bennington Independent Schools, in order to provide quality education for all of its students, will not tolerate disruptive acts that interfere in any way with the tranquility of its school. The students, while enrolled in Bennington School, shall be under supervision of and accountable to school personnel. The supervision shall include going to and from and while attending any school sponsored activity.

A disruptive or interfering act shall be defined as, but not limited to: inciting, encouraging, promoting, or participating in activities which interfere with the due process of the educational program of the school.

Except in extreme or flagrant violations, the procedure for disciplinary action is by teacher referral. The teacher will refer the student to the Principal after his/her attempt to correct the student's behavior has failed. After the Principal has received these referrals, the procedure will be as follows:

### **High School/Middle School**

First offense - Warning

Second offense – 3 days detention

Third offense–3-5 days I.S.D.

Fourth offense–5 days suspension or 3 days suspension and corporal punishment

Fifth offense–10 days suspension or 5 days suspension and corporal punishment

Sixth offense–suspended for remainder of current semester and next semester

### **Elementary**

First offense–Warning

Second offense–3 days Detention or corporal punishment

Third offense–5 days Detention or corporal punishment

Fourth offense–1 day I.S.D.

Fifth offense–3 days I.S.D.

Sixth offense–5 days I.S.D.

The Principal may deviate from this schedule at his/her discretion. Any student who is referred to the office for disciplinary infractions and has gone 20 school days since a prior referral may move back one offense level for punishment purposes, i.e., if a student goes twenty school days between a fifth and sixth offense, he would be subject to punishment for equal to the fifth offense.

## **VANDALISM-THEFT**

Any student committing an act of vandalism, theft, gambling or forgery is subject to suspension. Vandalism includes all acts of damaging, destroying or defacing either school or personal property. Minor offenses may need only to be cleaned up or repaired by the student. Damaged or stolen property must be paid for or replaced by the parent of the offending student. Repeated offenses or severe offenses will result in more severe penalties or appropriate civil action.

First offense-Up to 3 days suspension

Second offense -10 days suspension

Third offense -Expulsion

Extreme cases may result in immediate expulsion.



## **CARE OF TEXTBOOKS, LIBRARY BOOKS, ATHLETIC UNIFORMS, ETC.**

Students are responsible for all textbooks, workbooks, library books, and athletic uniforms issued to them during the school year. All lost or damaged books and/or athletic uniforms must be paid for.

Fees for lost or damaged items are as follows:

Textbooks/Workbooks/Library Book	Cost of Book
Athletic Uniforms	Cost of Uniform
Technology	Cost of Technology

If these fees are not paid by the end of the school term, the amount due will be carried over to the following school year.

All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. Monies collected for lost textbooks, library books, and athletic uniforms will be refunded if the item is found. Monies collected for lost workbooks cannot be refunded due to the fact that workbooks are consumable and will be a useless item after the student has begun working in it.

## **SMOKING AND TOBACCO**

The possession or use of any tobacco or tobacco products while on the school premises or during any school activities is strictly prohibited by STATE LAW and SCHOOL POLICY.

Students will be held responsible for their lockers, bags, cars, etc. The smallest amount of tobacco residue in a student's possession or in their mouth will constitute possession.

The following action will be taken when a student is found to be in possession of tobacco.

1<sup>st</sup> Offense: Three (3) days I.S.D.

2<sup>nd</sup> Offense: Three (3) days of O.S.S. suspension

3<sup>rd</sup> Offense: The student will be given five (5) days of Out-of-School Suspension.

4<sup>th</sup> Offense: The student will be suspended for the remainder of that semester.

Students seen using tobacco products immediately after leaving school may be assumed to have been in possession at school and subject to discipline.

## **DRUG AND ALCOHOL POLICY**

The Bennington School District supports a policy of minimal tolerance of students involved in the possession, use, delivery, transfer, or sales of alcoholic beverages or controlled substances or prohibited substances while in school or at school sponsored events.

Prohibited substances are described as follows:

1. Alcohol or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined by state law or as defined by Section 812, Schedules I–V, of Title 21, United States Code, Section 801: including, but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
3. Any prescription or non-prescription drug, medicine, vitamin or other chemical, including, but not limited to aspirin, other pain relievers, stimulants, diet pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

If a teacher, other school employee, or a student of the Bennington Independent School suspects any student of being under the influence of, or possessing alcohol or a controlled substance, that person shall notify the Principal immediately.

The Principal acting on the grounds of “reasonable suspicion” may, in the presence of a witness, search the student, the student’s locker, and personal property including book bags and automobiles.

If the Principal determines that the student is under the influence of alcohol or a controlled substance, or finds alcohol or controlled substances, including empty containers and residue, the following procedures will be followed:

1. A. First offense – Law enforcement may be contacted to come to the school to verify the symptoms of intoxication. Upon verification of school policy violation, the student will be suspended a minimum of 5 days. Parents will be contacted.  
B. Second offense – Parents and law enforcement will be contacted immediately, and the student will be suspended for the remainder of the current semester plus the succeeding semester.
2. Because of the potential danger to the student presented by his/her acute intoxication of alcohol or other drugs, students exhibiting evidence of acute intoxication, incapacitation, or a drug overdose while at school, or at a school sponsored event, will be transported immediately to the local hospital facility designated to provide detoxification services with immediate notification of parents and police. Following his/her return to school, Section 1 of this policy will be implemented.

The U.S. Supreme Court has ruled that under the Fourth Amendment to the U.S. Constitution, searches of students by school officials need not adhere to the strict standards of “probable cause” imposed upon law enforcement officers. Rather, the legality of searches will depend upon the “reasonableness” of the search in light of all the circumstances. There must be reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. The states remain free to provide greater protection for students.

Any student suspected of selling or distributing any of the aforementioned substances will be suspended immediately for the remainder of the current semester as well as the next semester.

## **FIGHTING**

Because of the potential for injury, fighting will not be tolerated at any time. When a fight occurs, every effort will be made to determine if one of the participants initiated the altercation. If this can clearly be determined, only the student who started the fight will be suspended. Any student who engages in arguing, harassing, name calling, or threatening prior to a fight or who goes beyond merely defending themselves once a fight begins will be considered at fault and is subject to suspension.

First offense—3 days suspension

Second offense—5 days suspension or 3 days suspension and corporal punishment

Third offense—suspension for remainder of current semester and the next semester

## **FOOD AND DRINK**

In order to maintain a clean school building, food and drink must be restricted. Do not take food and drinks to the gym during the day. Neither gum, candy, nor any other type of food or beverage is to be allowed in the classroom during the day unless authorized by a Principal. Food and drinks will not be stored in the lockers. Clear bottles of water are acceptable.

## **DISPLAY OF AFFECTION**

Students engaging in displays of affection which school officials consider inappropriate in an educational environment will be called to the office for a conference with the Principal and/or other designated school officials. If necessary, parent consultations will also be arranged or students will be subject to discipline as described under the General Discipline Procedures.

## **SEXUAL HARASSMENT**

Students must be free to learn in an environment which treats them with respect and is not allowed to be fraught with sexual hostility. This sexual harassment can exist in overt sexual advancements or in an illusion through words, gestures, body positions, body proximity, writings, electronic mail or any other means of communication.

### **A. General Prohibitions**

#### **1. Unwelcome Conduct of a Sexual Nature**

- a. Conduct of a sexual nature may include verbal or physical advances, 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. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct, that it is unwelcome.

## **HARASSMENT, INTIMIDATION, BULLYING, INVESTIGATING REPORTED INCIDENTS, AND HAZING**

No student in this district will be subject to hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities. The district specifically prohibits threatening behavior, harassment, intimidation and bullying by students at school and/or by electronic communication, 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. **Harassment, Intimidation and Bullying**

210:10-1-20. Implementation

- (a) Purpose. *Bullying has a negative effect on the social environment of schools, creates a climate of fear among students, inhibits the ability to learn, and leads to other antisocial behavior.* Other detrimental effects of bullying include impact on school safety, student engagement, and the overall school environment. Successful school programs recognize, prevent, effectively identify, and intervene in incidents involving harassment, intimidation and bullying behavior. Schools that implement these programs have improved safety and create a more inclusive learning environment. *The purpose of the Oklahoma School Bullying Prevention Act, 70 O.S. § 24-100.2, et seq., is to provide a comprehensive approach for public schools to create an environment free of unnecessary disruption which is conducive to the learning process by implementing policies for the prevention of harassment, intimidation and bullying.*
- (b) Definitions. The following words and terms, when used in this subchapter, shall have the following meaning:
  - (1) "Harassment, Intimidation, and Bullying" *“means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will:*
    - (A) *Harm another student;*

- (B) *Damage another student's property; Place another student in reasonable fear of harm to the student's person or damage to the student's property; or*
- (C) *Insult or demean any student or group of students,*
- (2) *"Applicability" means the aforementioned conduct constitutes harassment, intimidation, and bullying if conducted in such a way as to disrupt or interfere with the school's educational mission or the education of any student. This includes, but is not limited to gestures, written, verbal, or physical acts, or electronic communications.*
- (3) *"Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or computer.*
- (4) *"Threatening Behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.*
- (5) *Scope. Threatening behavior, harassment, intimidation, and bullying is prohibited on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events. Threatening behavior, harassment, intimidation, and bullying 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.*
- (c) *Implementation. Each district Board of Education shall adopt a policy for the control and discipline of all children attending public school in that district. Such policy shall set forth investigative procedures of reported incidents of harassment, intimidation, bullying or threatening behavior. Such policy shall provide options for the methods of control and discipline of the students and shall define standards of conduct to which students are expected to conform, which may include a detailed description of a graduated range of consequences and sanctions for bullying. The policy adopted by each district Board of Education shall include and/or establish the following:*
- (1) *Specifically prohibit threatening behavior, harassment, intimidation, and bullying by students at school and by electronic communication. Electronic communication shall be 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.*
- (2) *Address prevention of and education about threatening behavior, harassment, intimidation, and bullying.*
- (3) *A procedure for the investigation of harassment, intimidation, bullying or threatening behavior reported to school officials for the purpose of determining the severity of the incidents and their potential to result in future violence.*
- (4) *A procedure which provides, upon the completion of an investigation, that a school may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior.*
- (5) *A procedure whereby a school may request the disclosure of any information concerning students who have received mental health care pursuant to sub-section (4) of this rule that indicates an explicit threat to the safety of students or school personnel provided, the disclosure of information does not violate the provisions or*

*requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.*

- (d) Policy Adoption. The policy adopted by the local school board pursuant to 70 O.S. § 24-100.4 shall include the statutorily required sections outlined in section (c) of this rule. Failure to include such items shall result in action pursuant to section (f) of this rule.
- (e) Policy Development. *In developing a district policy, each district Board of Education shall make an effort to involve teachers, parents, and students. The students, teachers, and parents or guardians of every child residing within a school district shall be notified by the district Board of Education of the adoption of the policy and shall receive a copy upon request.*
- (f) Monitoring and Compliance. The State Board of Education shall monitor school districts for compliance with 70 O.S. § 24-100.4 and section (c) of this rule.
- (1) To assist the State Department of Education with compliance efforts pursuant to this section, each school district shall identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain on file with the Department of Education updated contact information. Each school district shall notify the State Department of Education within fifteen (15) business days of the appointment of a new Bullying Coordinator.
- (2) Beginning with the 2012-2013 school year, and for each school year following, each school district shall submit to the State Board of Education a copy of the district's bullying policy. The bullying policy shall be submitted to the State Department of Education by December 10th of each school year, and shall be submitted as a part of the school's Annual Performance Report.
- (3) Beginning with the 2012-2013 school year, and for each school year following, the State Department of Education shall conduct a comprehensive review of each school district's bullying policy to ensure compliance with 70 O.S. § 24-100.4. School districts that do not comply with the statutory requirements of the statute shall be notified in writing, and be required to make necessary changes to comply with state law.
- (4) State Department of Education staff shall monitor school districts for compliance with 70 O.S. § 24-100.4 and section (c) of this rule. The State Department of Education may initiate a compliance review upon receipt of evidence which indicates noncompliance with 70 O.S. § 24-100.4. Evidence of potential noncompliance shall be based on the nature or frequency of confirmed complaints of non-compliance received by the State Department of Education. The scope of a compliance review initiated pursuant to sub-section (f) of this rule shall be limited to determining whether a school district has implemented policies required by 70 O.S. § 24-100.4.
- (5) Records indicating substantial noncompliance with sub-sections (3) or (4) of this rule shall be submitted to the school district's Regional Accreditation Officer (RAO) for review and consideration during the district's accreditation process. Record of a school district's failure to comply with 70 O.S. § 24-100.4, including the number of confirmed complaints of non-compliance involving the district shall be documented in the district's compliance report and be considered for purposes of accreditation.
- (g) Federal Applicability. Harassment, intimidation, and bullying behavior may also result in discriminatory harassment, prohibited by Title VI of the Civil Rights Act of 1964

(Title VI), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 (Section 504); and Title II of the Americans with Disabilities Act of 1990 (Title II). Section 504 and Title II prohibit discrimination on the basis of disability. Each school district shall take necessary steps to ensure compliance with federal law.

**Investigating Reported Incidents of Harassment, Intimidation, Bullying or Threatening Behavior**

1. The following conduct, as defined and specified above, by any person or persons and directed toward any person or persons or the property thereof is specifically prohibited by the district:
  - a. Harassment
  - b. Intimidation
  - c. Bullying

The above prohibitions apply to such conduct at school and/or by electronic communication and whether or not such communication originated at school or with school equipment, if the communications specifically directed at students or school personnel and concerns harassment, bullying or intimidation at school.

2. Any student who believes he/she has been subjected to acts of harassment, intimidation or bullying as specified above shall immediately report such incident to one of the student's teachers or to the student's school Principal. If reported to a teacher, the teacher shall immediately notify the school Principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them and take any actions deemed appropriate.
3. Upon notification of such an incident by the student or student's teacher, the school Principal shall investigate the incident to determine its severity and its potential to result in future violence.
  - a. The alleged incident shall be documented in writing by the Principal.
  - b. The investigation shall be made in a timely fashion.
  - c. At the Principal's discretion, the investigation may include interviews with students and/or faculty who may have knowledge of the incident; collection of documentary or other evidence relating to such incident; involvement of local/state/ federal law enforcement authorities; involvement of other district officials who may be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.
  - d. Consideration shall be given to recommendations made by the Safe School Committee regarding the most recent and most methods for in the matter; and/or any other legal means by which the investigation may be facilitated.
4. When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation or bullying.
  - a. Sanctions and various options for control and discipline of students which may be considered and/or implemented are set forth in the school's disciplinary policy (See policies 715,718 and associated regulations).
  - b. In addition, the district may recommend that available community mental health care options be provided to the student, if appropriate.

- c. Students subject to sanctions under this policy shall have due process and appeal rights as stated in the school's disciplinary policy (See policies 715, 718 and associated regulations.)
5. At its discretion, the district may request disclosure of any information concerning students who have received mental health care relating to acts of harassment, intimidation or bullying, or the like, that indicate an explicit threat to the safety of students or school personnel, provided that the disclosure of such information shall be made in writing to the party from whom it is requested. Requests for such disclosure from another district as they relate to a student of this district shall be handled accordingly.

## **HAZING**

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.

## **DANGEROUS WEAPONS ENFORCEMENT**

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this school district's policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrators may seek to file criminal charges against the student.

Any employee in possession of a dangerous weapon, or replicas or facsimile of a dangerous weapon, in violation of this school district's policy may be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities. Such employees may be dismissed or may receive other disciplinary action, if considered appropriate by the Superintendent and/or the Board of Education. In addition, school district employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal, will be in accordance with any Board policy and any negotiated agreement which is applicable to the employee.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate such weapon or replica or facsimile of a dangerous weapon found if this can be accomplished without placing any students or staff in jeopardy. The teacher or employee shall immediately notify the Principal or the Principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the Principal or the Principal's designee of the situation.

If the teacher or other school employee has reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon or replica or facsimile of a dangerous weapon in violation of school policy, he/she shall immediately report the matter to his/her immediate supervisor or the Superintendent of school or his designee.

If the Principal or his designee learns that a student or employee is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the Principal or designee shall observe the following procedure:

1. Immediately investigate the matter and contact the police.
2. If not already confiscated by an employee of the school and if it can be accomplished without risk of injury, the Principal or designee should take possession of the dangerous weapon or replica or facsimile thereof.
3. Notify the Superintendent or his/her designee.
4. In case of a student, notify his/her parents/guardian.
5. Cooperate fully with the police.
6. Transfer confiscated weapon to the police department.

Except as may be required by law for disabled students, any student in possession of a dangerous weapon or replica or facsimile thereof shall not be eligible for placement in any alternative education program, intervention program or be eligible to transfer to another school district in lieu of suspension.

A student who has been suspended from another school district because of the possession of a dangerous weapon or replica or facsimile thereof shall not be accepted as a transfer student into this school district.

Rights of due process for all students and rights of disabled students will be observed in accordance with applicable law and the Board of Education policies.

## **WEAPONS**

No weapons of any type (knives, guns or martial arts items) or other items that may be used or construed as a weapon shall be in the possession of any student while on school grounds or any time while on school-sponsored events or school activities. No weapons of any type may be in the possession of any student on a school bus or other vehicle used by the district for student or teacher transportation. In accordance with state and federal law, possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended for a period of not less than one year, to be determined by the Board of Education. The Superintendent on a case-by-case basis may modify the term of the suspension.

### **Suspension for possession of firearms.**

Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out of school for a period of not less than one (1) year, except for instances where such possession is allowed pursuant to the provisions set forth in 21 O.S. 2001, Section 1280.1. The Superintendent may modify the term of the suspension on a case-by-case basis. The student may request a review of the suspension with the administration.

## **GUN-FREE SCHOOLS & DANGEROUS WEAPONS**

In order to provide a safe environment for students and staff of Bennington School District, the Board prohibits the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.

### **The Law**

It shall be unlawful for any person, except a peace officer or other person authorized by the Board, to have a firearm or weapon in his/her possession on any public school property or while in any school bus or vehicle used by the school for transportation of students or teachers.

A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law shall not be in violation of the



provisions of this policy, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property.

Any person violating the provisions of this law shall upon conviction be guilty of a felony punishable by a fine not to exceed five thousand dollars (\$5,000), and imprisonment for not more than two years. Students violating this policy may be subject to expulsion and/or reported to the county sheriff.

### **Application of the Law**

Dangerous weapons, including but not limited to firearms, are a threat to the safety of students and staff of Bennington School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school. Possession by any student or employee of a dangerous weapon or a replica or facsimile of a dangerous weapon while on school property, at a school-sponsored activity, or on school bus or vehicle is prohibited.

A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun, BB gun, slingshot, blackjack, brass knuckles or artificial knuckles or any kind, nun-chucks, dagger, Bowie knife, dirk knife, butterfly knife, any knife with a blade greater than three inches, any knife with a blade which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife with a blade shorter than three inches which can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains and any replica or facsimile thereof of any item that is used to harm any person or to threaten harm to any person.

An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the Principal, in consultation with the Superintendent of schools, is required.

Rights of due process for all students and rights of students with disabilities must be observed in accordance with applicable law.

### **PORNOGRAPHY**

Any pornography found on students or purchased on school sponsored trips will be an automatic three day suspension for that student. Any student found looking at pornography on school computers will get an automatic three day suspension.

## **WIRELESS TELECOMMUNICATION DEVICES AND NUISANCE ITEMS**

### **Wireless Telecommunication Device**

School personnel shall have the authority to detain and search upon reasonable suspicion any student who is in possession of an unauthorized pager, Ipad, or phone. The unauthorized device will be taken from the student's possession and disciplinary action taken.

First offense - Warning

Second offense - Teacher secures phone or device

Third offense - Students' phones or devices will no longer be permitted in class and will be given to the Principal. Parents must pick up the phone.

Fourth Offense - 3 days ISD

Further incidents could result in suspension.

\*Parents will also receive a mobile phone classroom contract.

### **Nuisance Items**

Radios, video games, tape players, water guns, laser pointers, cards, cameras and other similar items are considered "nuisance items" and should NOT be brought to school.

Any such items will be confiscated and returned to the student only at the end of the school day or at another time designated by the administrator dealing with the situation.

## **DRESS CODE**

It is the goal of the Bennington Public School District to establish and maintain a quality learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on any school campus. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career.

Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by school personnel will be asked to change clothing and may be subject to school discipline should they refuse to do so or continue to violate the dress code. These guidelines are not intended to be all-inclusive. The Principal has the authority to determine if clothing is disruptive to learning or impacts student safety.

### **General Dress and Grooming Code**

Good standards of dress and appearance reflect good judgment, poise, increased maturity, and help to create the businesslike and purposeful atmosphere of a good school. Another reason for students to take pride in their personal appearance is because many employers request the school to provide information concerning the personal appearance of a prospective employee when he/she attended school. The following rules are examples of dress and personal appearance that are expected at Bennington Independent Schools and are not to be inclusive of all rules. If you have any questions you should visit with the Principal before attempting to dress in an inappropriate manner: The dress code is in effect at all times during the regular school day and at school activities outside regular school hours. This extends to all activities involving Bennington School's students off campus.

The following dress code for students in grades 7 through 12 has been adopted by the Bennington Board of Education:

- All clothing must be a respectable length.
- Dresses, pants and shorts: The length of the skirt, dress, or pants shall be long enough to not be conspicuous or indecent, and should be of sufficient length that they extend past the middle finger with the arms and hands fully extended and the shoulders in a relaxed or normal position.

- Tank tops, midriff, net shirts, backless shirts and spaghetti-type shirts are not to be worn to school. Tank tops may be defined as any collarless, sleeveless shirt. However, collarless and sleeveless shirts or blouses may be worn so long as the material covering the top of the shoulder is of sufficient width that it extends from the end of the shoulder to the neck.
- No T-shirts may be worn with questionable advertising or statements printed on them which are in bad taste.
- Specifically, no clothing will be worn that displays profanity or sexual suggestion.
- Pants must fit properly and be pulled up to the waist. Pants shall not drag the floor, nor should underpants be visible at the top of the pants. Hats are not to be worn in any building without the consent of administration.
- External piercing of the body with exception to the earlobe is prohibited. Distracting facial piercings (nose, eyebrow, tongue, etc.) are prohibited. All gauges are prohibited (whether in face, earlobe, etc.)
- There shall be no bizarre or unnatural coloring of hair, nor bizarre haircuts or styles.
- Chains will not be a part of daily dress either as decoration or to hold up the pants.

