

BALKO PUBLIC SCHOOL STUDENT HANDBOOK



2026-2027

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**Keith Campbell, Superintendent
Read Cates, Principal**

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BOARD OF EDUCATION

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Balko School Colors

Maroon and White

School Mascot

Bison

Mission Statement

At Balko School, our mission is to cultivate lifelong learners who are productive, responsible, and committed to the pursuit of excellence. We strive to prepare our students for a dynamic future, equipping them with the skills and mindset needed to thrive in an ever-changing world.

The Student Creed

Balko Bison will become lifelong learners. We believe in ourselves, our abilities, and our school. Together we will pursue excellence.

Balko Bison Fight Song

Come on, Come on you Bison, Into the Frey, Show us some Spirit, We must win this game
Rah! Rah! Rah! Keep our colors high boys, put theirs to shame. Go fighting Bison and win
this game.

The Spirit of Balko School

The spirit of this school has a long and rich tradition of showing respect to students, employees, visitors, and the community. A special and almost unique level of pride exists among all who participate in educating our future: the students.

Balko defines its spirit as one consisting of loyalty. Students and faculty show their support by exhibiting a positive demeanor and attitude toward every aspect of their education. School spirit will be shown through good sportsmanship, striving to do our best in all areas of life, and always showing respect to all who visit Balko School.

Enrollment

All children residing in the Balko School District who will be six (6) years of age on or before September 1 of the school year, and who will not be over twenty-one (21) on or before September 1 of the school year, will be admitted free to the Balko Public School. Children must be five (5) years of age by September 1 of the school year to be enrolled in kindergarten. Children must be four (4) years of age by September 1 of the school year to be enrolled in Pre-K.

Immunization Requirements

For school enrollment, a parent or guardian shall provide one of the following: current, up-to-date immunization records or a completed and signed exemption form.

According to Oklahoma School Immunization law, all children must present upon school entry a certified immunization record indicating the date and type of immunization received or must present proof that such child is in the process of receiving the required immunizations.

Immunizations required are:

- Five (5) DTP (Unless the 4th was received after the 4th birthday)
- Four (4) Polio (Unless the 3rd was received after the 4th birthday)
- Two (2) MMR (Measles, Mumps, Rubella) received after the child's first birthday
- Two (2) Hepatitis A
- Two or Three (3) Hepatitis B
- One (1) Varicella
- TDAP booster before 7th Grade

Birth Certificate

All pupils entering Pre-K must furnish a birth certificate. Parents will be given two (2) weeks after the start of school to procure birth certificates for students starting Pre-K. If a birth certificate is not submitted by this time, the student may be dropped from school until his correct age can be determined.

Transfers

Pupils entering the Balko School who reside outside the school district must have a legal transfer or pay full tuition in advance and be responsible for their own transportation.

It shall be the policy of the Balko School that, when students pay tuition, the parent, guardian, or student will be refunded on a prorated basis in the event of withdrawal from the school system.

Students in the Balko District who wish to attend school outside Balko must submit their request to the Board of Education for approval.

Attendance/Absences

All students are responsible for regular and punctual school attendance. Any classwork missed during an absence from the secondary school will be made up through arrangements among the student, teacher, and principal.

Activities - The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, that remove the student from the classroom shall be ten (10) for any one class period in each school year. This number excludes state and national level school-sponsored contests. State and national contests are those for which a student must earn the right to compete.

Absences: Students should not miss school except for illness, a doctor or dental appointment, a funeral, court, or an emergency. By state law, students must be counted absent for any reason other than missing for school activities.

Excusable absences include:

- Death in the immediate family (grandparents, mother, father, sister, or brother).
- Illness of the student.

Doctor's statements are required in support of excused absences claimed for reasons of illness.

- Parent or Guardian will need to call the office when their child is absent.

Early dismissal will be granted for the same reasons allowable for excused absences. To allow early dismissal, a written note signed by a parent or guardian, or a phone call to the office requesting permission to leave and stating the reason for early dismissal, must be provided. All students must sign in or out at the office if arriving late or leaving early from school.

***Any student absent during the day of an activity must have the absence accounted for through the principal before being eligible.

Once a student has accumulated three (3) unexcused absences during the school year, the parent or guardian will be notified by phone, email, or certified letter. The parent will be informed of the consequences of failure to comply with the state law. The DA will also be notified of the truancy. Charges could be filed if the student continues to accrue unexcused absences.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent and for which no justifiable excuse is given.

No student will be allowed to leave school without properly checking out through the principal's office. If ill, a parent must be notified.

Students will not be allowed to miss more than 10% (approximately 16 days) of school days (excused or unexcused) per class per school year.

