Blackwell middle school

Mission statement

The mission of Blackwell Middle School is to provide a safe, nurturing, and academically challenging learning environment where students prepare to become responsible citizens.

A Welcome From The Administration

Welcome to Blackwell Middle School. We look forward to you being part of the tradition that makes us who we are here.

Work hard in your classes and take advantage of all the extracurricular activities that interest you. Participating in all aspects of middle school will provide you with a richer school experience.

The staff has prepared this handbook to help you maximize your school experience. IF you have questions, please feel free to ask. Everyone in the building, from the administration to the teachers and staff, is here to help you.

HAVE A GREAT YEAR!!!

GREETINGS FROM THE FACULTY

We, the faculty, would like to welcome each of you to another school year. We will do everything in our power to help make it a successful one, but we expect you to do your part. We are available before and after school when you need us. We also have planning times during which we can meet with students and parents. Since we have high expectations for our students, we hold them to high standards. Please strive for excellence in every subject, aiming for your best work. Let's make a strong commitment to excellence this year! We believe that teachers, students, parents, staff, and administration must form a team effort to educate literate, problem-solving, and productive members of society. It's a great day to be a maroon!

STUDENT AND PARENT HANDBOOK



"STRIVING FOR EXCELLENCE"

BLACKWELL MIDDLE SCHOOL

2026-2027 Edition

Blackwell Middle School Mission Statement

The mission of Blackwell Middle School is to provide a safe, nurturing, and academically challenging learning environment where students prepare to become responsible citizens.

As an educator at Blackwell Middle School,

- I commit to creating an environment where respect, growth, and excellence are at the core of all interactions.
- I will discipline with dignity, fostering a positive and supportive atmosphere in the classroom and beyond.
- I strive to inspire students to reach their full potential by empowering them with the tools, knowledge, and encouragement they need to succeed.
- I will continuously develop my skills, foster inclusivity, and guide students with a spirit of positivity, resilience, and a commitment to lifelong learning.
- By working collaboratively with colleagues and embracing diverse perspectives, I will help create a school culture where everyone thrives, learns, and grows together.

ASBESTOS

The Asbestos Hazard Emergency Response Act of 1986 required the inspection of all buildings within the Blackwell Public School District for parents in the assignment notebooks.
The Asbestos Hazard Emergency Response Act of 1986 required the inspection of all buildings within the Blackwell Public School District for the presence of asbestos-containing materials (ACM). In compliance with the above act and related state and federal regulations, the buildings were inspected by licensed personnel and a management plan was prepared to safely maintain and monitor the ACM found to exist within our school buildings. Copies of this plan and related inspection reports are available at the administrative office.
The asbestos identified in our management plan is checked regularly by our staff and a certified asbestos company for any changes that could pose a potential health hazard. If and when changes occur, the district asbestos coordinator will notify the designated authorities as prescribed by law. Notification of asbestos-related activities planned or in progress will be made by public announcement, posting, or handout as required.

ASSEMBLIES & EXTRACURRICULAR ACTIVITIES

While attending assemblies and/or extracurricular activities, students are expected to conduct themselves in a manner consistent with their behavior in the classroom. Students who are tardy or disruptive shall be subject to disciplinary action, up to and including banishment from subsequent assemblies and/or extracurricular activities. Students are expected to behave appropriately at all school-sponsored events, both on and off campus. Failure to do so will result in the students being asked to leave by the administrator in charge.

ATTENDANCE

The Blackwell BOE believes that for students to realize their full potential from educational efforts, they should attend all classes whenever possible. Recognizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance for a minimum of 90 percent of each semester's classes to receive credit for any course in which they are enrolled. Exceptions to this requirement will be considered by the board on an individual, case-by-case basis.

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is essential for students who are ill to stay home when they are sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not

attend school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

ABSENCES
Excused absence will be granted for the following reasons:
1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by the student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact the parents of those students who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

If a student has an excused absence(s) they will be allowed the number of days absent plus one to complete their assignment(s) for full credit. (i.e. two days absent-three days to complete/four days absent-five days to complete.)

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:
1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
a. The student has completed instructional activities on no less than ninety (90%) of the time that services were provided in a virtual or distance learning format to include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
b. The student is on pace for on-time completion of the course as required by the school district,
c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting, and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity
1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.
Unexcused Absence
This is any absence that does not fall within one of the above categories. 3 unexcused absences will result in that student not receiving credit in that class for the semester.

Truancy
A student is considered truant when absent from the classroom without the knowledge of either the school

or the parent or if the parent does not compel the student to attend school.

Tardies
1. A student is considered tardy when not in their seat when the bell to begin the period sounds.
2. A student who is more than 15 minutes late is counted absent for the period.
3. Each 3 tardies will constitute an unexcused absence from that class.
Any student who exceeds the 3-day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize absenteeism.

Chronic Absenteeism
Chronic absenteeism refers to a student who is absent for 10 percent or more of the school days in a given school year, excluding absences due to a significant medical condition. This is calculated by dividing the total number of days the student is absent by the total number of days the student is enrolled. School was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance. A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19-related absences due to a child's medical needs will be considered a significant medical condition.