A good general policy regarding the dress code is: If there is **ANY QUESTION** about an item being inappropriate, **DO NOT WEAR IT.**

If any clothing, hair or jewelry is determined to be a distraction to the educational process it is a violation of dress code.

Bennington Schools expects its students to voluntarily comply with the dress code. Failure to comply with the dress code guidelines is considered to be an insubordinate act and will be treated as such. Building administrators have the final decision as to the appropriateness of all clothing and related issues.

If a student wears clothing that does not comply with the dress code, the problem can usually be resolved by having the student change clothes so that he or she is in compliance with the code.

Class time that a student misses to change clothes, so that he/she is in compliance with the dress code will be counted toward that student's total attendance.

## **BUS BEHAVIOR**

- A. The School Laws of the State of Oklahoma stipulate that transportation by bus may be furnished by the school district but that the district is not required to do so. **Therefore, by law, it is a privilege to ride a school bus and not a right to such transportation.**
- B. Bus transportation is provided for students enrolled in the Bennington Independent School as follows:
  1. For students residing at a distance greater than one and one-half miles from the school of record.
  2. For any other purposes designated as being of benefit to the total of the school and as approved by the Principal/Superintendent.
- C. Bennington School's Rules and Regulations for School Bus Riders.
  1. The Principal/Superintendent is responsible for the establishment of bus routes and the designations of bus stops. Bus stops will be established during the first week of the school year.
  2. Violations of rules and regulations contained herein may result in the loss of riding privileges in addition to other disciplinary action.
  3. Rules and regulations for bus riders are as follows:

- a. Move to the rear of the bus when boarding to make room for other students. Take a seat and remain seated while the bus is in motion. Sit only in assigned seats, if seat assignments are made.
- b. Assist in keeping the bus clean. Clean your feet before entering the bus. Leave no books, lunches, or other articles on the bus.
- c. Treat all bus equipment as you would valuable furniture in your own home, or in your own car. Never tamper with bus equipment.
- d. Keep the aisles clear of books, athletic equipment, and other objects.
- e. Avoid loud talking, laughing, or unnecessary confusion that diverts driver's attention. Do not talk to the bus driver when the bus is in motion unless it is absolutely necessary to do so.
- f. Do not extend hands, arms, head, or any other part of the body out of the window.
- g. Do not eat or bring food on the bus.
- h. Large objects or objects which block the view of the driver will not be brought on to the bus. Balloons or objects which cannot be stored between the seats have been a particular problem.
- i. Do not smoke on the buses.
- j. Do not bring alcohol or other illegal substances on the buses nor attempt to board the bus if you are under the influence of alcohol or controlled substances.
- k. Do not use profane or obscene language on the bus.
- l. Do not try to bring animals or other pets on the bus.
- m. Do not ask the driver to discharge riders at places other than the regular bus stop.
- n. The bus will not stop for students who have not ridden the bus for 3 days until a parent calls.

D. Safety guidelines for students.

- a. Walk on the left side of the street facing traffic between home and the school bus stop.
- b. Be on time at the bus stop. Plan to arrive not more than five minutes before the scheduled pick-up time. The students should help in keeping the bus on schedule.
- c. Be on time at the designated departure place from the school at the end of the day. Being on board the bus at the time of the scheduled departure.
- d. Stay out of the street while waiting for the bus. Wait in the area alongside the curb. Do not attempt to ride any bus other than the one to which assigned. Do not attempt to board the bus at other regular bus stops.
- e. Show proper respect for private property such as lawns, shrubs, trees, etc. Stay out of garages and off porches. Property owners are extending to students the use of their corner or driveway. Any abuses may result in the moving of the bus stop.
- f. Look both ways if it is necessary to cross the street after getting off the bus. Cross at least ten feet in FRONT of the bus. Be on the alert for danger signals from the driver.
- g. The driver of the bus has a very important role in connection with student behavior on the bus. The driver is in complete charge of the bus and the students on the bus. Pupils must obey the driver promptly. Students must be informed that:

- (1) The privilege of pupils to ride the bus is conditioned on their good behavior and observances of all bus rules and regulations. Drivers are authorized to enforce these rules. Should any student violate any of these rules, it shall be the duty of the driver to refer such disobedience to the respective Principal for the proper disciplinary action.
- (2) The Principal will determine necessary disciplinary action, and if the student is to be suspended from riding the bus for a period of time, proper notification will be given to parents of the student.
- (3) A driver will not remove a student from the bus for violation of bus rules and regulations at any point other than the school or student's regular bus stop.

The student bus rider has an important role in bus behavior. The good student will inform himself/herself of all rules and regulations pertaining to riding a bus and will strive to obey them. He will encourage his fellow students to do likewise. Students are well aware that most injuries on the buses are caused by carelessness or student horseplay. They should be safety conscious while they are bus riders. Students who obey the rules are very much good citizens and are commended for their behavior.

It is sincerely hoped that parents will recognize that these rules and regulations are for the safety and well-being of all students riding the buses and that they will actively assist in enforcing them as well as being in support of the school as the bus program is administered.

### **BUS DISCIPLINE**

First offense – Warning

Second offense – Three (3) school days suspension of bus riding privileges

Third offense – Five (5) school days suspension of bus riding privileges

Fourth offense – One month suspension (20 school days) of bus riding privileges

Fifth offense – Suspension of bus riding privileges for the remainder of current school year.

Serious infractions may result in immediate suspension of bus privileges or suspension from school.

### **ACTIVITY AND FIELD TRIPS**

1. Students must dress in the same manner as found in school.
2. Students must conduct themselves in the same manner as required in school.
3. Students must return on the bus in which they were transported to activities unless released to parents.
4. Before a child will be allowed to go on a field trip, he/she must have signed permission from the parent, when required by the school.
5. Since field trips are educational experiences, students not going on the trip will be expected to attend school and will be given assignments and supervision as felt appropriate by the teacher and Principal.
6. Students who are participating in a school activity but wish to drive to that activity shall have permission from (1.) their parents; (2) coach or sponsor; and (3) the Principal.

Students are encouraged to ride the bus to activities and in only special cases will be given permission to drive to activities. Students driving to activities without permission from all three listed above will be counted absent if activity occurs during school hours and may not be allowed to participate in the activity.

## **SEARCH AND SEIZURE**

The Superintendent, Principal, or teacher, upon reasonable suspicion, may detain and search, or authorize the search of, any pupil or property in the possession of the pupil if the pupil is on any school premises or in transit under the authority of the school, or attending any function sponsored or authorized by the school. The student may be searched for dangerous weapons, controlled dangerous substances, intoxicating beverages, low point beer, wireless telecommunication devices. The student may also be searched for missing or stolen property if such property is reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same sex and witnessed by at least one other authorized person, preferably by a person of the same sex. Only cold weather outerwear shall be removed.

The official shall have authority to detain the pupil and to preserve any of the items mentioned above and found on the student. Any dangerous weapon, controlled dangerous substance and intoxicating beverages, including low-point beer, shall be given to the police department for appropriate destruction.

Pupils shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk, or other school property search. This policy will also apply to vehicles driven to the school. Students leave articles of value in lockers at their own risk. This policy will also apply to vehicles driven to school.

The pupil may be suspended in accordance with school law, and any such suspension may be appealed to the Board of Education, in accordance with school policy.

## **IN-SCHOOL DETENTION (I.S.D.)**

While serving In-School Detention, students will be isolated from the main student body for the entire day. They will be supervised by a special I.S.D. teacher. Students will receive the day's work from their regular classroom teacher. This work will be graded and recorded. Poor quality or unfinished work will not be accepted. The I.S.D. teacher has the right to assign anything within reason when all work has been completed and the student is idle for any length of time.

While students are serving In-School Detention they will not be eligible to participate in any extra-curricular activities during or after school.

Strict conduct rules will be enforced. Any violation of rules or misconduct will result in further discipline.

Parents will be notified when I.S.D. has been assigned to their child and the reasons leading up to the discipline.

## **RULES FOR IN-SCHOOL DETENTION**

- A. There shall be NO TALKING or NOISE making during I.S.D. Talking is allowed only when addressing the assigned I.S.D. teacher.
- B. Any discipline violations while in I.S.D. will result in additional days of I.S.D. or out of school suspension. Students will serve the balance of I.S.D. upon their return.
- C. Breaks will not be taken during class changeovers of the regular student population.
- D. I.S.D. students shall remain busy with school work.
- E. Meals will be determined by school schedule.

Students who leave school before serving 4 full class periods in I.S.D. must serve one full day upon their return. Students who leave school after serving more than 4 periods, but less than a full day in I.S.D. must serve at least four full class periods upon their return to school.

## **CORPORAL PUNISHMENT**

Policy: Corporal punishment of students will be administered (at the discretion of the Principal) and under the following policy adopted by the Board of Education for the Bennington School and in accordance with the Oklahoma State Statutes.

Any student whose parent has requested that no corporal punishment be used or a student who refuses corporal punishment, when corporal punishment has been deemed appropriate by the teacher or Principal, the student may be suspended for a period no less than three (3) days. This is used as a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules.

1. Corporal punishment will be administered by the Principal or someone designated by the Principal and only in the presence of other certified personnel or individuals directly involved with the disciplinary procedure. It shall be applied to the buttocks only. The witness should be informed of the infraction in the presence of the student.
2. A written report shall be made for each student receiving corporal punishment. The report will describe the offense and the disciplinary action taken. A copy of the report will be placed on file. A copy is to be signed by the certified person administering the punishment and the witness.
3. If a parent does not wish for their child to receive corporal punishment, they should file a written request with the Principal at the beginning of each school year.
4. Any student whose parent has requested that no corporal punishment be used or a student who refuses corporal punishment, when corporal punishment has been deemed appropriate by the teacher or Principal, the student may be suspended for a period no less than three (3) days.

## **REGULATION SUSPENSION ACTIONS AND PROCEDURES**

The Principal shall have the authority to suspend any pupil who is guilty of any of the following acts while in attendance at such school or in transit (by school transportation or under school supervision) to or from school, at any school function authorized by the school district, or when present on any facility under the control of the school district.

The district may also discipline a student for behavior that occurs in other places if a relationship exists between the behavior and the school, especially if the behavior may indicate a possible impact on the safety of the school district and its students.

This listing is an example of some of the infractions that a student might encounter prior to receiving suspension. It is not all-inclusive and does not limit either offenses or possible disciplinary actions a student might encounter.

1. Immorality or profanity
2. Truancy
3. Violation of written school rules, regulations or policies
4. Assault upon another student or person
5. Possession or being under the influence of any narcotic drug, stimulant, barbiturate or alcohol
6. Possession, threat, or use of a dangerous weapon as defined by State Statute
7. Use and/or possession of any tobacco product
8. Conduct which disrupts the operation of the school
9. Conduct which jeopardizes the safety of others
10. The willful disobedience of the request of any school official in the performance of such school official's duties
11. Failure to attend an assigned detention class without prior approval
12. Failure to comply with State immunization law

13. Vandalism or theft
14. Excessive tardies
15. Fighting; assault; attempted assault; acts which could reasonably cause injury
16. Verbal or physical abuse
17. Illegal use of parking permits
18. Unauthorized entry to buildings and/or campus
19. Unauthorized departure from campus and/or class
20. Failure to attend assigned class while on campus without prior office approval
21. Gambling

The Constitutional rights of individuals assure them the protection of due process of law; therefore, the administration of discipline in this school district shall be guided by legally sound procedures.