- Make-up work is allowed for days missed. One day for each day absent to make up work will be allowed. Work not made up within this period will not be accepted.
- If a child is suspended for disciplinary reasons, those days count toward the ten (10) day absences rule per semester as unexcused absences.

In compliance with the Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district's attendance roll beginning with the eleventh day.

Check-In/Out - Students who arrive late or leave early need to sign-in/out at the front office. Parent permission is required to check out early. A phone call or written note will also be accepted for early check-out or check-in.

Tardy Policy: Jr. High / High School

A tardy is defined as a student not being in the classroom when the tardy bell rings. If a student misses more than 15 minutes of class, they will be counted absent. Penalties for tardiness (cumulative from the beginning of each semester) are as follows:

- First tardy - Warning
- Second tardy - Conference with principal
- Third tardy- Unexcused absence, conference with principal, parent contacted
- Fourth tardy- Detention, parent contacted
- Fifth tardy- One week of detention, parent contacted
- Sixth tardy- Second Unexcused absence and 3 days suspension

Graduation Requirements

Balko High School requires 23 units of regularly organized classroom instruction for graduation. Students will be required to meet the College Preparatory/Work Ready Curriculum Graduation Requirements, unless a parent chooses to opt their child out of that path. Parents may contact the school counselor to discuss the *Core Curriculum path option. The 23 credits for this year shall include the following:

- 4 credits English
- 3 credits Mathematics
- 3 credits Laboratory Science
- 3 credits History & Citizenship
- 1 credit Additional Core
- 2 credits World Language or Computer Tech.
- 1 credit Fine Arts
- 6 credits Electives
- 1 credit Personal Financial Literacy
- CPR Instruction
- 23 credits Total

Oklahoma [House Bill 3278](#), known as the **Graduation Act of 2024**, updates high school graduation curriculum requirements to build career and educational pathways.

Key Changes to Graduation Requirements

- **Math Credits:** Adds a mandatory fourth math credit for high school graduation.
- **World Languages and Arts:** Removes mandatory state requirements for one unit of

world language and one unit of art education, making them locally encouraged or optional.

- **Pathway Units:** Requires students to complete six "pathway" units that align with their Individual Career and Academic Plan (ICAP), tailoring coursework toward their specific post-graduation college or career goals.
- **Effective Class:** The new requirements officially apply starting with the graduating class of 2030.

State Mandated Testing

CCRA Assessments: Grade 11- CCRA-ACT, CCRA Science, CCRA History

Naturalization Test (Starting with the class of 2030)

OSTP - Grades 3, 4, 6, 7- Math and ELA; Grades 5, 8- Math, Science, ELA, Writing

Concurrent Enrollment

Junior/Senior students will be allowed the opportunity to enroll in concurrent courses (college-level courses) provided the class does not interfere with the student's schedule and that the student meets the requirements for enrollment. Students who take concurrent courses will have their grades recorded on their transcript but will not be included in their GPA unless taken for dual credit. If taken for dual credit, then it is an unweighted GPA. The principal has final determination regarding concurrent enrollment.

Requirements: ACT Composite score of 20 or 3.0 GPA with a 19 in the subtest area.

A reading subscore of 19 or above is required to take any collegiate course.

Valedictorian and Salutatorian

Valedictorian and Salutatorian recipients will be chosen each year for the purpose of High School Graduation. The High School Valedictorian and Salutatorian are determined by using the student's overall high school GPA. The spring semester of the senior year is the only semester not included when determining Valedictorian and Salutatorian. A student must have been a student at Balko Public School for at least one full year prior to January of senior year to be considered for these honors.

Grading Scale

A – 90-100

B – 89-80

C – 79-70

D – 69-60

F – 59 and below

*A minimum of 2 grades per week must be taken

Grading Periods

First Semester- August 13th-December 18th

Second Semester- January 5th-May 12th

Semester Tests- A semester test will be given at the end of each semester and will account for 10% of the overall grade.

Students may be exempt from the 2nd semester test.

Second Semester Test Exemption Policy

Students will be exempt from taking the semester test if one of the following applies:

- Students who maintain an "A" average and who have no more than four excused absences.
- Students who maintain a "B" average and who have no more than three excused absences.
- Students who maintain a "C" average and have no more than two excused absences.
- The averages and absences are on an individual class basis.
- Three absences due to the death of an immediate family member and three doctor absences will not be counted against attendance. Students must bring back a funeral program or a note from the doctor.

Any unexcused absence and/or an office referral (principal's discretion) makes a student ineligible for participation in the Second Semester Test Exemption Plan.