BICYCLES

Bicycles must be parked in the racks provided on the playground and have locks and a license. The school is not responsible for loss, damage, or theft of parts while bicycles are parked in the racks. Bicycles are not to be ridden on school grounds.

BOOKBAGS, BELTBAGS, BACKPACKS, PURSES, & WATER BOTTLES

Each morning before class, students must place their bookbags, belt bags, backpacks, cinch sacks, cross-body bags, and purses in their assigned lockers until the end of the school day. They will not be allowed in the hallways or classrooms. Purses may be removed from lockers during the day to be taken to the restrooms only. Purses are not allowed in the classrooms. Water bottles are permitted in classrooms only if they have a sealable cap/lid. Yeti-style cups are not allowed. A bag room will be available ONLY to athletics students for athletics bags/equipment. **Valuables should not be kept in bags in the bag room.**

BUS TRANSPORTATION POLICY

The policy of the Blackwell Public School District is to transport any child whose residence is 1½ miles from his/her school, as determined by school officials. This policy will be strictly followed. The BMS bus stop is on the west side of the building. Students should wait on the sidewalk outside the gym for the afternoon bus. A teacher will be on duty at the bus stop daily to supervise students, and school rules apply to the bus stop. Students are not allowed to leave the school grounds while waiting for a bus, and students will not be released from detention early to meet the bus. Bus discipline procedures are as follows:

First Offense:	Conference with the principal; parents notified
Second Offense:	Suspended from the bus for 10 school days
Third Offense:	Suspended from the bus for 45 school days
Fourth Offense:	Suspended from the bus for the remainder of the year

Consequences for serious offenses at the discretion of the administration and transportation director.

CHEERLEADERS

BMS cheerleaders are selected through tryouts in the spring of each school year for the following school year. They practice for uniformity and will lead yells at 7th and 8th grade athletic events and pep assemblies. Cheerleaders may wear uniforms to school.

CHROMEBOOK CHECKOUT

At times this school year, your child may need to work at home using technology devices. In order for your child to be issued school-owned technology, you must read and complete the following document. The iPad, Tablet, and/or Chromebook that your child is being issued is an educational tool and should be used in that capacity. Failure to comply with the Blackwell Internet Acceptable Use Policy and these guidelines will result in the loss of take-home privileges.

Before a student is granted permission to take their assigned technology device home, his/her parent or guardian must sign this permission form. Before the technology is assigned to a student, the parents or guardians must assume financial responsibility for the equipment by signing the attached Technology Agreement Form. The approximate replacement cost of the available devices are:

- **iPad Standard or Mini - $330**
- **Chromebook - $350**
- **Cracked screen replacement - $120**
- **Keyboards - $120**
- **Chargers - $20**

If the technology assigned to your child is lost, stolen, or damaged through negligence, vandalism, or failure to follow the proper care guidelines, you are responsible for the cost of repair or replacement.

All computers taken home by students must be approved and checked out through the office.
When technology is taken home by the student, it must be returned to the school on the next school day. Failure to return the equipment on time may result in the loss of the privilege of taking the equipment home again. It is expected that the equipment will be returned to school with a fully charged battery for use during the school day.

All technology is the property of Blackwell Public Schools. Blackwell Public Schools reserves the right to demand the immediate return of the equipment at any time. The technology should only be used by the student who has signed the agreement.

If you, as the parent/guardian, would rather that the technology **NOT** be brought home or your child plans on using his/her own personal technology, please inform the school by checking the appropriate box on the permission form, and we will honor this request.

COMMUNICATION/ELECTRONIC DEVICES

All forms of electronic communication devices (i.e., cell phones, smartwatches, smart headphones, laptops, tablets, and smart glasses) must be kept in the student's locker and turned off from Bell to Bell. **(BOE Policy FNG)**

Bell to Bell
Means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

Students are not to make or receive cell phone calls or other forms of electronic devices during the school day, except for emergencies, with the permission of a school administrator.

Students found to be using their cell phones for such purposes or having such electronic devices on their person or outside of their locker during the school day will forfeit their cell phone or electronic devices to the BMS campus administration. Students who have cell phones/electronic devices forfeited to the BMS campus administration are subject to the following:

1st Offense:
The parent picks up the device from the BMS office after school hours and conferences with the administrator.
2nd Offense:

The parent picks up the device from the BMS office after school hours and 3 days of lunch detention.
3rd Offense:
Parent picks up device from BMS office after school hours & 2 days in-school-suspension *(following the 3rd offense, the student may not have a phone/electronic communication device at school for any reason).*
4th Offense:
Parent picks up device from BMS office after school hours & 2 days out-of-school suspension.

Any student who refuses to give their cell phone to a teacher or staff member upon request will be subject to strong disciplinary measures.

Students bring devices to school at their own risk. This policy is not about punishment. It's about **FOCUS**.

COMPUTER & INTERNET

The computer will be utilized for educational purposes only. All students and parents must sign an Acceptable Use Contract, and parents must give permission for their student to use the Internet. Students will not be allowed to use the Internet to receive or send e-mail or correspond through chat rooms. Students must have teacher permission before connecting with websites. Violation of any of these regulations will result in suspension from the computer and use of the Internet for the remainder of the year.