Reference: 70 O.S. 24-101-3 (Section 488.2, School Laws of Oklahoma)

### **STUDENT SUSPENSION**

(This) Board of Education holds the position that a student may be suspended out of school when the student is found to be guilty of any of the following acts:

- a. Violation of a school regulation
- b. Immorality, profanity or abusive language
- c. Adjudication as a delinquent for an offense that is not a violent act (See addendum.)
- d. An intoxication beverage, low-point beer, or missing or stolen property if the property is reasonably suspected to been taken from a student, a school employee, or the school
- e. To have been in possession of a dangerous weapon (except where permitted by law) or a controlled dangerous substance
- f. To be in possession of, sale, use and/or under the influence of a narcotic or dangerous drug
- g. To dress or have the appearance, attitude or behavior that fosters disruption to the operation of the school
- h. Vandalism, thievery, defacing or destruction of any school or personal property
- i. Fighting, assault, attempted assault, acts which could reasonably cause bodily injury
- j. When other methods of discipline have failed to control behavior problems, the district shall implement the following considerations in making decisions in suspension situations:
  1. Before a pupil is suspended out of school for the above-named reasons, the school Principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention.
  2. A student suspended for more than five (5) days shall be given an educational plan.
  3. The parent or guardian of a student suspended out of school for the above-named reasons shall provide a supervised, structured environment for the student and bear responsibility for the student's educational progress.
  4. The school administration shall provide an education plan designed or the eventual reintegration of the student into school.
    - a. The plan needs to provide only for core units (English, Math, Science, and Social Studies).
    - b. The plan shall set out the procedure for education.
    - c. The plan shall address academic credit for work satisfactorily completed.



5. Suspended students on an individual education plan shall be provided the education and related services in accordance with the students' IEP.
6. The Board of Education supports the concept that if work is satisfactorily completed during suspension and satisfactory test grades are achieved, the student should receive sufficient credit for a passing grade in the class.

### **Due process**

The Superintendent and/or Principal shall have the authority to suspend a student. Before suspending a student, the student shall be given oral or written notice of the charge and, if the student denies it, an explanation of the evidence and an opportunity to present his or her side of the story. Students whose presence imposes a continuing danger may be removed from the school immediately. Written notice and a hearing shall follow as soon as possible.

### **Student Appeal**

A student suspended by the district shall have the right to appeal to the Board of Education. The Board shall notify the student, his or her parent, attorney, or legal guardian that the student is entitled to an executive session of the Board regarding the discussion of the student's suspension. If the student, his/her parent, attorney, or legal guardian request an executive session, and only upon such request, the Board will grant an executive session. The Board shall, upon a full investigation of the matter, determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The Board may appoint a hearing officer to conduct the hearing and render the final decision. The decision of the Board or Board-appointed hearing officer shall be final.

### **PUBLICATIONS/PETITIONS**

- A. Expression of ideas and the awareness of a multitude of varying opinions is vitally necessary in the educational process. Students in the Bennington Independent School shall have the right to distribute printed materials, including pamphlets, posters, leaflets, brochures, and circulars which are not designed primarily for commercial or religious purposes.
- B. A copy of each issue of any publication or printed material must be provided to the Principal to review before its distribution. It must contain the name and organization or individual responsible for the publication or printed material.
- C. The Principal shall have the right to withhold distribution of printed materials which, in the opinion of the Principal, contain:
  1. Language or art exposing any person to public hatred, contempt, or ridicule, or that is otherwise libelous.
  2. Obscene language or art which:
    - a. predominantly appeals to prurient, shameful interests of minors.
    - b. patently offends community standards regarding suitable sexual materials for minors.
    - c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
  3. Language or art advocating illegal, violent, or disruptive behavior.
  4. Language or art advocating prejudice against any person or group.
- D. Any student denied permission by the Principal to distribute printed material may file an appeal with the Superintendent's office with ultimate appeal to the Board of Education.
- E. Unauthorized printed material may be confiscated immediately.

## **LOST AND FOUND**

All lost and found articles will be handled through the Principal's office.

## **STUDENT RECORDS**

Student records are confidential, and with certain exceptions as provided by law, information therein will be revealed only with the consent of, or upon notice to, the student's parents.

1. The official records of a student may, upon filing a written request, be inspected by the student's parents/guardians, who may have the right to challenge the contents of the records.

## **MARRIED STUDENTS**

Married students will have the same privileges and responsibilities as unmarried students.

## **STUDENT HEALTH AND SAFETY**

The school program is designed to provide a safe school environment. Opportunities are given for pupils to experience many safety principles which lead to a safe and healthy life.

1. No smoking, chewing tobacco, or dipping snuff on school grounds during school hours will be permitted. Oklahoma State Law forbids a student to be in possession of cigarettes, chewing tobacco, or snuff on school grounds during school hours.
2. No alcoholic beverages will be permitted on the school premises.
3. Fire drills are practiced regularly. (Find posted exits to be used from each classroom in which attendance of scheduled classes are held.)
4. Disaster drills are practiced at least two (2) times each school year.
5. Report any injury or illness promptly to the supervising teacher or Principal.
6. Only medications prescribed by a physician will be given at school. When it is necessary to give a prescribed medication during school hours the parents/guardians must contact the Principal in charge and make arrangements for the administering of the medication.
7. Good health is more important than a perfect attendance record; therefore, any student may be excluded from school when exhibiting any of the following symptoms: (1) fever alone, 100 degrees; (2) sore throat or tonsillitis; (3) vomiting or diarrhea; (4) any eruption of the skin, or rash; (5) a severe cough; (6) any nasal discharge accompanied by fever; (7) any inflammation of the eyes or eyelids; and (8) a parasitic infestation.
8. All communicable diseases should be reported to the Principal so that measures of control can be exercised.
9. Any prescription medication should be turned into the office for storage at school and should be in the original container. This includes aspirin, ibuprofen, etc.

If your child is injured or becomes ill at school, he/she will be cared for temporarily by a teacher and the parent will be notified. We will render simple first aid only.

If emergency medical attention is necessary and the parent cannot be located, the child will be taken to the emergency room of a hospital.

Students with contagious diseases or fever should not be sent to school. If a child should arrive at school with symptoms of either a contagious disease or fever, the parent will be called immediately to come pick up the child.

## **STUDENT INSURANCE**

Students may purchase insurance as part of a group policy offered through the school at a nominal cost or they may acquire accidental insurance from the company of their choice. In either case the students and/or their parents/guardians are financially responsible for their own protection. The school assumes no responsibility for injuries incurred in athletic event participation.

## **STUDENT FOOD SERVICES**

The Bennington Board of Education through authorized representatives provides all students attending the Bennington Independent School the opportunity to participate in a school lunch program with meals of maximum nutritive value prepared under sanitary conditions. These meals are provided at the lowest possible cost, and served to children without regard to race, color, and national origin. Students who have need of financial help may file an application in the office of the Superintendent of Schools for free or reduced-price meals, in accordance with the School Board policies on file with the State School Lunch Department. This information is kept confidential.

We are proud of our cafeteria facilities and encourage each of you to eat there as often as possible. We need your help in making it the kind of cafeteria each of us can be proud of. Let's all follow the suggestions listed below as ways of showing our appreciation to the cafeteria staff and custodians:

1. Go to the back of the serving line to wait your turn for a tray. It is unfair to others if you cut in line or ask someone to hold a place for you.
2. Walk at all times when in the cafeteria. Running is hazardous to those carrying trays of food.
3. Act courteously to those around you, whether in line or at the tables.
4. Remove all food, trays, napkins, milk cartons, and paper from the tables after eating.
5. Treat all cafeteria workers with respect.

If you think you might be eligible for free or reduced-cost lunches, please ask the office secretary for an eligibility form.

## IMMUNIZATION

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend childcare or school in Oklahoma. Please read the bullets on the following page for essential information.

### Guide to Immunization Requirements in Oklahoma

VACCINES	CHILDCARE Up-to-date for age <i>Total doses</i>	PRE-SCHOOL PRE-KG <i>Total doses</i>	KG-6 <sup>th</sup>  <i>Total doses</i>	7 <sup>th</sup> - 12 <sup>th</sup>
DTaP (diphtheria, tetanus, pertussis)	4 DTaP	4 DTaP	5 DTaP♣	One-time Tdap booster
PCV (pneumococcal conjugate vaccine)	1-4 PCV♦	PCV is required for children in childcare only.	PCV is required for children in childcare only.	No additional doses are required once a child has completed the required number of doses. If a child or student has not completed all the required doses by the time they enter pre-school, kindergarten, or any grade above kindergarten, the doses must be completed on schedule.
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	3 IPV/OPV	4 IPV/OPV■	
MMR (measles, mumps, rubella)	1 MMR	1 MMR	2 MMR	
Hib (Haemophilus influenzae type b)	1-4 Hib♦♣	Hib is required for children in childcare only.	Hib is required for children in childcare only.	
HepB (hepatitis B)	3 HepB	3 HepB	3 HepB♥	
HepA (hepatitis A)	2 HepA	2 HepA	2 HepA	
Varicella (chickenpox)	1 Varicella (2nd dose recommended at KG entry)	1 Varicella (2nd dose recommended at KG entry)	1 Varicella (2nd dose recommended at KG entry)	

♣ If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose DTaP is not required.

♦ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given.

■ If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday and at least six months from the previous dose, then the 4th dose of IPV/OPV is not required.

♣ Children may be complete with 3 or 4 doses of Hib vaccine depending on the brand of vaccine used.

♥ Students 11 through 15 years of age who have not received HepB vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

- The table above lists the vaccines that are required for children to attend childcare, preschool, and kindergarten through twelfth grade in Oklahoma. Additional vaccines may be recommended but are not required. For example, a 2nd dose of varicella vaccine is recommended before entering kindergarten, but not required by Oklahoma law.

- **Children attending licensed childcare facilities must be up to date for their age for the vaccines listed in the “Childcare” column. Hib and PCV vaccines are not required for students in preschool, pre-kindergarten, or kindergarten programs operated by schools unless the facility is a licensed childcare facility. Hib and PCV vaccines are required for children attending licensed childcare facilities.**

- Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.
- The first doses of measles, mumps and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday) or they must be repeated.
- For doses given on or after Jan. 1, 2003, the 5th dose of DTaP must be given on or after the 4th birthday (or within 4 days before the 4th birthday). This rule does not apply to doses given before 2003.
- If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine. Record that the child had the disease.
- **It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Longer than recommended intervals between doses do not affect final immunity.**
- **Children may be allowed to attend childcare and school if they have received at least one dose of all the required vaccines due for their age or grade and the next doses are not yet due, but they must complete the remaining doses of vaccine on schedule. These children are “in the process” of receiving immunizations.**

For more information call the Immunization Service at (405) 271-4073 or visit our website at: <http://imm.health.ok.gov>. Revised 8-1-2018 IMM 400

Certification forms are acceptable only if they have the type and date of immunization given. The signature of a licensed physician or authorized representative of the state or local health department is required.