Eligibility Requirements

A student will be eligible if, after the third week of a semester, he/she is passing all subjects. If the student is not passing, they will be placed on probation for the following week. If the student is still not passing, they will be ineligible to participate in extracurricular events the following week. If at the end of that week the student is passing, they will be reinstated to participate. The grading period for the week ends at the close of school on Thursday. Teachers must turn in a list to the office before the first period on Friday. Eligibility runs Monday to Sunday.

All extracurricular activities have eligibility rules that will be followed by all coaches/sponsors.

Students are strongly encouraged to work diligently to keep their grades in good standing to avoid being disqualified from participation in athletics, music, and other extracurricular activities. If you believe that you are in jeopardy of not being eligible due to grades, it is advisable that you work with the teacher of each class to get the assistance necessary. Remember, the teachers are not responsible for your assignments.

Honor Roll

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the close of each semester. To qualify for the Superintendent's Honor Roll, a student must earn an "A" (90-100) in each subject. A student must have no grade below a "B" (80-89) to qualify for the Principal's Honor Roll.

National Honor Society

The objective of this organization shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of the Balko High School and Balko Junior High School. Membership shall be based upon Scholarship, Service, Leadership, and Character. Candidates for membership must have spent at least one semester in Balko School and be members of the 8th or 9th grade to join the Junior High organization, and members of the sophomore, junior, or senior class to join the High School organization. Candidates eligible for election must have a minimum scholarship average grade point of 3.8 for junior high students and 3.75 with no "D" or "F" on their transcript for high school students.

Proficiency-Based Promotion

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency for advancing to the next level of study will be demonstrated by a 90 percent performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided twice each school year. For further information about these tests, contact the school counselor or principal.

Strong Readers Act (K-3rd Grade)

The purpose of the Strong Readers Act is to ensure that progression from one grade to another is determined, in part, upon proficiency in reading, that school district board of education policies facilitate reading instruction and intervention services to address student reading needs, and that each student and his or her parent or legal guardian be informed of that student's reading

progress. It is the intent of the Legislature that every student reads at or above grade level by the end of third grade.

To carry out the purpose of this act, it is the intent of the Legislature that the identification, instruction, and intervention required under the Strong Readers Act be implemented within a multi-tiered system of supports (MTSS) framework that emphasizes strong core literacy instruction for all students and provides increasing levels of instructional intensity based on student need and demonstrated response to instruction.

Schedule Changes

Students may change their schedule until the end of the first week of each semester, as long as it does not create a scheduling conflict in other classes and the principal approves the change. Students need a note from parents to change his/her schedule.

Textbooks/Laptops

Students will be checked out textbooks at no charge. These will be numbered, and the student will be responsible for the book if it is lost. He or she is also expected to ensure the book is not marked or damaged; otherwise, he/she will have to pay for the damage. Textbooks must last for five years. Upon receiving each textbook, the student should note any damage and report such damage to the teacher immediately. Before issuing technology to a student, the student and parent must submit a technology contract signed by both.

Lockers

Students in grades 7-12 will be assigned a locker. Students will not change lockers unless approved by the principal. Students must keep lockers clean at all times. Students will not place additional locks on the locker. Students may not write on, deface, or damage lockers in any way. Students may not share other students' lockers. Lockers are school property and school officials may inspect them at any time.

Bus Transportation

Permission for any student to ride the bus is conditioned on his/her observance of the safety and behavior regulations for bus riders. Any student who violates these regulations may be denied permission to ride a bus. Consequences for failure to abide by bus regulations are as follows:

- 1st offense- The student will be given an assigned seat
- 2nd offense- Bus riding privileges will be suspended for 5 school days

- 3rd offense- Bus riding privileges will be suspended for as long as school administration deems necessary

School Activities

Students participating in a school activity must ride school-arranged transportation to and from the activity with the group. Release from this requirement will be granted only to parents, with prior approval from the sponsor and/or the principal.

School facilities will not be available for use after 6:00 p.m. on any Wednesday or any Sunday without prior approval from the Superintendent. School facilities will not be used by anyone or any group on the day before Christmas, Christmas Day, or the day after Christmas.

Guidance/Counseling

Guidance counseling is a supportive school service that helps students navigate school, future career plans, and personal or emotional challenges. The services that are offered by the school counselor are:

- Class placement
- Vocational and career planning
- Occupational information
- Social and economic information
- Assistance to students and parent(s)/legal guardian(s) in planning for higher educational opportunities
- Individual counseling and group guidance

Student Dress Code

Students should present a neat, conservative, and appropriate appearance during school hours. The administration will determine proper dress using the following guidelines:

- Shoes will be worn at all times (no house shoes).
- Clothes will not be excessively tight, baggy, or have inappropriate holes in them.
- The waistband of all garments will not be worn below the hipline (no sagging or dragging)
- Shorts, dresses, and skirts may be no more than 5" above the knees. No running shorts or bicycle shorts may be worn. (Cutoff pants may be worn as long as they are hemmed and meet the requirements of mid-thigh length.) Students may wear shorts until Fall Break and after Spring Break.