CREDIT RECOVERY

Students who fail a core subject will be scheduled into a credit recovery class. The class will replace an elective course. The class will feature an online curriculum and be monitored by a BMS staff member.

DANGEROUS OBJECTS & NUISANCE ITEMS

Because of the potential dangers, knives, matches, fireworks, lighters, and other nuisance items are not allowed at school or at school activities. In addition, video games, laser pointers, games, recorders, collectible cards, etc. are not permitted at school. The district is not responsible for loss or damage to any personal property, even if the property is lost, stolen, or damaged on school grounds.

DISCIPLINE

The Blackwell Board of Education believes that the school's primary goal is to educate, not to discipline. However, education encompasses establishing norms of social behavior and helping students understand and adhere to these norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Furthermore, it is the district's policy that students may be disciplined for any misconduct related to the district's programs or activities. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent. Each student shall be treated fairly and equitably. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense.
- The effect of the offense on other students.
- Whether the offense is physically or mentally injurious to other people.
- Whether the incident is isolated or habitual behavior.
- The manifestation of a disability.
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment, particularly. The involvement of a student in the kind of behavior listed below will typically require remedial or corrective action. These examples are not intended to be exhaustive, and the exclusion or omission of unacceptable behavior is

not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin, and directed toward another student, an employee, or a visitor
17. Sexual harassment
18. Gang-related activity or action
19. Cheating

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.
In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list imply a specific order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with the student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to a counselor
6. Behavioral contract
7. Changing a student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring the student to the appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year. Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district

shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time, and no reason shall be necessary for such a search. Student property may be searched with reasonable suspicion.

Note: All discipline is at the discretion of the campus administration

When a student commits a major offense and violates board policy or a school rule or regulation, the principal may impose a short-term (10 school days or less) or a long-term (greater than 10 days) suspension as a disciplinary action measure. Suspended students are not allowed on school grounds or to participate in school activities during the day(s) of suspension. A student and his/her parents have the right to appeal the principal's decision to impose a short-term suspension to a suspension review committee composed of administrators and/or teachers or, alternatively, the right to appeal directly to the Board of Education. The composition of the committee shall be reserved to the district's discretion. A student with a short–term, out-of-school suspension and his/her parents shall be informed by the principal of this right and method of submitting an appeal. The student and parents shall also be informed of the right to go directly to the Board of Education. However, the decision to appeal to the committee shall automatically, and without further notice, waive any right to appeal the student's suspension to the Board of Education.

DISTRIBUTION OF MATERIALS

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the sponsoring teacher and the campus principal. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may **not** be sold, circulated, posted, or distributed on the BMS campus by a student or non-student without the approval of the principal.

DRESS CODE

In accordance with the policy of the board of education, the following regulations shall establish a dress and grooming code for the public school system.
A. Hats/Headwear: Students shall not wear hats or headwear in the classroom unless a medical or religious exception exists.
B. Shirts may not be sheer or mesh and must cover the entire trunk of the body. Messages on shirts shall not include illegal drugs, alcohol, tobacco or other products that may not be utilized by children. Vulgar and/or obscene messages are prohibited and will be subject to discipline under the student discipline code.
C. Pants, shorts, skirts, and skorts shall be worn at the waist and no shorter than mid-thigh.
D. Hats or headwear may be worn on spirit days with the permission of the administration. With the exception of religious and medical hats or headwear, other head coverings are prohibited.
E. Sunglasses may not be worn in the building unless medically necessary and documented.
F. Appropriate undergarments will always be worn, but not visible. Chests or torsos are not to be exposed. Appropriate footwear is required. House shoes are not appropriate or safe footwear. **No sagging of pants.**
G. Grooming and personal hygiene shall be directed toward making the student neat in appearance, healthy in body and in mind, and acceptable to peers and others. No see-through apparel, halter tops, tube tops, string or spaghetti tops, tank tops, racer-back shirts, or slumber tops will be allowed. Body graffiti is not allowed.

The guiding criteria relative to the appropriateness of student dress shall be whether or not the particular student's dress and/or grooming is or is not offensive to others or disruptive to the learning process as determined by school staff and administration.

A final decision as to the appropriateness of the dress of a particular student is at the discretion of the administration.

DRUGS & ALCOHOL

I. Illegal and Illicit Drugs and Alcohol
a. Use of illicit drugs and unlawful possession and use of alcohol are wrong and harmful.
b. Students are prohibited from using, being under the influence of, furnishing, selling, conspiring to sell or possess, or being in the chain of sale or distribution of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 2.3), illegal or illicit drugs, or other mood–altering substance at school, while on school

vehicles, or at or going to or from any school-sponsored or authorized event from the time they leave campus until they return with the sponsor.

c. Illicit drugs include steroids, prescription, and over-the-counter medications being used for an abusive purpose. (i.e., when they are not being used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student). Mood-altering substances include paint, glue, aerosol sprays, and similar substances.

d. The policy of the Blackwell Board of Education shall be that any pupil found to have violated the school district's prohibitions concerning low-point beer, alcoholic beverages, or a controlled substance, as the above are not defined by law will be suspended from school for the first offense no more than twenty (20) school days.

e. At the discretion of the principal, a student may receive in-school placement or be suspended out-of-school. During this time, it is expected that the student and parents will submit to counseling with either the school counselor or other approved agencies. This is rehabilitation to assist this student in making the decision not to use alcohol or drugs.

f. Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities.