Exemptions to the Immunizations Required:

1. Medical. In Section 1210.193 the law states that any minor child, through his parent or guardian, may submit to the health authority charged with the enforcement of the required immunization program, a certificate signed by a licensed physician stating that the physical condition of the child is such that the immunizations would endanger the life or health of the child and thus be exempted from the immunization requirements.
2. Religious. Exemptions based on religious objections to immunizations are also allowed. The parent/guardian or religious leaders must present a signed certificate or exemption.
3. Personal. Exemptions may also be authorized for children whose parents or guardians object to immunizations on philosophical grounds but are not necessarily members of a church or group which subscribes to religious beliefs contrary to the practice of immunization. The parent or guardian must present a Certificate of Exemption complete with a brief statement summarizing his or her objections to immunizations.

## **MENINGITIS AND MENINGOCOCCAL DISEASE**

Meningitis is an inflammation of the tissues that cover the brain and spinal cord and can be caused by bacteria, viruses, or fungi. Meningococcal Disease is caused by specific bacteria which cause a more severe form of the disease that requires prompt treatment of the patient with antibiotics.

Meningococcal vaccines are available, and routine recommended childhood vaccines also protect children from some of the common causes of Meningitis. Please consult your family doctor in order to best understand the threats posed to your child.

Meningococcal Disease is spread by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person. Hand hygiene is the single most important action to prevent the spread of infection to others and to you. Wash hands with

soap and water after using the toilet, after changing diapers, and before preparing and eating food. The use of alcohol based hand gel is also recommended.

Anyone can get Meningococcal Disease, and in accordance with accreditation requirements, Bennington Schools provides this information to students, employees, and families; however, it is important parents speak to their health care provider or family physician in order to best understand the threat posed by Meningitis and Meningococcal Disease.

## **STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION AND ANAPHYLAXIS MEDICATION**

Pursuant to 70 O.S. & 1-116.3, the Board of Education of the Bennington School District permits students to self-administer inhaled asthma medication and anaphylaxis medication in accordance with the following conditions and guidelines:

### **Definitions:**

1. “Medication” means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label; or an anaphylaxis medication used to treat anaphylaxis, including but not limited to epinephrine injectors, prescribed by a physician and having an individual label.
2. “Self-administration” means a student’s use of medication pursuant to prescription or written direction from a physician.

### **Requirements for Parents and Students:**

1. Permission granted by this policy for self-administration of inhaled asthma medication or anaphylaxis medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.
2. The parent or legal guardian of the student must authorize in writing permission for the student’s self-administration of inhaled asthma medication or anaphylaxis medication.
3. Such written permission shall include the following:
  - a. Permission statement authorizing the student to self-administer inhaled asthma medication or anaphylaxis of the medication.
  - b. A written statement from the student’s physician stating that the student has asthma or anaphylaxis and is capable of, and has been instructed in, the proper method of self-administration of the medication.
  - c. Acknowledgement from the student’s parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student’s self-administration of asthma medication or anaphylaxis medication and acknowledgement that the District has provided this information in writing to the parent or legal guardian.
  - d. Prior to the District granting permission for the student to self-administer inhaled asthma medication or anaphylaxis medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student’s medication to be administered in accordance with the provisions of District Policy 720, Dispensing Medications. The parent or legal guardian shall agree in writing to the conditions and regulations set forth in that Policy.

A student who has been granted permission by the District to self-administer inhaled asthma medication or anaphylaxis medication pursuant to this Policy shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication, including but not limited to an epinephrine injector, at all times.

## REQUIREMENTS FOR GRADUATION

The Bennington Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the Board of Education that a minimum of 23 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the “core curriculum” option. The “college preparatory/work ready curriculum” will include the following:

- 4 units of English to include 1 Grammar and Composition, and 3 which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English Courses, or other English courses with content and/or rigor equal to the above grammar and composition, or other English course approved for college admission requirements;
- 3 units of mathematics to include 1 Algebra I, and 2 which may include, but are not limited to the following courses: Algebra II, Geometry, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability, Computer Science, or any mathematics course with content and/or rigor equal to or above Algebra I and approved for college admission requirements;
- 3 units of laboratory science to include 1 Biology I, and 2 in the area of life, physical, or earth science, which may include, but are limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, or any laboratory science course with content and/or rigor equal to or above Biology I and approved for college admission requirements;
- 3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;
- 2 units of the same foreign or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;
- 1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and
- 1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

### Science

3 units or sets of competencies of laboratory science approved for college admission requirements:

1 unit or set of competencies of life science, meeting the standards for Biology I:

1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics; and

1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology I or Physical Science.

### **Language Arts**

4 units or sets of competencies

1 unit of Grammar and Composition and 3 units which may include:

American Literature

English Literature

World Literature

Advanced English Courses

Other English courses with content and/or rigor equal to or above grammar and composition

### **Social Studies**

3 units or sets of competencies

1 unit of United States History

$\frac{1}{2}$  to 1 unit of United States Government

$\frac{1}{2}$  unit of Oklahoma History

$\frac{1}{2}$  unit to 1 unit which may include:

World History

Geography

Economics

Anthropology

Other social studies courses with content and/or rigor equal to or above United States History, Government, and Oklahoma History

### **Mathematics**

3 units or sets of competencies

1 unit of Algebra I and

2 units which may include:

Algebra II

Geometry 1

Trigonometry

Math Analysis or Precalculus

Statistics and/or Probability

Calculus

Computer Science I and II

Intermediate Algebra

Mathematics of Finance

Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district Board of Education.

Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district Board of Education.

Other mathematics courses with content and/or rigor equal to or above Algebra I.

A science, technology, engineering and math (STEM) block course.

<sup>1</sup> These courses may be taught in a contextual methodology.

### **The Arts and Computer Education**

1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and

1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes.

### **Electives**

8 units or sets of competencies



In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of foreign language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the Oklahoma Academic Standards (OAS) may, upon approval of the State Board of Education and the school district Board of Education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exceptions from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefore shall be reported to the State Department of Education on or before July 1 of each year. *(OPTIONAL LANGUAGE)*

*Early graduation from high school is not offered by this district. Students are expected to complete eight (8) semesters of high school in order to graduate and receive a diploma.*

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferable to or from any other school district within the state of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Students who start ninth grade prior to or during the 2016-2017 school year will be required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing Program or an alternate assessment as approved by the Superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

## **POLICY FOR SELECTING HONOR GRADUATES**

There will be two honor graduate titles awarded each year to the highest ranking members of the Senior class based on a weighted 4.0 scale (AP courses are weighted courses). Those titles are, in order of rank:

1. Valedictorian
2. Salutatorian

Only semester grades will be used to determine grade point average. Classes graded on a "pass" or "fail" format such as physical education, athletics, work supervision, etc., will not be used. A student's grade point average (GPA) will include semester grades from his/her ninth grade year through the first semester of his/her senior year. Grade point average will be rounded to the nearest one-hundredth of a point. Students with identical grade point averages will be declared co-titleists.

To be eligible for the honor of being Valedictorian or Salutatorian of a graduating class, a student must have attended Bennington Public School at least the last two consecutive years (two executive years beginning from the first day of school of the Junior year through end of last semester of Senior year).

JH honor students will be awarded similarly as High School honor students with the exception of the students grade point average (GPA) will include semester grades from his/her first day of school 6<sup>th</sup> grade year through the 1<sup>st</sup> semester of his/her 8<sup>th</sup> grade year and be enrolled consecutively 6<sup>th</sup>-8<sup>th</sup> grades for a full six semesters.

## **OKLAHOMA HIGHER LEARNING ACCESS PROGRAM**

The Oklahoma Higher Learning Access Program (OHLAP) has been available to students since 1992. The program provides resident tuition for courses needed to complete a degree or program within five years from award.

To be eligible, students must:

- be a resident of Oklahoma,
- make a commitment to the program as an 8th, 9th, or 10th grader,
- complete the courses required for admission to any Oklahoma college or university plus 1 unit of Fine Arts (music, art, drama) or Speech,
- achieve at least a 2.5 cumulative GPA for all course work attempted in grades 9-12 *and* achieve at least a 2.5 GPA for the OHLAP core curriculum,
- have a family income of \$55,000 or less, and
- have been admitted and enrolled in an institution of higher education or postsecondary career-tech program.

Application forms for this scholarship can be obtained in the counselor's office or at [www.okhighered.org/ohlap](http://www.okhighered.org/ohlap).

## **CONCURRENT ENROLLMENT**

Junior and Senior students may be enrolled concurrently in college courses provided they meet the criteria of the State Regents and satisfy requirements for High School graduation no later than the spring semester of their senior year. Students must have

counselor recommendation and written permission from their parents or legal guardians to enroll concurrently in college courses.

## **COLLEGE REQUIREMENTS**

Entrance requirements to colleges and universities in the state of Oklahoma and in other states vary greatly. These requirements also change often. As a result it is recommended that students who plan to attend college check with the school counselor when enrolling as high school freshmen to be informed of college requirements.

The Bennington Board of Education reserves the right to set local requirements for graduation over and above those required by the state.

Correspondence courses will not be approved for study during the regular school term unless the student cannot enroll in the subject he/she desires to take. Seniors may enroll in correspondence during their senior year if it is needed for graduation. This course work has to be arranged prior to enrollment by the Principal. Students may also take college courses during their senior year for credit with approval.

## **SEMESTER TESTS**

Semester tests will **not** be given prior to the scheduled test date. Any student unable to attend school during semester testing at the end of the first semester shall make up their test on the first day of the second semester. A student unable to attend school during semester testing at the end of the second semester shall come in on the teacher's workday which follows the last day of classes. Special consideration will be given, for early testing on a case by case basis if a student is unable to attend during any of those testing dates.

## **LIBRARY RULES**

All library books will be checked on the basis of two weeks. Rechecking should not be necessary; however, it will be available by request to the librarian. The fines for overdue books will be five cents a day, ten cents for each notice thereafter until paid. Lost books must be paid for by students who have the book checked out. Time for checking books in or out of the library will be posted at the library. The library is not to be used as a place for social gatherings. Library rules are to be strictly observed at all times.

## **COMPLIANCE WITH TITLE IX ASSURANCE**

The Bennington Independent School District does not discriminate on the basis of sex, race or creed in the educational programs or activities which it operates. It is required by Title IX of the Educational Amendments of 1972, as amended, and Part 86 of Title 45, Subtitle A, Rules and Regulations of the U.S. Department of Health, Education, and Welfare, not to discriminate in such a manner. This requirement to discriminate in educational programs and activities extends to employment in the School District.

Inquiries concerning the application of Title IX and Part 86 may be referred to Elementary/High School Principal or directly to H.E.W.

## **TITLE X, Section 170.1 Oklahoma Statutes**

### **AUTHORIZATION TO CONSENT TO MEDICAL OR DENTAL CARE**

Either parents, if both parents have legal custody, or the parent or person having legal custody or the legal guardian of a minor may authorize in writing an adult person into whose care the minor has been entrusted to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care to be rendered to said minor under the general or special supervision and upon the advice of a physician and surgeon

licensed under the laws of the State of Oklahoma, or to consent to an x-ray examination, anesthetic, dental or surgical diagnosis or treatment and hospital care to be rendered to said minor by a dentist licensed under the laws of the State of Oklahoma.

**TITLE X, Section 170.2 Oklahoma Statutes**

**EMERGENCY TREATMENT**

In case of an accident requiring emergency treatment, nothing in this act shall be construed so as to prohibit any person having custody or control of a minor child from taking such steps as are necessary to insure such emergency treatment.