- Yoga pants may be worn only if paired with a shirt, tunic, sweater, or sweatshirt that reaches mid-thigh or covers the student's front and rear completely.
- Holes in jeans or shorts must fall below the mid-thigh level. Frays in jeans or shorts may be present above mid-thigh. However, visibility through the fray to any degree is prohibited. Frays that show skin or the pockets are considered holes. Patches or coverings over holes and/or frays above mid-thigh level must be permanent and appropriate material.
- See-through clothing, low-cut blouses, bare midriffs, tank tops, crop tops, and bare backs are not permitted. All shirts must have sleeves. Shirts must be long enough to tuck into the waistband.
- Pajamas or flannel pants are not allowed.
- Garments that are intended as undergarments may not be worn as an outer garment.
- Garments that are intended as undergarments may not be seen below clothing (such as shorts).
- When multi-layered garments are worn, the outside garment will be considered as the primary garment for determining appropriate dress.
- Any article of clothing that graphically depicts scenes of violence, death, or cruel acts will not be permitted.
- Any article of clothing that depicts alcohol, drugs, tobacco, or sexually suggestive materials will not be permitted.
- Any article of clothing that depicts obscenity or profanity, or depicts pictures, symbols, or signs that imply obscenity will not be permitted.
- Any clothing accessory that could be used as a weapon, such as chains, handcuffs, studded gloves, studded bracelets, etc., will not be permitted.
- Gang symbols can't be displayed on clothing or the body.
- No head adornment worn inside the building.
- Hair must be clean and well-groomed at all times. Boys' hair must be cut so that it is out of the eyes and off the collar at the back. Hair on the sides may be grown to the bottom of the earlobe, as long as it does not get too bushy on the sides or in the back. The sideburns will not be grown below the bottom of the earlobe. Mohawks at any age are not permitted. Keep in mind that the principal will have to make the judgment on whether a student has too much hair on top, on the sides, or in the back.
- Boys must be clean-shaven and will not be permitted to wear earrings.
- Hair color other than a natural color (as judged by the administration) will not be allowed.
- It is the prerogative of the individual sponsors to make additional requirements of the students involved in the activity or organization that they sponsor or direct.
- No body piercings (other than those of the ear) or tattoos are allowed to be visible (and should be covered) during school or any school-sponsored activities.
- Bandanas of any color are not permitted at school or at any extracurricular activities.

- Costumes or props like tails, ears, etc. cannot be worn to school unless prior approval is given by the principal.
- Any method of dress other than these listed that interferes with or disrupts the normal educational process is not permitted.
- If an article must be pulled or stretched in order to meet the requirements, it will be deemed inappropriate.

The principal has the final say on whether the student is in violation of the dress code.

Firearms on School Property/Weapons Policy

In the Gun-Free School Zones Act of 1990, Congress made it a federal offense "for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone." 18 U.S.C. § 922(q)(1)(A)

This includes bringing a firearm onto school property during any school-sponsored event. Any student in this school district who brings a firearm or other weapon, as defined by Section 921 of Title 18 of the United States Code, to school, to any school-sponsored event, or in or upon any school property, including school transportation, will be removed from school for the remainder of the current semester and for the total of the following semester. The firearm or other weapon will be confiscated and released only to police authorities. The superintendent or designee may modify this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

General Discipline Policy

The primary goal of the school is to educate rather than discipline. However, when a student's behavior interferes with the rights, safety, or education of others, corrective action may be necessary for the benefit of the student and the school community.

Teachers and administrators have the authority to maintain order and discipline students in accordance with state law and district policy while students are attending school, traveling to or from school, participating in school-sponsored activities, or otherwise under school supervision. All students will be treated fairly and equitably. Disciplinary action will be based on the circumstances of each incident, including, but not limited to:

- The student's attitude and conduct;
- The nature and severity of the offense;
- The effect of the behavior on other students or staff;
- Whether the behavior caused or threatened physical or emotional harm;
- The student's prior disciplinary history; and

- Whether the behavior is isolated or recurring.

The school may use one or more disciplinary measures appropriate to the circumstances. Staff and administrators may consider the student's individual needs, consultation with parents or guardians, and other interventions that may effectively address the behavior and prevent recurrence.