Second Offense: The pupil will be suspended for a minimum of twenty (20) school days. The maximum period of suspension shall include the balance of the current semester and the succeeding semester. Suspension, at the discretion of the principal, may be an in-school placement or an out-of-school suspension.

II. Distribution of Information

a. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each school.

b. Copies of these rules shall be provided to all students and their parents at the beginning of each school year.

Blackwell Middle School is committed to the goal of creating a safe, disciplined, drug-free school where the climate is conducive to the achievement of high academic standards of students.

ELIGIBILITY

Blackwell Middle School students must meet and maintain scholastic and attendance eligibility requirements adopted by the Blackwell Board of Education and the Oklahoma Secondary Schools Activity Association (OSSAA) for participation in interscholastic competition. This applies to athletics, cheerleading, band, vocal, academic, and agriculture competitions. To be eligible, a student must be passing in all of his/her subjects at the close of the school week preceding the event. Weekly eligibility checks are made by the principal's office. Parents may call the counselor on Fridays to check on their children's progress or access student grades on the STI Home Portal.

ENTERING THE BUILDING

Students may not enter the building before 7:45 a.m. At that time, students will enter the building through the basement doors located on the east side and report to the cafeteria. The school cannot be responsible for the welfare or safety of students before 7:45 a.m., as no student supervision is provided by the school at this time. ***When the Wind Chill is 20 degrees or colder, students may enter the building when proper supervision is in place.***

FAMILY EDUCATIONAL RIGHT & PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (34 CFR Part 99), you, as a parent of a student currently enrolled at Blackwell Public Schools (or as an eligible student if 18 years of age), have the right to:

A. Inspect and review your child's educational records

B. Request an amendment of your child's educational records to ensure they are not inaccurate, misleading, or otherwise in violation of the child's privacy or other rights

C. Consent to the disclosure of personally identifiable information contained in your child's education records, except to the extent the act and its regulations authorize disclosure without consent

E. File with the U.S. Department of Education a complaint, under the provisions of the act, concerning alleged failures by the district to comply with the requirements of the act

F. Obtain a copy of the district's policies adopted under the act (copies of these policies are located at the superintendent's office, located at 201 East Blackwell Avenue)
G. Have an explanation of these policies in your own language if it is one other than English
The identification, location, and evaluation activities under Child Find are included in the Family Educational Rights and Privacy Act. For further information, contact Bobbi Tripp, Director of Special Services, Blackwell Public Schools (580) 363-2570.

FIRE DRILL INSTRUCTIONS

The fire alarm is a warble tone over the intercom system. The fire drill takes precedence over all other activities and aims to ensure the safe and rapid exit of every pupil and teacher from the building. Pupils should leave all belongings in the rooms and file out as rapidly as possible in a single file. Students will leave the building through the designated exits. When students are safely out of the building, teachers will take roll.

GRADES

Grades are an evaluation of what students have learned, becoming part of a permanent record that follows students through middle school, high school, and even college or vocational training. Students earn the grades; we only record them. Report cards will be issued at the end of each nine-week period. Progress reports will be sent home weekly to update parents/guardians of student progress in each of their enrolled classes. Letter grades are used at the end of each nine-week period and designate a student's progress according to the following scale:

A	(90 - 100)
B	(80 - 89)
C	(70 - 79)
D	(60 - 69)
F	(below 60)

SWAG: S - Satisfactory and U - Unsatisfactory

GRIEVANCE PROCEDURES

Blackwell Public School District has adopted Grievance Procedures for filing, processing, and resolving alleged discrimination complaints to address discrimination based on gender (including sexual harassment), race, color, national origin, religion, age, or qualified disability. Students and their parents may obtain a free copy of the Grievance Procedures from the school principal or the superintendent.

GUIDANCE

Blackwell Middle School offers students a comprehensive guidance service. The purpose of the guidance service is to assist each student in his/her social, educational, and personal development. The counselor is in the guidance office on the second floor daily from 8:00 a.m. to 4:00 p.m. Students and/or parents may request an appointment with the counselor to discuss test scores, grades, or any concerns they may have. The counselor will assist students in planning schedules and curriculum selections, offer recommendations regarding study habits, provide consultation services to parents, students, and teachers, and offer a listening ear when needed.

HAZING POLICY

Hazing is an activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for initiation or admission into affiliation with an organization operating subject to the sanction of the public or private school or any institution of higher education in this state. Please be advised that all acts of intimidation, threatening, or harassing of a student at BMS are strictly prohibited (BOE Policy FNCC).

LATE WORK/ASSIGNMENT POLICY

Our goal is to give students a fair opportunity to make up for missing work while also encouraging responsibility and good work habits. To ensure consistency across all middle school classrooms, teachers will enter any missing assignment as an "I" (Incomplete) when preparing grades for Thursday progress reports. This lets students and parents know that the assignment is still missing and gives students one final opportunity to complete it.