**I. ENROLLMENT**

- A. Any parent, guardian, custodian, child or other person violating any of the provisions of this section shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not less than \$5 nor more than \$25 for the first offense, not less than \$10 nor more than \$50 for the second offense, and not less than \$25 nor more than \$100 for each subsequent offense. Each day the child remains out of school after the written warning has been given or the child ordered to school by the juvenile court may constitute a separate offense.

**II. STUDENT HEALTH AND SAFETY**

**Emergency Medical Treatment Procedures**

It shall be the policy of the Bennington Board of Education that the following procedures be adopted in the event of an emergency requiring medical attention to a student of this school district.

**A. Consent to Medical Treatment:**

Bennington Independent Schools may consent to medical treatment of that student provided:

- 1. The person having the power to consent as otherwise provided by law.
- 2. Written authorization to consent has been received from that person.
- 3. That there is an emergency situation in which prompt action is deemed necessary. (Title 10 Section 170.2 O.S.)

**B. Form of Consent**

Consent to medical treatment under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment. The consent must contain:

- 1. The name of the student.
- 2. The name of one or both parents, if known, or appointed guardian.
- 3. The name of the school official giving consent and his/her relation to the student.
- 4. A statement of the nature of the medical treatment to be given.
- 5. The date on which the treatment is to begin.

**DISPENSING MEDICATIONS**

Bennington Board of Education recognizes that students will on occasion need to take medicines. The term “medicine” as used in this policy means “non-prescription medicine” and “filled prescription medicine”. It may be dispensed and administered only in compliance with the written directions on the label of the medication or as otherwise authorized in writing by the student’s physician.

**Definitions**

“Non-prescription medicine” is that medicine that may be purchased over-the-counter without direction from a physician. Non-prescription medicine must be in the original

container and have affixed the name of the medicine, dosage, guidelines and directions for administration. A student's name must be written on the container. "Non-prescription medications" may be dispensed and administered only in compliance with the written directions on the label of the medication or as otherwise authorized in writing by the student's physician.

"Filled prescription medicine" is a medication contained in a prescription container with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of person who prescribes the medication, prescription number, name of medication, dose per unit and directions for the administration of the medicine. If these details are not listed on a pharmacy container or if a sample is provided by a doctor or a prescription changed, a doctor's written authorization from the parent or guardian indicating the purpose of the medication, time to be administered, and termination date for administering the medication.

### **Authorized Personnel to Prescribe Medications**

The Principal or designated school employee will oversee and record any filled prescription or non-prescription medication a student uses or takes. All medicines will be properly stored in a designated location and kept locked at all times. These medicines will not be readily accessible to anyone other than school employees designated to administer medication.

### **Record of Medications Administered to Students**

School personnel will keep on file signed authorization forms as well as a record of the following: name of student to whom the medication is administered, date the medicine is administered, name/initials of person administering the medicine, name of medicine, dosage of medicine, time medicine is administered.

### **Self Administered Inhaled Medications**

## **See STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION AND ANAPHYLAXIS MEDICATION**

### **Authorization Form**

If it becomes necessary for a student to use or take filled prescription medicine or nonprescription medicine at school, it is the policy of Bennington Public Schools that a parent or guardian must sign a parent-provided Prescription/Non-Prescription Medication Authorization form provided by school personnel. A new medication authorization form must be filled out for each medication at the beginning of each school year, for each change in medication and/or for any change in dosage.

### **District Responsibility**

Bennington School District assumes no responsibility for the control of medicines not registered or stored with designated school personnel. Medication brought to school not meeting stated guidelines will not be administered. Agents of the school may not be held liable to the student or his/her parent or guardian for civil damages, for any personal injuries to the student which result from acts or omissions of the Principal, school nurse, contracted nurse, or designated school employee in the administering of any medicine. However, such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

### **School-Provided First Aid**

If a student becomes injured or ill at school, it is the policy of Bennington Public Schools to administer first aid/non-prescription medicine if a parent or guardian has signed a School-Provided Non-Prescription Medication, First Aid and CPR Authorization form. Such authorization is to be in effect as long as a student is enrolled in Bennington Public

Schools unless the parent or guardian files a written request that the authorization is canceled.

If a student becomes ill during the school day, he/she should go to the office. The student's parents or those designated on his/her enrollment form will be contacted.

When a student is involved in an accident that results in a severe or life-threatening injury, school officials may call for professional medical assistance until a parent is available to either provide or request assistance for the student.

If a student has a special need due to some condition such as diabetes, epilepsy, asthma, rheumatic fever or a heart condition or some other life threatening condition, the Principal's office should be notified.

### **Reporting Accidents**

Any employee witnessing an accident on school property (building, grounds, or district vehicle) at any time will make a written report as soon as the situation is under control to the Principal to be forwarded to the Superintendent.

### **ATTENDANCE/DRIVERS LICENSE**

HB 2692, effective July 1, 1996 requires a school district to notify the Department of Public Safety when a child under 18 withdraws from school through an enrollment status form, or accumulates 15 unexcused absences throughout the course of the school year, as defined by the state; unless the student is withdrawn due to circumstances beyond his control, a lawful excuse, transfer to another school or home schooled as confirmed in writing from the parent or guardian.

The Department of Public Safety, upon notification will deny a driver's license to any person under 18 who is not attending school or revoke an existing license except for the aforementioned reasons.

### **ACADEMIC RESPONSIBILITY**

All citizens of the United States have the right to receive a free and appropriate education and the majority of students in public schools are in school to take advantage of that right.

The Bennington Independent Schools supports the rights of these students, while also supporting the idea that no person has the right to interfere with the educational process. Students who are repeatedly disruptive will not be tolerated. (See Discipline Policy). Students who continually show a lack of interest in the educational process by (a) refusing to participate in class activities, (b) not submitting homework assignments regularly, (c) not doing seat work with due diligence, or (d) exhibits a poor attitude toward school in general; will also be disciplined after normal teacher motivational techniques have failed.

### **PROFICIENCY BASED PROMOTION**

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in the Learner Outcomes; Competencies. Proficiency will be demonstrated by the criterion referenced test.

Students demonstrating proficiency in a set of competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical and mental growth. The school will confer with parents in making such promotion/acceleration decisions.

Elementary, Middle Level, or High School students may demonstrate proficiency in the States competencies for 9-12 High School curriculum areas. Appropriate notation will

be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.

There will be two testing periods. The first will be during the first week of August. The second testing period will begin on the second Monday in April.

School officials must be notified in writing which tests a student intends to take at least two weeks in advance.

## **SPECIAL EDUCATION COMPLAINT PROCEDURES**

Should a parent or eligible student wish to make a complaint regarding IDEA Part B violations, Bennington Independent School provides for the filing and resolution of complaints in the following manner. The complainant should follow the respective sources by first directing the complaint to:

- the individual involved
- the individual's immediate supervisor
- additional supervisor/administrative personnel in the chain of responsibility
- the Superintendent of schools
- the Board of Education

No appeal will be heard unless the accusations are in writing signed by the party making the complaint, then presented to the Board through the superintendent.

If the issue is still not resolved, the district will provide for the filing and resolution of complaints by including the following procedure:

1. An independent on-site investigation if the SDE determines an investigation is necessary.
2. An opportunity for the complainant to submit additional information in writing.
3. A review of all relevant information and an independent determination as to whether the district has violated a requirement of IDEA, Part B.
4. Issue a written decision containing findings of fact and conclusions.
5. Reasons for the SDE's final decision.
6. Procedures for effective implementation of the SDE's final decision.
7. The right of the complainant or LEA to request the Secretary of the U.S. Department of Education to review the SDE's final decision.
8. Comply with a time limit of 60 calendar days after a complaint is filed with LEA.

## **HONOR ROLL**

Students shall be selected for the Superintendent's Honor Roll for each grading period in which they achieve a grade of not less than an "A" in any class.

Students who achieve no less than a "B" in any class shall be named to the Principal's Honor Roll.

At the end of each semester, grade points will be averaged for the most recently completed semester. An honor roll will be released at that time resulting in two honor roll releases per school year.

Students with any grade less than a "B" in any class will not be included on the honor roll regardless of GPA.

## **PERFECT ATTENDANCE**

A student shall be considered as having perfect attendance if their absences total three (3) class periods or less during the course of the school year. Three class periods equal one-half of a school day and may be accumulated on separate days, i.e., a student who misses seventh period on four different days would not be considered to have perfect attendance.

Students who have three tardies in any one class period during a nine week period will be charged with one absence in that class or if that student misses more than 20 minutes of a particular class period.

**STUDENT OF THE MONTH**

The criteria for student of the month are based upon the following:

- 1. Attitude
- 2. School Spirit
- 3. Leadership
- 4. Personality
- 5. Attendance
- 6. Scholarship

**PROGRESS REPORTS/REPORT CARDS**

Progress reports will be sent home to the parent or guardian of all students at the midpoint of each nine weeks. Report cards will be issued the Thursday following the end of the nine-week grading period.

Parents are encouraged to contact by phone or visit the school to talk about their child’s progress.

Grades appearing on report cards and on permanent records for grades 9-12 will be as follows:

90 - 100	=	A
80 - 89	=	B
70 – 79	=	C
60 - 69	=	D
Below 60	=	F
Incomplete	=	I
Pass	=	P

Students who have not completed the required course work at the time report cards are issued will receive an “I.” When the student completes the missing coursework within the prescribed amount of time set by the teacher, that student will be graded.

Regular attendance shall also be considered as part of the required course work. Students who exceed the allowed number of absences will have their grade affected. (See Attendance Regulations)

Classes such as physical education, athletics, work site learning, and other activity classes will be graded on a “pass” or “fail” basis and will not be used to determine grade point averages.

**STUDENT CLASSIFICATION**

Freshman	0-5 Credits
Sophomore	6-10 Credits
Junior	11-15 Credits
Senior	16+ Credits

**RULES GOVERNING INTERSCHOLASTIC ACTIVITIES IN SENIOR HIGH SCHOOLS**

**Section 1**



Any student who reaches his/her nineteenth birthday before September 1<sup>st</sup> will not be eligible for athletic competition. Non-athletics: Any student who reaches his twenty-first birthday before September 1<sup>st</sup> will not be eligible.

## **Section 2**

No student shall be eligible to represent his/her school in athletic competition until there is on file with the Principal a physical examination and parental consent certificate on a form prescribed by the OSSAA, on which the examining physician shall certify as to his/her findings that the student is physically fit at that time to participate in the various athletic sports for the current school year. The school year begins July 1, this physical examination is required for students each school year. One or both parents or legal guardians must sign the parental consent form each year before the student participates in athletic contests.

## **Section 3**

Each non-athletic activity organization which assists in the sponsorship of interscholastic activities may operate under a constitution, or set of rules, which complies with the Constitution and rules of the Oklahoma Secondary Schools Activities Association.

### **RULE 2 – ATTENDANCE**

A student who has not attended class ninety percent of the time for the semester becomes ineligible. Exceptions may be made by the Principal due to injury, illness, death in the immediate family, or valid reasons for late enrollment.

### **RULE 3 – SCHOLASTIC ELIGIBILITY**

OSSAA scholastic eligibility standards are required of all students participating in extracurricular activity programs. Local school boards may make exceptions for only those students participating in noncompetitive activities. (Board Policy).

#### **Section 1 – Semester Grades**

- A. A student may have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would be five school credits for the 7<sup>th</sup> and 8<sup>th</sup> grade students.)
- B. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester they attend.
- C. A student who does not meet the minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six week period.
- D. Students enrolled for the first time must comply with the same requirements of scholarship.