Disciplinary measures may include, but are not limited to:

- Conference with student
- Changing the student's seating assignment
- Referral to counselor
- Behavioral contract
- Requiring the student to make financial restitution
- Conference with parents
- Requiring the student to clean or straighten items or facilities he or she has damaged
- Restriction of privileges
- Detention
- In-school detention
- Suspension
- Expulsion
- Involving the police
- Referring the student to an appropriate social agency
- Corporal punishment
- Picking up trash or cleaning school property
- Any other disciplinary action deemed appropriate to the situation

Disciplinary measures are not required to be administered in a specific order or progression. The school reserves the right to impose consequences appropriate to the seriousness and circumstances of an offense.

Progressive Discipline

The school may use progressive discipline when appropriate. Each referral to the principal's office may result in an escalating level of disciplinary action based on the student's behavior, prior disciplinary history, and the circumstances of the incident. Serious offenses may result in immediate suspension, expulsion, or referral to law enforcement without prior disciplinary action.

Assault of a Balko School employee

Any student who throws an object at and strikes a school employee, or who intentionally makes physical contact with an employee by hitting, pushing, tripping, causing the employee to fall, or through any other act that may constitute assault, will be referred to local law enforcement. The school district may pursue criminal charges as permitted by law.

Hazing

Hazing of any type is prohibited. No student, employee, or other person participating in or associated with a school-sponsored activity may engage in hazing during any school-sponsored activity.

Any person who participates in hazing may be subject to disciplinary action and/or legal consequences. Individuals involved in hazing activities may be held responsible for injuries, damages, or other consequences resulting from their actions.

Threatening Behavior, Harassment, Intimidation, and Bullying

Every student has the right to a safe and supportive learning environment free from harassment, intimidation, and bullying. In accordance with the School Bullying Prevention Act, harassment, intimidation, and bullying include any gesture, written or verbal expression, or physical act that a reasonable person should know will:

- Harm another student;
- Damage a student's property;
- Place another student in reasonable fear of harm to their person or damage to their property; or
- Insult or demean a student or group of students in a manner that disrupts or interferes with the school's educational mission or the education of any student.

Any student guilty of intimidating or harassing any student or teacher could be expelled for the remainder of the semester. Disciplinary consequences will be determined based on the nature and severity of the misconduct, the student's disciplinary history, and other relevant circumstances. The school will use appropriate consequences intended to address the behavior and prevent its recurrence.

Any and all evidence of intimidation and/or harassment should be brought to the attention of the Principal or teacher immediately.

Failure to Cooperate

A student's failure or refusal to cooperate with teachers, administrators, or other school personnel may result in disciplinary action, including suspension.

When a student is suspended for failing to fulfill a specific school obligation, the student may be required to fulfill that obligation before returning to school. Additional disciplinary action may be imposed when appropriate and consistent with district policy and applicable law.

Grounds for Suspension or Expulsion

The following behaviors may result in suspension, expulsion, or other disciplinary consequences. This list is not intended to be all-inclusive:

- Continued willful disobedience;
- Deliberate violation of school rules or policies;
- Defiance of authority;
- Disruptive behavior;
- Damaging, defacing, or destroying school property;
- Profanity or vulgarity;
- Stealing or attempted theft;
- Extortion;
- Immoral or inappropriate conduct;
- Gambling;
- Possession, use, distribution, or being under the influence of alcohol, narcotics, or other prohibited drugs;
- Fighting or physical aggression;
- Possession or use of dangerous or illegal weapons;
- Verbal, physical, or electronic abuse;
- Threatening behavior;
- Harassment, intimidation, bullying, or sexual harassment;
- Gang-related activity;
- Tobacco or other prohibited substance use;
- Inappropriate or unauthorized use of electronic devices;
- Inappropriate or unauthorized use of the Internet or other technology;
- Failure to attend regularly scheduled classes;
- Repeated truancy;
- Excessive tardiness;
- Cheating or plagiarism;
- Continued violation of the dress code;

- Failure to comply with school bus regulations;
- Any violation of federal, state, or local law or ordinance; and
- Any other conduct that violates school policy or disrupts the educational environment.

The school reserves the right to take appropriate disciplinary action for any conduct that threatens the safety or well-being of students or staff, disrupts the educational environment, violates school policy, or violates applicable law, even if the specific behavior is not listed above.

Before an expelled student can be enrolled in another semester, the student along with his/her parents or guardians, must appear before the Board of Education. The board will have the responsibility to determine if the expelled student should have the privilege of resuming his studies in person at Balko Public School.

Drug Policy

According to the Balko Board of Education Policy, any possession, distribution, or use of illegal drugs on school property will result in a minimum of suspension from Balko School for the remainder of the semester, school year, or expulsion. Alternative School is also an option if deemed appropriate by the administration. Any student who violates this policy may be turned over to the proper authorities, and charges may be filed by the county district attorney.