Students will have until the following Wednesday to turn in any assignment marked as incomplete. Work submitted during this time can earn up to 80% of the total points possible, as long as it is completed according to the assignment expectations. Teachers will update grades as soon as possible after work is received. Any incomplete assignments that are not turned in by the Wednesday deadline will be changed to a zero unless a student's IEP, Section 504 Plan, or other approved accommodation requires a different timeline. Zero's may also be left to the teacher's discretion after the required days given. This policy provides students with a clear and consistent chance to improve their grades while helping establish accountability and uniform grading practices throughout middle school.

If a student has an excused absence(s) they will be allowed the number of days absent plus one to complete their assignment(s) for full credit. (i.e. two days absent-three days to complete/four days absent-five days to complete.)

LOCKERS

Each student will be assigned a locker. Students should see that they are kept neat and orderly with no markings inside or out. A student will use only the locker assigned to him/her. Lockers must be kept locked at all times. Students are not to trade or share lockers. Students are not to tamper with their own or other lockers or give their combinations to others. In order to maintain discipline and to ensure the proper functioning of the education process, school administrators must have access to all school property at all times and this includes lockers assigned to students. Jamming lockers is considered a form of destruction of school property, and appropriate consequences will be assigned to students who do so. **Students will not be allowed to change locker numbers/locations after the first week of school, with the exception of emergency situations.**

LOST & FOUND

All lost and found articles should be taken to the attendance office. Students who lose textbooks, library books, BMS athletic gear, etc., will sign a Lost Item Charge Form, which must be paid at the end of the school term if the item is not found or returned in good condition.

LUNCH / CAFETERIA

BMS has a closed campus for lunch. Students who live within two blocks of the school may get a pass to eat at home if the parents make arrangements with the principal. **This will require a written request from the parents that must be dated and signed.** All other students will remain on campus during lunch. Once students enter the cafeteria, they are not to leave unless they are checked out or dismissed. Parents must sign out students before students may leave the campus.

Students may leave only with their parent/guardian for lunch while observing the regular lunchtime schedule. Students may not leave with another student's parent/guardian.

A nutritious, well-balanced school meal is offered daily at a reasonable price. To purchase lunches, please make checks payable to Blackwell Middle School. Students may also bring sack lunches and purchase white milk, chocolate milk, or water.

No food deliveries are allowed to students during lunch period.

NECESSARY MEDICATIONS

MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Blackwell Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:

A. student's name,
B. name and strength of medication,
C. dosage and directions for administration,
D. name of physician or dentist,
E. date and name of pharmacy, and
F. whether the child has asthma or another disability that may require immediate dispensation of

Medication.
The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration.
The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody indicates the following:

A. Purpose of the medication,
B. Time to be administered,
C. Whether the medication must be retained by the student for self-administration,
D. termination date for administering the medication, and
E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma, or an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of self-administration of medication. Additionally:
A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
C. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes are effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements
D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, or anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

E. Definitions:
1. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms 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, or a replacement pancreatic enzymes prescribed by a physician and labeled individually.
2. Self-administration means a student's use of medication pursuant to a prescription or written direction from a physician.
3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities are inappropriate or ineffective. The medication will be administered in according to label directions or written instructions from the student's physician.
District personnel may assist a student in applying sunscreen with the written permission of a parent, guardian, or person having legal custody. (This is optional as the law provides "may." If a school board does not want to have this paragraph, this language should be removed).
The administrator, or administrator's designee, will:
A. Inform appropriate school personnel of the medication being administered
B. Keep an accurate record of the administration of the medication
C. Keep all medication in a locked cabinet except medication retained by a student per physician's order.
D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

NONDISCRIMINATION POLICY

There shall be no discrimination of students or personnel in the Blackwell Public School District based on sex, race, color, or national origin. Each student will have equal opportunity to select and enroll in courses of his/her choice. Graduation requirements will be the same for all students. Any student may enroll in any class of physical education offered on the schedule. Students will be separated according to gender in the competitive sports of football, softball, wrestling, and basketball. Equal programs are offered in basketball and track.

Special attention will be given in the areas of home economics, business courses, and industrial arts and agriculture, which are usually male or female dominated, to ensure that students are not discriminated against. Courses in higher math, science, and all vocational courses will receive the same special attention. Counselors are particularly aware of this law and Title IX regulations and are not discriminatory in their program or guidance procedures.

Marital or parental status will not be a basis for admitting or rejecting a student from a class, activity, or opportunity. Employment with School District #45 will be conducted without discrimination based on sex, race, color, or national origin.

The procedure for registering a complaint or grievance concerning this Title IX policy or practices in the Blackwell Public School District will follow the grievance procedure policy as stated in the Blackwell Public School District School Board of Education policy. Blackwell Public School District #45 will comply with all federal regulations issued by the Oklahoma State Department of Health, Education, and Welfare.

PARENTS ARE WELCOME AT BLACKWELL MIDDLE SCHOOL!