The passing grades required for the preceding semester should be obtained from the records in the school last attended.

#### **Section 2 – Special Provisions**

- A. A 12<sup>th</sup> grade student must maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12<sup>th</sup> grade student who is concurrently enrolled in high school and college may use the college course to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, section 2-b at the end of a three week period.

- C. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in the family and natural disaster.) (Board Policy allows a maximum of two weeks to apply this exception.)
- D. One summer school credit (one-half unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of spring semester.
- E. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.
- F. Bennington High School will have an eligibility list submitted by each teacher on Monday of each week beginning the third week of each semester. These lists will be compiled by the Principal, and those students who are failing in any class will be notified Monday.
- G. Students receiving a failing grade for the first time will have one week of probation to be passing in all classes. A student who is failing any class for two consecutive weeks will be declared ineligible.
- H. A student who fails one class one week and a different class the next week is still ineligible. A student may regain eligibility when they are passing in all classes.

### **HOMECOMING PARTICIPATION**

Students in grades 9<sup>th</sup> -11<sup>th</sup> that are currently participating in basketball, baseball, softball, track, cross country, golf, FFA, and competitive academics (academic team) may participate in homecoming. If the student participated in the activity in the previous active season, has intentions of participating in the current school year and is participating in off-season conditioning, then they would still be eligible to participate in homecoming (for example: spring track, slow-pitch softball, etc).

### **HOMECOMING KING & QUEEN CANDIDATES**

All senior students who are currently participating in basketball, baseball, softball, track, cross country, golf, FFA, and academics will be considered a candidate for Homecoming King or Queen. If the student participated in the activity in the previous active season, has intentions of participating in the current school year and is participating in off-season conditioning, then they would still be eligible to participate in homecoming (for example: spring track, slow-pitch softball, etc).

The election of the Homecoming King and Queen will be held during Homecoming week. The voters for the Homecoming King and Queen will be all 9th through 12th grade participants and candidates.

### **JUNIOR & SENIOR PROM**

Attendance at the Bennington Prom is limited to Junior and Senior class members and their pre-approved dates. Dates who are not Juniors or Seniors or who attend a school other than Bennington must have prior approval of the high school Principal. It is the responsibility of the Junior or Senior class member to request approval. Students below the ninth (9th) grade will not be allowed to attend the Bennington Prom.

### **ADVERSE WEATHER**

There may be times when school will be dismissed because of bad weather. At such times announcements of school dismissal will be broadcast on all local Durant radio stations (KSEO, KLBC, KLAK) and TV stations (KTEN and KXII). The dismissal announcement will be called in to the radio and TV stations by 6:30 A.M.

### **WORK SITE LEARNING**

To be eligible for work site learning a student must be a senior and shall have earned no less than 19 units of credit by the conclusion of their junior year and shall not have been absent more than 10 times in any class the previous semester. Students who enroll in work site learning shall be enrolled in no less than 6 class periods per day.

### **ASBESTOS**

Bennington Public Schools have been inspected for asbestos under the A.H.E.R.A (Asbestos Hazard Emergency Response Act) guidelines. It is mandated by law that the general public be given a report of the findings.

If you have any questions, the management plan, as submitted to the Department of Labor is on file in the administrative office. It can be seen during regular business hours and can be copied at a reasonable cost.

Pam Reynolds, Superintendent of Schools, is the designated contact for Bennington Public Schools.

### **HANDICAPPED**

Federal law requires every school district to provide education to handicapped children from birth through 21 years of age. The earlier a child is started in a program suited to his needs, the more successful his experience with education will be. If you have a handicapped child, or if you know of a child who resides in the Bennington school district who needs special services, please call Bennington Public School administrative offices at 847-2310. You can come by the Superintendent's office any school day between 8:00 a.m. and 3:00 p.m.

### **STATEMENT OF EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY**

Bennington School District does not discriminate on the basis of race, color, national origin, gender, age, qualified handicap, religion, socio-economic status or veteran status in its admission to educational programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations. Bennington School District does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the Superintendent of schools and/or coordinator of Title IX and Section 504 responsibilities. The Superintendent has been designated by the Board to coordinate the school district's efforts to comply with this assurance.

Notification of this policy shall be made to students, parents, employees and the general public prior to the beginning of each school year.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

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. They are:

- The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.
- Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records the parent or eligible student believes is inaccurate or otherwise in violation of the student’s privacy rights.

Parents or eligible students may ask the district to amend a record they believe is inaccurate or misleading or otherwise in violation of the student’s privacy rights. They should write to the school Principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading or otherwise in violation of the student’s privacy rights.

If the district decides not to amend the record as requested by the parent or eligible student, the district 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.

- 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 district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student 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.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to state in its annual notification that it intends to forward records on request.)

- The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, United States Department of Education, 600 Independence Avenue, SW, Washington D.C. 20202-4605

## **STUDENT DIRECTORY INFORMATION**

Bennington School District will maintain and release “directory information” as established by government regulations. Directory information will be maintained by the school to announce student recipients of awards, announce student achievement, announce

students participating in activity programs, and announce class members. Specific directory information pertaining to such students should not be released without prior consent of the parent, legal custodian, or the student if over the age of eighteen.

Parents/legal guardians have the right to withhold directory information regarding their child attending this school. Those parents/legal guardians exercising their right to withhold directory information must notify the school in writing of their intent. Forms are available through the school's administrative office.

Failure on the part of the parent/legal guardian to notify the school district of their intent to withhold directory information will be considered as consent for the school district to make directory information available regarding their child. The school district will release no information of a confidential or negative nature to the public.

"Directory information" is defined as these:

- student's name
- address, telephone
- date and place of birth
- major field of study and grade level classification
- student's participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance, dates of enrollment, withdrawal and/or re-entry
- diplomas, certificates, awards and honors received
- parent or lawful custodian's name, address and telephone listing
- most recent previous educational agency or institution attended by the student

Parents and students eighteen years of age or older shall have access to student records. In the event a parent or student eighteen years of age or older deems the contents of the student's cumulative records to be inaccurate, misleading, or inappropriate, the parent or student shall be given the opportunity to challenge the record at a formal hearing to consider the correction or deletion of any inaccurate, misleading, or inappropriate information.

## **PARENTS RIGHT TO KNOW POLICY**

This is to inform you that you have the right to request information regarding the professional qualification of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications. You will receive a response to your request for information within ten business days.

## **REGULATION STUDENT USE OF TELECOMMUNICATION NETWORKS ACCEPTABLE USER**

Bennington Public Schools Board of Education recognizes the educational value of telecommunication networks such as the Internet. These electronic highways connect students and teachers to:

- Electronic mail communication with people all over the world
- Information and news
- Public domain and shareware of all types
- Discussion groups on a wide range of topics
- Access to vast array of print resources

With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. A Bennington Public Schools' staff member (teacher, library media specialist, library assistant, or aide) will supervise and monitor student access to the Internet. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information.

The Board firmly believes that the valuable information and interaction available on these worldwide networks far outweigh the possibility that users may procure materials that are not consistent with our educational goals. In order to curtail the availability of most inappropriate web sites and limit the immediate access to sites, a filtering system supplied by our Internet provider is in place and blocks most sites that are inappropriate for access (i.e. pornography).

In order to make the use of the Internet as safe and secure as possible, students and staff will be informed by the administration that the use of the computers at school is considered a privilege and inappropriate use will result in a cancellation of those privileges. Each student will receive orientation regarding the proper use of the computer by a faculty member. Each student who wishes to have access to the use of computers and Internet at school will be required to have on file a signed Student User Agreement. (Each grade teacher of Grades K-6 will keep forms for their individual class on file. The media center director shall keep a file for those students in grades 7-12). The district may deny, revoke, or suspend user access.

Users (all students, faculty, administration, and support personnel of Bennington School or any person outside our school family) will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Use proper on-line conduct. You are prohibited from posting or transmitting through any on-line network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or ethnically demeaning or

- b. threatening, or otherwise objectionable material of any kind, including any material which encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable law or school policy.
- c. Illegal activities are strictly prohibited.
- d. Do not reveal your personal address or phone numbers of students or colleagues. Do not reveal your Social Security number or a credit card number.
- e. Students may not order products using the Internet.
- f. Be aware that electronic mail (E-mail) does not guarantee privacy. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- g. Transmission of chain letters and pyramid schemes of any kind are prohibited. Certain chain letters and pyramid schemes are illegal. Letters or messages that offer a product or service based on our utilizing the structure of chain letters are also of questionable legality.
- h. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agency or network that is connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Additional guidelines and procedures will be developed as needed by the administration to ensure that student activities are appropriate and solely for educational purposes.

### **ILLEGAL USE OF E-MAIL**

According to Oklahoma law, it shall be unlawful for a person to initiate an electronic mail message that the sender knows, or has reason to know, does any of the following:

- Misrepresents any information in identifying the point of origin or transmission path of the electronic mail message.
- Does not contain information identifying the point of origin or the transmission path of the electronic mail message or
- Contains false, malicious, or misleading information that purposely or negligently injures a person.

It shall also be unlawful for any person to sell, give or otherwise distribute or possess with the intent to sell, give, or distribute software which is primarily designed as follows:

1. For the purpose of facilitating the falsification of electronic mail transmission information or other routing information.
2. Has only limited commercially significant purpose or use other information or other routing information or other routing information.
3. Is marketed by the person or acting with (and with the person's knowledge) for use in facilitating falsification of e-mail transmission information or other routing information.

## **INDIAN POLICIES AND PROCEDURES**

The following policies and procedures related to tribal and parental involvement in the education of children residing on Indian lands (Title VI).

1. Children living on Indian land participate in school programs on an equal basis with all other children attending school in the Bennington School District. No teacher or programs director is to exclude or limit participation in any district activity on the basis of race. If at any time a parent or student believes there has been a violation of this policy, they may file a complaint with the Superintendent asking for a hearing. If this is not satisfactory, the Superintendent will set a hearing with the Board of Education and a representative of the Choctaw Nation. Any District employee determined to have violated this policy is subject to reprimand and disciplinary action from the Board of Education. Upon request of the tribal office or Indian students participating in all school programs. The Bennington School will review school data and comments from Tribal Officials and parents to assess the extent of Indian children's participation in the educational programs on an equal basis. An annual statistical study will be conducted to determine the extent Indian children do participate on an equal basis and modifications will be made in the educational programs, as needed, to allow equal participation of all children.
2. Pertinent program policies, plans, application, and evaluations will be disseminated through one or more of the following ways:
  - A. Bennington Public School will mail notices in advance to Tribal Leaders and send handouts home to parents of Indian children requesting their participation in meetings regarding education programs assisted with funds provided under Title VI.
  - B. Bennington Public School will inform the Indian Community of events in education programs assisted with funds provided under Title VI, Title VII, and JOM through student handouts and/or the student newspaper and make greater use of newspapers serving the Bennington area.
  - C. Bennington Public School will mail copies of an information summary sheet describing the Title VI application and evaluations, program plans, and other information concerning educational programs assisted with funds provided under Title VI. Copies will be sent to Tribal Leaders and the parents will be informed by handouts given to the children at school when these items become available. Upon request to the Superintendent/Principal copies of the original documents listed above will be provided.
3. By scheduling through the Superintendent's office, a place on the agenda of any open meeting of the Bennington Board of Education, a tribe, or their designee, parent, or group of parents concerned with the educational opportunity of any student or group of students in Bennington Public School may:
  - A. Present views regarding applications.
  - B. Make recommendations concerning the needs of their children.
  - C. Provide input into the planning and development of educational programs of the district.
  - D. Present views on the education programs and their operations. In addition to the above, Bennington Public School will:
    - a. Provide notice of any annual meetings regarding education programs assisted with funds provided under Title VI to the Indian Community and to the Tribe.