Use of Tobacco/ E-Cigarette / Vape/ JUUL/ ZYN

It is in violation of State Law for a minor to possess, use, or purchase tobacco products. The use of, possession of, and/or distribution of tobacco products, vape devices or products, and JUUL devices or products shall be prohibited on all Balko Public School property. This will also include school vehicles and any school sponsored/sanctioned event off campus.

Possession, use, and distribution of these devices and/or products at school or school-sponsored events off campus will result in 3 days of In-School Detention. If any of these products are used in combination with illegal/illicit drugs, the discipline will be handled in an appropriate manner to the offense. Law enforcement will be contacted for all vape or JUUL situations. If there are questions/concerns about anything that appears strange/unusual in a tobacco product, law enforcement will be contacted. Law enforcement will issue tickets and/or fines according to ordinance and/or state law.

Repeat offenses could result in additional ISS or other forms of discipline deemed appropriate by the administration.

Waiting Areas Before School and During Lunch

Students will be allowed to wait for school to begin in the following three areas only: Student Center, Library, or Cafeteria.

Students must not be in the parking lot. Principal approval is required to go to other areas before school begins at 8:00.

Driving/Parking Privileges

Students and parents should be advised that their car will be subject to search by contraband-sniffing dogs, and that by parking on school premises, he or she is consenting to a search of the entire car, including the interior and trunk. If the student refuses to allow a search of the interior or the trunk, the student should be advised that a mandatory suspension from school and revocation of parking privileges will result.

All drivers on the Balko School grounds will be expected to operate their vehicles safely and responsibly. Drivers will not speed; they will move vehicles in established traffic flow patterns and park properly in designated parking spaces. The speed limit on school grounds is 15 mph. All students must park in the south parking lot.

Upon arriving at school, the student must leave his/her vehicle parked until school is dismissed, unless permission is obtained from the principal. Students may not return to their car during school hours without permission. School administrators may suspend student-driving privileges at the school.

Cellular Devices

Students may not use cell phones, AirPods, Bluetooth headphones, or smartwatches during the school day, including between classes or in the restroom.

Cell phones must be turned off/silent and stored in school-provided boxes.

On field trips and at athletic events, the sponsor will decide whether cell phones, AirPods, headphones, etc. are allowed.

If a medical reason requires cell phone use, it may be allowed under a 504 plan or health plan with prior approval.

We understand it can be difficult to feel out of touch, but parents can call the office to relay

messages to students or reach their child by email in grades 7-12.

Disciplinary action for violation of cellular devices

- 1st Offense - The office will hold the phone until the end of the school day, and parents will be notified.
- 2nd Offense - The student will have 5 days of in-school suspension
- 3rd Offense - The student will have 10 days of in-school suspension

Computer Use Policy

Students and teachers must adhere to the laws, policies, and rules governing computer use, including but not limited to copyright laws, software publishers' rights, license agreements, and personal rights of privacy established by federal and state law.

Students using Balko Public School computers, programs, software, and networks are to understand that these items are for educational use only. Any activity that may interfere with the legitimate operation of the computer networks will result in disciplinary action. This action includes, but is not limited to, suspension of computer privileges for a minimum of one semester and, at most, permanent termination of all privileges. Criminal charges may be filed through the appropriate authorities if deemed necessary. In the case of computer hackers, this may include notification of the appropriate state or federal law enforcement agency. The same shall apply to students working with non-district computers while under the supervision of school officials. In addition, vandalism of computer hardware will not be tolerated and will result in severe disciplinary action.

Internet Usage and Policy

Our internet terminals may be equipped with filtering software but customers should be aware that filters may not protect users from all material that may be offensive to them or their children. Users are reminded that there is no guarantee of privacy associated with their use of the Internet. Balko Public School will have access to a history of all sites visited while on the internet.

- E-mail services will be provided to students.
- Chat rooms are off-limits to students.
- Use of the Balko Public School's Internet access terminals to engage in any activity that constitutes a violation of local, state, or federal laws is strictly prohibited.
- Only students who have signed the Internet Access Form may use the school's Internet terminals.

- To prevent the spread of computer viruses, students will not be allowed to download.
- Students are expected to demonstrate good taste and sensitivity in their use of the Internet at the Balko Public School.

Unacceptable Use of The Internet

Use of the Balko Public School's Internet access terminals is a privilege which may be revoked for inappropriate conduct. Persons who violate School Internet use policies will be asked to cease such activities and will be subject to revocation of privileges. Examples of inappropriate use include, but are not limited to:

- Use of the Internet for any purposes which violate federal, state, or local laws, to transmit threatening, obscene, or harassing materials, or to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to: the distribution of unsolicited advertising, the propagation of viruses, and the use of the network to make unauthorized entry into any other machine accessible via the network.
- Users representing themselves as another person.
- Violation of copyright and/or license law.
- Deletion, installation, or modification of installed hardware or software.
- Accessing and viewing materials in a manner that creates a sexually hostile working environment.