Parents are always welcome at BMS! The parent/BMS partnership is of great benefit to our students. We ask that parents volunteer their time and talents as their schedules permit, as well as attend our special events and activities. Parents need never hesitate to drop by or call with a question, comment, or concern about their child's education. We are proud of the great things going on at BMS and we like to share that pride with our parents!

PEAK

PEAK, *Pupils Excelling in Academic Knowledge*, is an award to students each week during Advisory. Students are rewarded for submitting all work and achieving a grade of "C" or better in all subjects, demonstrating good discipline, and maintaining good attendance. Students earn admittance to SUMMIT, which includes a multitude of activities and trips at the end of each semester, by having reached PEAK 80% of the weeks during that semester.

PERSONAL BELONGINGS

It is highly recommended that all personal belongings be marked with the student's name. School bags must be stored in student lockers at all times (see *the "Bookbags, Backpacks, & Purses"* section of this handbook). The student assumes the responsibility for the loss or damage to their clothing, personal items, equipment, books, or musical instruments. The school is not responsible for damage to personal property. **Sharpies and permanent markers are not allowed at school.**

PLAGIARISM/CHEATING

Plagiarism is the use of another person's original ideas or writings as one's own without giving credit to the actual author. Teachers who have reason to believe a student has engaged in cheating or academic dishonesty will determine the academic penalty to be assessed. Plagiarism is considered cheating, and the student will be subject to disciplinary action. The student will write an explanation of the situation that led to the academic dishonesty, and deliver it to his/her parents. BMS administration will be notified of plagiarism/cheating by the teacher.

RELEASE OF STUDENTS

Students will be released only to those designated on the contact list in the BMS office. Official picture identification may be required before a student can be released. If a student is to be picked up by someone other than the designated individual on the emergency list, arrangements must be made in person by a parent or guardian, providing the school office personnel with ample notice of these intentions. Such precautions are in place to protect the students of BMS.

RETENTION AND FAILING GRADES

Parents have the right to appeal the assignment of a failing grade to a student in a course. Parents may request a review of their child's grades by submitting a letter to the BMS principal. If no letter is received within five days of the parent's receipt of notification of the decision to assign a failing grade, then that decision will be deemed final.

Retention will be determined after a review of grades, assessments, and other factors. The final determination of retention lies with the BMS administration.

SAFE-CALL

SAFE-CALL is a confidential, toll-free safety hotline available to anyone in Oklahoma. It is available 24 hours a day, 365 days a year. A fully-bonded firm, Security Voice, Inc., operates the hotline and provides security services to nearly 4,000 schools in seven states. The SAFE-CALL Helpline utilizes a one-of-a-kind automated telephone service that allows callers to report an allegation confidentially and anonymously. The caller is assigned a random case number, also called an identifier number, which both the caller and the school district can use to communicate. After an allegation is reported, the school receives a verbatim transcript of the message. The school can then respond to the caller or request more information by asking detailed questions via the caller's case number. This communication can continue anonymously as long as necessary through a third-party source.

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SCHEDULE CHANGES & DROPS

If a change in a class schedule is desired, the student will be required to fill out a "Class Change Form". The form will consist of the desired change, the reason for the change, and signatures from the student, a parent or guardian, the teacher of the class being dropped, the teacher of the class being added, the school counselor, and a BMS administrator. The forms will be available in the BMS office. No classes will be changed after the third day of the semester except in the case of an extreme emergency.

Final decisions regarding schedule changes are at the discretion of the BMS principal and counselor.

SERVICE ANIMALS

Under ADA rules and Oklahoma Laws, service animals that have specific training to perform tasks or duties for individuals of disabilities are permitted in public places, including schools. Neither the ADA or Oklahoma equal rights laws provide for an emotional support animal. Although they may offer some therapeutic comfort, they are NOT allowed in public spaces and are NOT covered under ADA or Oklahoma law. ONLY verifiable service animals will be permitted in BPS.

SEVERE WEATHER

The administration and staff of Blackwell Public Schools are aware of the importance of having a well-planned, systematic procedure in place to protect students during threatening weather conditions.

Tornado Watch: The superintendent will be notified immediately by local authorities if a tornado watch is issued in the Blackwell area or if dangerous weather is approaching the area. This notice is always given well in advance of an actual storm and serves as a warning to be prepared for further action.

Tornado Warning: All schools will be notified by police headquarters (Emergency Operation Center) via the warning devices or telephone. This alert indicates a storm in the immediate area that poses a threat to Blackwell. Principals will implement emergency precautions to protect the students.

Note: In the event of severe weather, students will only be released to those listed on their emergency list in the office, just as they would on any other given day. Should Blackwell be placed within the boundaries of a Tornado Warning before the school day starts, school buses will not run until the warning has been lifted. All parents need to keep their children at home until danger has passed.

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against or harassment of any student based on sex. The Blackwell Board of Education will not tolerate sexual harassment by any of its employees or students.

All students and employees are strictly prohibited from engaging in any form of sexual harassment of any student, employee, or applicant for employment. Any student engaging in sexual harassment is subject to all disciplinary actions that may be imposed under the school district's student discipline policy. Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment shall report all such incidents to the superintendent, principal, or any board member of the school district.