- b. Work with the Tribal Leaders to seek input from the Indian parents, Tribe, and other Indians in the community by using available forms of communication and cooperation to seek and encourage such input.
  - c. Hold all meetings involving or discussing education programs assisted with funds provided under Title VI in the school auditorium or a classroom of sufficient size to accommodate all Indian parents who might wish to attend.
  - d. Provide ample time for discussion of educational programs assisted with funds provided by Title VI.
  - e. Invite comments and suggestions from the Indian community with regard to educational programs assisted with funds provided under Title VI by holding as many meetings with the Tribe and Indian community as are necessary to ensure that the needs of the Indian community are received and considered.
  - f. Bennington Public School will review school data and comments from Tribal officials and parents to assess the extent of Indian Children's participation in the educational program on an equal basis.
4. A public hearing will be held annually at which parents of children living on Indian Land and/or Tribal officials may discuss the current status of school programs, Indian Education Programs, desired directions for future development for Board consideration and any changes needed in the Indian Policies and Procedures. In addition to the above, Bennington School will:
- A. Encourage staff members of the Bennington Public School to elicit input regarding the general education program from Indian parents and tribal leaders and to submit such suggestions to the administration for consideration and evaluation.
  - B. Encourage staff members to use their best efforts in establishing a more amicable relationship with tribal leaders and parents of Indian children to elicit voluntary input.
  - C. Consider the recommendations of the Tribe and a written response will be submitted.
5. Students will be evaluated using the End of Instruction (EOI), the Criterion Referenced Test (CRT), and teacher's record. The students whose scores indicate a loss will be encouraged to take classes to help them improve and to receive extra help from our certified staff or tutorial programs. A copy of the achievement test, CRT or EOI will be sent home to all parents.
6. Educational programs that are funded by Title VI will be evaluated by Achievement test scores, CRT, EOI, and certified teacher evaluations. Information gathered will be mailed to the Tribal office and given to Indian children to take home. When the school evaluates the results, programs may be added or eliminated. Programs will not be started or eliminated without prior notice given to tribal officials and Indian parents. Program plans will be placed on the next scheduled board meeting with input from Tribal officials and Indian parents.

The above policies and procedures related to Tribal and parental involvement in the education of children residing on Indian lands is hereby approved by the Bennington Board of Education, Bennington Public Schools, in regular session on January 21, 2019.

The above policies and procedures shall remain in effect until rescinded by the local Board of Education.

## **BENNINGTON SCHOOL DISTRICT POLICY ON STUDENT ALCOHOL AND DRUG TESTING FOR EXTRACURRICULAR ACTIVITIES GRADES 7-12**

The Board of Education of the Bennington School District (the “School District”) in order to protect the health and safety of students participating in extracurricular activities and to educate and direct these students away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District, adopts the following policy for testing for the use of illegal drugs, alcohol and performance enhancing drugs of students participating in extracurricular activities.

### **STATEMENT OF PURPOSE AND INTENT**

1. It is the desire of the Board of Education, administration and staff that every student in the school district refrains from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and Board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited; therefore, except as provided below, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in extracurricular activities. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.
2. Participation in school-sponsored extracurricular activities at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use of possession of alcohol and illegal or performance enhancing drugs.
3. The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student who participates in extracurricular activities and who is found to be in violation of the policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of this Policy.
4. Parents or guardians may request their child to be placed in the drug testing program on a voluntary basis with the same rules and regulations as other students in the program.

### **DEFINITIONS**

1. “Extracurricular” means any School District sponsored team, club, organization or activity in which student participation is not required as a part of the curriculum.
2. “Student extracurricular activities participant” means any student participating in any competitive extracurricular activity.
3. “Student Athlete” means a 7th-12th grade member of any School District sponsored interscholastic sports team, including athletes.

4. "Coach/Sponsor" means any person employed by the School District to coach athletic teams of the School District, or to serve as sponsor for any other extracurricular activity.
5. "Athletics" and "athletic activity" means participation by a student athlete on any athletic team sponsored by the School District.
6. "Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.
7. "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, and paraphernalia to use such drugs.
8. "Initial Testing" means the testing before any activities are performed.
9. "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.
10. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.
11. "Random selection basis" means a mechanism for selecting student extracurricular activities participants.
  - a. Results in an equal probability that any student extracurricular activity participant from a group of student extracurricular activity participants subject to the selection mechanism will be selected, and
  - b. Does not give the School District discretion to waive the selection of any student extracurricular activity participant selected under the mechanism.
12. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites there of using the standards customarily established by the testing laboratory administering the drug or alcohol use test.
13. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student extracurricular activity participant and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.
14. "School Day(s)" means a day when school is in session and students are required to report to school. By way of example only and not as a limitation, school day does not include snow days, holidays, or parent-teacher conference days.
15. "School District Property" means any property owned by or under the control of the School District.

## **PARTICIPATION AND PROCEDURES - EXTRACURRICULAR ACTIVITIES**

1. Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District. For the safety, health and well being of the student extracurricular activity participants of the School District, the School District has adopted this Policy for use by all participating students at the 7th- 12th grade levels. Any student found to be in possession of or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.
2. Each student extracurricular activity participant shall be provided with a copy of this Policy and the "Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drug Contract (the "Extracurricular Activities Contract") which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.
3. The Principal and sponsor, or, in the case of student athletes only, the athletic director and applicable coach, shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession of use of alcohol or illegal drug by a student extracurricular activity participant has been reported. IF a violation of the Policy is determined to have occurred by a student extracurricular activities participant other than a student athlete, the Superintendent or designee will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. If a violation of the Policy is determined to have occurred by a student athlete, the Superintendent or designee will contact the student, the sponsor or head coach, the applicable Principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described, and the restrictions explained.
4. Drug and/or alcohol use testing for student extracurricular activities participants will be chosen on a random selection basis monthly from a list of all applicable student participants. The School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.
5. In addition to the drug and alcohol use test required above, any student extracurricular activities participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.
6. The School District will set a fee charge to be collected from each student when the Extracurricular Activities Contract is signed and returned to the coach or sponsor.

## **TESTING PROCEDURES**

1. Any alcohol or drug use test required by the School District under the terms of this Policy will be administered by or at the direction of a professional laboratory chosen by the School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.
2. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the students 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 Superintendent or designee shall designate a sponsor or coach or other adult person 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 or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may but is not required to list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

3. If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectroscopy technique. A specimen shall not be reported positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tests positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a reasonable period of time as determined by the laboratory.
4. If the alcohol or drug use test for any student has a positive result, the laboratory will contact the Superintendent or designee with the results. In the case of student extracurricular activities participants who are not athletes, the Superintendent or designee will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. In the case of student athletes, the Superintendent or designee will contact the student, the sponsor or head coach, the applicable Principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the Superintendent or designee will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion, if any, of the specimen, the Superintendent or designee will arrange for another test at the same laboratory or at another laboratory agreeable to the Superintendent or designee. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian.
5. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, the student will be given an opportunity to present evidence of such to the Superintendent or designee. The school District will rely on the opinion of the appropriate person from the original laboratory that performed the test in determining whether the positive result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.

6. A student who has been determined by the Superintendent or designee to be in violation of this Policy shall have the right to appeal the decision to the Superintendent or designee(s). Such appeal must be lodged within five (5) school days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities. The Superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the Superintendent or designee's decision and that decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.
7. Before a student who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use test to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The School District will rely on the opinion of the appropriate person from the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by the recent use.
8. All documents created pursuant to this Policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

#### **VIOLATION**

1. Any student who is determined by observation or by alcohol or drug use test to have violated the Policy shall be subject to the loss of the privilege to participate in extracurricular activities and offered educational and support assistance to stop using.
2. **For the First Offense:** Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions) for twenty (20) school days which may be reduced to ten (10) school days for participating in and successfully completing at least four (4) hours of substance abuse education/counseling provided by the School District or an outside agency. These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding school year if necessary, to fulfill the suspension.
3. **For the Second or Subsequent Offense (in the same school year):** Complete suspension from participation in all extracurricular activities (including all meetings, practices, performances and games/competitions) for ninety (90) continuous school days and successive school days from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into a succeeding school year if necessary, to fulfill the suspension. Offenses shall not accumulate from school year to school year; the ninety (90) day suspension shall come into play only when two (2) or more offenses are committed in the same school year.
4. **Self-Referral:** As an option to the consequences for a first offense only, a student may self-refer to the Superintendent or designee or to a coach or sponsor before being notified of a Policy violation or prior being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities after the following conditions have been fulfilled: a

conference has been held with the student, the Superintendent or designee and the parent or custodial guardian of the student to discuss the Policy violation; an alcohol or drug use test is provided by the student that is not positive, and a written participation commitment by the student and parent for four (4) hours of substance abuse education/counseling provided by the school or an outside agency. The student or parent must provide documentation of successful completion of this commitment to the Superintendent or designee. A student, who self-refers will, however, be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in the School District.

### **REFUSAL TO SUBMIT TO ALCOHOL OR DRUG USE TEST**

If, after signing the Extracurricular Activities Contract a student who refuses to submit to an alcohol or drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities (including all meetings, practices, performances and games/competitions) for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

### **DRUG TESTING FOR EXTRACURRICULAR ACTIVITIES**

In order to participate in extracurricular activities a student must submit to a drug test. A copy of the drug-test policy, consent forms, and student contracts will be given to each Bennington student prior to testing. Drug tests will be given during athletic physicals. New students will receive a copy of the drug testing policy on the first day of enrollment and must submit all forms and submit to a drug test to participate in extracurricular activities. Random drug tests will occur during the school year.

### **NON-DISCRIMINATION STATEMENT**

Bennington Public Schools prohibits discrimination in its educational programs and activities, admission programs of students, recruitment, selection and/or employment on the basis of race, color, religion, sex, age, national origin, veteran status or disability. The District provides equal access to designated youth groups, including the Boy Scouts of America. Bennington Public Schools complies with federal and state regulations for implementing Title IX of the Education Amendment of 1972, Title VI, The Age Discrimination Act, Section 504, and Title II of the Americans with Disabilities Act..

The District has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints concerning discrimination based upon race, color, religion, sex, age, national origin, veteran status, or disability. Any person who believes he or she has been discriminated against based upon one (1) of these protected categories is encouraged to file a discrimination complaint. The Compliance Coordinator responsible for Section 504 complaints is Scot McCorstin, Elementary Principal, 580-847-2310 x328.

The Compliance Coordinator responsible for Title IX, Drug Free Workplace, Age Discrimination Act, Title VI, ADA, or discrimination complaints is Pamela Reynolds, Superintendent, 580-847-2310 x326.

*Revised by the Board of Education April 20, 2020*

**TOBACCO USE PROHIBITED**

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.
3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.
5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof. Tobacco product will also include any vaping product.
6. "Vapor product" is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

**REFERENCE: 21 O.S. §1247  
63 O.S. §1-1522, et seq.  
70 O.S. § 1210.212  
20 U.S.C. §6083**