Failure to use the school's internet terminals appropriately and responsibly, as defined in these policies and guidelines, may result in revocation of internet use privileges. Illegal activities will be prosecuted to the full extent of the law.

The Internet is a valuable educational resource for children, but because it is unregulated, some sites may be inappropriate for children. The School is aware of this but cannot monitor each child's Internet activity at all times. Parents of minor children must assume full responsibility for their child's use of the Internet terminals. Parents must co-sign the School Internet Access Form for children under the age of eighteen (18) who want to use the School's Internet terminals.

Academic Integrity

Balko Public School is committed to maintaining an academic environment based on honesty, integrity, responsibility, and respect for the work of others. Students are expected to complete academic work honestly and to comply with all requirements established by the school and individual teachers.

Academic Dishonesty

Academic dishonesty is prohibited and includes, but is not limited to, the following:

- **Cheating** – Giving, receiving, obtaining, or attempting to obtain unauthorized assistance or information on an assignment, quiz, test, examination, project, or other academic activity.
- **Plagiarism** – Representing another person's words, ideas, information, or work as one's own without appropriate acknowledgment or citation. Plagiarism includes, but is not limited to, copying from printed or electronic sources, websites, other students, or artificial intelligence (AI) tools without proper attribution.
- **Unauthorized Collaboration** – Working with or receiving assistance from another person on an assignment or academic activity when the teacher has directed that the work be completed independently.
- **Unauthorized Use of Technology or Resources** – Using a cell phone, smartwatch, computer, internet resource, calculator, artificial intelligence tool, translation tool, answer-generating program, or other resource when such use has not been authorized by the teacher.
- **Submitting Work Completed by Another Person** – Submitting, in whole or in part, work that was completed by another student or another individual and representing it as one's own.
- **Providing Unauthorized Assistance** – Allowing or assisting another student to copy, access, or obtain answers or other information in violation of the teacher's instructions.
- **Fabrication or Falsification** – Inventing, altering, or misrepresenting information, data, sources, citations, or other academic material.
- **Unauthorized Use of Artificial Intelligence** – Using an AI tool to generate or substantially complete academic work when such use has not been authorized by the teacher. When AI use is permitted, students shall follow all teacher requirements regarding its use and disclosure.

Responsibility for Academic Work

Students are responsible for the originality and integrity of all work submitted under their name. Students are expected to follow the directions provided by their teachers regarding collaboration, technology, sources, citations, and other forms of assistance.

When there is uncertainty regarding whether a particular resource, person, technology, or form of assistance may be used, the student is responsible for obtaining permission from the teacher before using it.

Consequences

A student found to have engaged in academic dishonesty may receive academic and/or disciplinary consequences. Consequences may include, but are not limited to:

- A reduced or failing grade on the assignment, assessment, or academic activity;
- Loss of credit for the assignment or assessment;
- Requiring the student to complete an alternate or replacement assignment or assessment;
- Parent or guardian notification;
- Documentation of the incident;
- Referral to the administration; and/or
- Additional disciplinary action in accordance with the school's discipline policies.

The consequences assigned may take into consideration the nature and severity of the violation, the circumstances surrounding the incident, the student's grade level, and whether the student has previously violated the academic integrity policy.

A student who knowingly assists another student in committing academic dishonesty may be subject to the same or similar consequences.

Academic integrity violations may be addressed by the classroom teacher, administration, or both, as appropriate.

Behavior at Assemblies

Common courtesy and time limitations demand that all students follow assembly procedures and rules. Students will not disturb performers. Students will sit in assigned areas (by grade level) Once the assembly has begun, students will not be allowed to leave. Appropriate behavior and common courtesy are also expected of all students during extra-curricular activities.

Student Organizations

Students are encouraged to be active members in the organization(s) that they choose. Balko School provides students the opportunity to be members of the following student organizations.

- FFA
- National Honor Society
- Music
- Cheerleading

- Student Council
- FCA
- Yearbook
- Academic Team

Medication Policy

According to state law, medication brought to or administered at school must comply with the following procedures.

- Written instructions signed by the parent or guardian and physician shall be required to administer prescription medication and shall include:
 - Name of student.
 - Name of medication, including prescription number, if dispensed by a pharmacy.
 - Person administering the medicine
 - Time dispensed
 - Date dispensed

The school principal or designee shall:

- Inform appropriate school personnel of the medication.
- Keep a record of the administration of medication.
- Keep medication in a locked cabinet.
- Return unused medication to parents only.