SNACKS

Snacks and candy are permitted only in the cafeteria during lunch. At times, teachers will allow snacks in the classroom as a reward. During these earned rewards, the snacks must be kept in the classroom under the teacher's supervision. **Sunflower seeds and gum are not allowed at school.**

STUDENT COUNCIL

The Blackwell Middle School Student Council is elected annually in accordance with its constitution. Students must maintain a 90% attendance record to remain eligible for participation. The Student Council helps sponsor school-wide activities and staffs the BMS Concession stand for various events.

STUDENT-LED PARENT CONFERENCES

A parent should never be in doubt about his/her child's academic progress. Four afternoons/evenings are set aside each academic year for student-led conferences; however, our staff will be pleased to set up a time to visit with parents about their child's educational progress as needed. Teachers will contact parents to schedule conference times and dates.

STUDENT VEHICLES

Students who drive vehicles to school must register in the office and park in the Alternative School parking lot, east of BMS. Students who drive are not permitted to leave school without prior approval from the building principal.

SUMMIT

Students will be rewarded for achieving good grades, maintaining attendance, avoiding tardiness, and demonstrating discipline throughout each semester. SUMMIT activities vary from field trips to movies and athletic activities. See also PEAK

SUSPENSION PROCEDURES

Whenever an incident occurs that may lead to a suspension, the principal, assistant principal, or other appropriate administrator, hereinafter referred to as the administrator, shall investigate the nature of the alleged offense. Unless the pupil is unavailable or unwilling to discuss the incident with the administrator, this investigation shall include a discussion with the pupil, providing an opportunity for the pupil to be heard regarding the alleged offense.

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.
The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
   - Violations of policy or regulations
   - Possession of an intoxicating beverage (See policy FNCE)
   - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
   - Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled
   - Dangerous Substances Act) (See policies FNCE and FNCGA)
   - Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA) This may be modified by the administration on a case-by-case basis.
   - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property

- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such an act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Students suspended out-of-school who are on an individualized education plan ("IEP") pursuant to IDEA, P.L. No. 101-476 shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Procedural Steps to Suspension
Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.
1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal, and the student will be placed in a supervised, structured environment. This placement will not be considered a suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention.
3. Out-of-school suspension.
A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based schoolwork assignment setting or another appropriate setting.
B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate Procedures
Suspension Appeals Committee
A suspension appeals committee is hereby established, which will consist of 3 administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

If the administrator determines that grounds for suspension do exist, he shall proceed in the following manner: Immediately remove a student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, or damages property. Except in cases of disruptions where circumstances make it vital that one or several pupils be removed from the school property immediately, no pupil, except a pupil over the age of eighteen (18), shall be released from school during the school day without notifying the parent or guardian, hereinafter referred to as parent, in person or by phone. In all cases, the administrator may determine that the suspension will be an in-school suspension or an out-of-school suspension.

In-school suspension will be held in a classroom determined to be appropriate by the administrator. Students who are suspended may not participate or be on school grounds during the suspension. Students will be given the opportunity to make up work during an in-school suspension or out-of-school suspension, with the exception of suspension due to possession of a firearm or weapon. Parents will be responsible for complying with the home-based individual plan. Students will be provided adequate time to complete assignments upon returning to school. Time TBD by teachers and administrators.

Be advised that students suspended in-house or out of house are NOT permitted to participate in any school activities for the days of suspension. The student will not be permitted to attend any school-sponsored activities, home or away.

Grounds for suspension

1. Violation of any City of Blackwell ordinance, state or federal law.
2. Violation of written school rules or board of education regulations.
3. Activities which interfere with or threaten the orderly functioning of school activities, including classroom, extracurricular and athletic activities.
4. Any activity that is grounds for suspension. This shall include, but not be limited to assault on a Teacher, destruction of his/her property, arson, destruction of school property, active leadership In disruption, direct refusal to follow a direct order from an administrator in time of school tension.

Suspension Procedures

1. Whenever an incident occurs that may lead to a suspension, the principal, assistant principal or other appropriate administrator, hereinafter referred to as Administrator, shall investigate the nature of the alleged offense. Unless the pupil is unavailable or unwilling to discuss the incident with the Administrator, this investigation shall include a discussion with the pupil so that the pupil may be given the opportunity to be heard with respect to the alleged offense.
2. If the Administrator determines that grounds for suspension do exist, he/she shall proceed in the following manner:
    a. Immediately remove the student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teacher/school officials or damages property. Except in the case of disruption where circumstances make it vital that one or several pupils be removed from the school property immediately, no pupil, except a pupil over the age of eighteen (18) years, shall be released from school during the school day without notifying the parent or guardian, hereinafter referred to as parent, in person or by phone.
    b. Within twenty-four(24) hours mail or hand deliver written notice to the student and parents of the reason or reasons for the removal from school and the suspension.
    c. In all cases the Administrator may determine that the suspension will be an in-school or an out-of-school suspension.
3. Students will be given the opportunity to make up work during an out-of-school suspension and receive credit of the grade awarded with the exception of suspension to possession of a firearm or weapon. Parents will be responsible to comply with the home-based individual plan.
4. At the conclusion of a suspension, it is the responsibility of the Administrator to see that the pupil is informed that the suspension is terminated and he is eligible to return.

Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s) may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days

following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
E. Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

SWAG (Students Who Achieve Goals)

SWAG is a class in which every student will be enrolled. The class is structured to offer remediation to students who have not yet mastered state-mandated objectives and provide enrichment opportunities to students who have already met these objectives. The structure of this hour will change throughout the year to accommodate the evolving needs of the students, with a focus on remediation and academic growth remaining constant. Additionally, the focus will be on assisting students with organizational skills, character development, and team building. The grade for SWAG is determined by student effort, behavior, and participation in activities.

TARDIES

Students who are not at school by 8:05 a.m. are considered tardy. Students are given four minutes to pass between classes and must be in their scheduled class when the tardy bell rings. If they report to class after the tardy bell, they will be subject to a discipline consequence.

TELEPHONE USE (OFFICE)

The office telephones are for business use and should be used by students only in cases of emergency, such as illness. Arrangements for transportation after school should be made before arriving at school. Students will not be called out of class to answer the phone, except in the event of an emergency.

TEN-DAY RULE

The maximum number of absences for activities (whether sponsored or an outside agency/organization), which removes the student from the classroom, shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. It will be the student's responsibility to be aware of the number of activity absences he/she has during the school year.

TEXTBOOKS

All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year. Textbooks are the responsibility of the student. If a textbook is lost or damaged, it must be paid for according to the following schedule:

New book……100% of cost
After first year……..75% of cost

TOBACCO/NICOTINE/VAPES

Oklahoma Statute 1241 and 1242 make the sale or purchase of tobacco products by a juvenile a misdemeanor. Oklahoma Statute 2529 states that possession of tobacco products or simulated tobacco products by students on school property is prohibited. Possession, sale, and/or use of tobacco, vapor products, or "E-Cigarettes" in any form are not allowed on the school campus. This includes the parking lot or any area that is school property. Students are not to carry or use any form of tobacco, vapor products, or "E-Cigarettes" while on the school campus or while attending any school-sponsored activity at home or away. Students are not to have in their possession matches, lighters, rolling papers, or any item related to tobacco, vapor products, drug use, or "E-Cigarettes". Should a student be in possession of tobacco, tobacco-related items, vapor products, or "E-Cigarettes" in any form during school hours or while on school property or at school-sponsored activities, strong disciplinary action will be taken. Additionally, a referral to the school resource officer (SRO) will be made, and legal action may be taken.

TRUANCY

First Truancy: A referral to the school attendance officer is made, and the parent(s) or guardian(s) are notified. A two-day suspension will be assigned.
Second Truancy: A referral is made to the school counselor. The principal or his designee will give written notice to the parent(s) or guardian(s) concerning the truancy. A three-day suspension will be assigned.
Third Truancy: A conference with the parent or guardian, the attendance officer, and the counselor is arranged. The principal will notify the parent(s) or guardian(s) by letter. This letter advises the parents of the state law, requests a parent conference, and informs the parents that the next offense will result in formal notification to the Kay County District Attorney. A five–day suspension will be assigned.
Fourth Truancy: The Kay County District Attorney is notified by letter of the student's truancy. A copy of the letter will be sent to the parent(s) or guardian(s) by Certified Mail. A five-day suspension will be assigned.
Fifth Truancy: The Kay County District Attorney is notified of the continued truancy. The parent(s) or guardian(s) will be notified, and the principal will request a conference with them to explain the Kay County District Attorney's procedures for truancy violations. A ten-day suspension will be assigned.

An additional truancy will result in suspension from school for a minimum of 20 school days and a maximum of the balance of the current semester and the following semester.

Truancy, as indicated in this policy, includes an unexcused absence of one or more periods in the school day.

VIDEO SURVEILLANCE

Please be advised the BHS buildings and outside campus are monitored by twenty-four hour live video surveillance.

VISITORS

Parents are encouraged to visit the school at any time. Please check in at the principal's office to receive a visitor's badge when entering the school building. Bringing visitors (other pupils) to school is not allowed.

WITHDRAWAL PROCEDURE

Students who move or leave this school for any reason should present at the office on the last full day of attendance to obtain a Withdrawal Form. This will be taken to each class as the student attends each class that day. All books must be turned in and all fees and fines must be paid. Unreturned books, materials, and/or unpaid fines will result in a "hold" being placed on student records and transcripts.

VIOLENCE AND BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate, or harass, or threaten to inflict injury or physical harm to faculty or students.

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

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

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

1. Conference with the student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to a counselor

6. Behavioral contract
7. Changing a student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring the student to the appropriate social agency or a delinquency prevention and diversion program administered by the Office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

To report an incident involving violence or bullying, an official complaint form must be completed and submitted to the BMS office. The form will be provided by the BMS office. The form is also available to download and print under the Middle School tab on the BPS district website.

The faculty and administration of BMS are committed to ensuring that every student feels safe in a caring and academically supportive environment. Such actions deemed to be associated with violence or bullying will be dealt with appropriately.