The parents shall assume responsibility for informing the school principal of any change in the student's health or in the student's medication. The school principal shall retain the discretion to reject requests for administration of medication. Non-prescription medicine can be administered only with written permission from the parent(s) or guardian on file in the principal's office.

No other medication (such as aspirin, etc.) shall be administered to students under any circumstances by school personnel except as outlined above.

Parent-Teacher Conferences

All parents are encouraged to arrange conferences with teachers to discuss student problems and concerns at any time. Conferences will be arranged at the request of a student, teacher, parent, and/or administrator.

Care of School Property

A modern, fully equipped school plant, designed for beauty and utility, is part of the student body's heritage. It belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any student body to fully appreciate, carefully use, faithfully preserve, and pass to future generations the buildings, grounds, and equipment without blemish.

The state or any county, city, town, municipal corporation or school district, or any person, corporation or organization, shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or a county, city, town, municipal corporation, school district, person, corporation or organization. The amount of damages awarded shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00). (23-10).

Textbooks - A local school board is authorized to withhold transcripts or other school records relating to any school child who fails to return a textbook or make payment for the textbook if not returned. The term "transcript" shall include any record of a grade or grades given to a student by a teacher.

Transcripts

Students can receive free copies of their transcript for scholarship applications, employment purposes, or other official needs. If prior notice is not given, a transcript may not be immediately available.

Visitors

Anyone not employed by the Balko Board of Education to work at Balk School is considered a visitor. All visitors are required to report to the main office to sign in before going to any other part of the school.

Parents and other school patrons are welcome to visit the school at appropriate times. Office personnel should be aware of the purpose of any visit. If at all possible, visits should be pre-arranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

Parents and guardians may come on campus to drop off students in the morning or to pick up

students in the afternoon without obtaining a visitor's pass. All other persons are to remain off campus. All unauthorized persons on campus will be asked to leave. Refusal to comply with instructions or repeated occurrences will result in legal action.

Weather Related Delays or Cancellations of School

The Superintendent will decide whether school will be dismissed due to bad weather after consultation with administrators responsible for transportation services. The announcement of school dismissal will be made via the school website at balko.k12.ok.us, the Balko School Facebook page, and a notification will be sent via the Balko School app. For information on how to sign up with the school app, contact the school. If cancellation is not announced by 7:30 A.M., you should prepare to come to school.

Drop-Outs

Students who drop out of school will not be allowed to attend school-sponsored activities unless accompanied by a parent or guardian. Students must remain with a parent or guardian while attending the event.

Cafeteria

The school cafeteria is maintained as a vital part of the school's health program. To encourage good nutrition, a well-balanced breakfast and lunch are offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

- Depositing all litter in wastebaskets.
- Returning all trays and utensils to the dishwashing area.
- Leaving the table and floor around your place in a clean condition for others.
- No food may be taken from the cafeteria unless attending a class organization meeting.

Balko School has a no-charge meal policy. Meals may be paid for on a weekly, monthly, semester, or annual basis, but must be kept current. Any student who owes a breakfast/lunch bill for more than ten (10) days will not be allowed to charge meals. We ask that the parent/guardian send a sack lunch for your child until the account is taken care of. If you are unable to provide a sack lunch, we will continue to serve your child a reimbursable meal for ten (10) days while working with the family to obtain payment. Breakfast/lunch statement reminders will be sent home periodically. You can also log into the Grade Book and check your child's balance at any time.

Students who need financial help may apply for free or reduced-price meals. Households must complete a new application every year. Families may apply or reapply at any time during the school year.

Education Rights and Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age 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 arrange 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 that the parent or eligible student believes is inaccurate or misleading. 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.

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 to fulfill his or her professional responsibilities.

Upon request, the District discloses education records without the student's consent to officials of another school district in which the student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request). Parents have the right to file a complaint with the U.S. Department of Education regarding alleged failures by the District to comply with FERPA requirements. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education 600 Independence Avenue SW
Washington, D.C. 20202-4605

School Report Card

The previous years' school report card showing the school's API and test scores are available on the school website and office.

Prom

Current Balko High School students in good standing are eligible to attend the Balko Junior/Senior Prom. Students must be academically eligible and should not be under disciplinary action. Students may invite a date from another town, provided they have completed and turned in the form with the requested information to the principal. Invited guests may not be over 20 years of age. All students must obey the dress code as listed in the student handbook and set by the school administration.

College Visitation Days

Senior students may use 4 days solely to visit colleges of interest. Juniors are allowed one day during the school year. College days cannot be taken during the last two weeks of the semester and must be approved in advance by the Principal. Students must bring back documentation from the school they visited. College visits will be counted as an activity absence.