

# SAFE SCHOOLS

1-800-SAFECALL

A Service of the Oklahoma State  
Department of Education

**This handbook belongs to:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

The PVHS Student Handbook provides information about rules, policies, academic requirements, student privileges, and responsibilities. Each student should become familiar with the information in the booklet. A school is a community which needs the cooperation of all those involved in order to make the school a pleasant place in which to be. The policies in this handbook have been approved by the Pauls Valley Board of Education.

**By signing the Enrollment Form, students agree to abide by the policies stated in this handbook.**

## Student Handbook

# Pauls Valley High School



## **SAFETY DRILLS**

Oklahoma law now requires schools to conduct a minimum of ten drills each school year. The drill breakdown is as follows:

1. Lockdown Drills. Oklahoma law requires each school district to conduct two lockdown drills pursuant to 70 O.S. § 5-148.

2. Fire Drills. Oklahoma law requires each school district to conduct two fire drills per year. The first drill must be conducted within the first fifteen (15) days of each semester. The fire drills must include the sounding of a distinctive audible signal designated as the fire alarm signal.

3. Tornado Drills. Oklahoma law requires each district to conduct two tornado drills per year with at least one drill in September and one in March.

4. Intruder Drills. Oklahoma law requires each district to conduct an intruder drill for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. Each intruder drill must be conducted within the first fifteen (15) days of each semester.

5. Safety Drills. Oklahoma law requires that the remaining two safety drills be either lockdown drills, fire drills, tornado drills, intruder drills, or any recommendation submitted by the Safe Schools Committee or any assisting fire or law enforcement department. As a result, these last two drills are flexible and can be determined on a district by district basis.

All students and teachers are required to participate in the drills. Fire drill records must be maintained in writing at the school site and shall be preserved for at least three years and made available to the State Fire Marshall or the marshall's agent upon request. Records of all safety drills must be maintained with a copy of the report remaining at the site, a copy filed with the district administrative offices, and a copy filed with the Institute for School Security Resources as created by the Oklahoma Office of Homeland Security.

**TELEPHONE NUMBERS**

**Cafeteria/Lunch Program**

Pauls Valley Public Schools participates in the National School Lunch Program. We strive to provide nourishing and balanced meals every day that are in compliance with the federal rules and regulations.

Students may buy breakfast for \$1.50 and a lunch for \$2.50. Each student has a lunch account and money may be deposited in this account in any increment. Extra milk may be purchased for .35 cents or scanned from the account. It is strongly recommended that lunch accounts be paid in advance.

Children from households whose income falls within the federal income guidelines are eligible for either free or reduced price meals. Applications may be picked up during enrollment or in the office.

*Students will only be allowed to charge up to \$25.00  
Please make every effort to pay in advance.*

**BREAKFAST**

By the day: \$1.50  
By the week: \$7.50  
By the month: \$30.00

**LUNCH**

By the day: \$2.50  
By the week: \$12.50  
By the month: \$50.00

**Superintendent’s Office**

Mrs. Darsha Huckabaa..... 405-238-6453

**High School Principal**

Mr. Chris Caldwell..... 405-238-6497

**Vice-Principal**

Mr. Kirk Moore..... 405-238-6497

**High School Counselor**

Mrs. Jan Caldwell ..... 405-238-6302

**SCHOOL SONG**

**Chorus:**

**Pauls Valley High; Hail the School, we love your name;  
Pauls Valley High, fight for victory and fame.  
And when your colors go by  
Keep your standards ever high,  
We honor Alma Mater,  
Alma Mater Valley High,  
Pauls Valley High, HEY!**

**Verse:**

**Yell it out for the red and black,  
shout it o’er and o’er, HEY!  
Yell it out for the team that you back,  
yell and yell some more.  
Hoo-ray for the school. Hoo-rah for the team.  
Shout your praises, let them ring for ...**

**Repeat Chorus**



## IMPORTANT INFORMATION TO REMEMBER

- Students will not use tobacco in any form while on school property.
- Students are not allowed to have tobacco products of any kind in their possession while on school premises.
- Public display of affection such as holding hands, kissing, hugging, or sitting on laps will not be permitted.

## INTERNET

Pauls Valley High School provides computer resources and access to the Internet in an effort to help support its primary objective, which is to enhance teaching and learning. As a responsible member of the Pauls Valley School community, it is expected that all students will follow and adhere to the guidelines established by Pauls Valley Schools and local, state and national laws. Strict adherence to the following guidelines will help insure a positive and productive learning environment for all students.

**All students using the Internet at Pauls Valley High School will:**

**Respect the rights of others to freedom from harassment and intimidation.**

1. Do not send abusive, threatening, or clearly unwanted messages to others.
2. Do not intentionally cause the work of others to be disrupted by your actions.
3. Do not identify, imply, or infer gang affiliation.
4. Do not continuously disrupt others while they are using the Internet.
5. Do not use pseudonyms or anonymous sign-on. Always clearly and correctly identify yourself.

**Use the Internet for purposes that are legal and generally acceptable for high school students.**

1. Do not solicit the sale or exchange of any illegal or illicit drugs.
2. Do not advertise, sell, or purchase any illegal items.
3. Do not discuss or solicit any illegal actions including the solicitation of an illegal action by another.
4. Do not retrieve or view any sexually explicit material via the Internet.
5. The use of profanity, chat rooms, and e-mails are prohibited by students. E-mail may be used in relation to a school assignment.

**Respect and adhere to the laws concerning copyright and other intellectual property rights.**

1. Get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission, may constitute plagiarism or theft.
2. Never change files or passwords of other users.
3. Reasonably protect computers and software from viruses, “Trojan horses”, and file damage of all types.

**Follow security restrictions for all systems and information.**

1. Never share your passwords. It is a good idea to change your password frequently.
2. Understand that if you share your password and someone else uses your account, even without your permission, you will be held responsible for their actions.

## GRADUATION REQUIREMENTS

<b>Core Subjects:</b>	<b>15 Units</b>
English	4
Social Studies	3 (Oklahoma History/Gov, US Hist., World History)
Math	3 (Algebra 1, 2 Math Electives)
Science	3 (Biology 1 & 2 Science Electives)
Fine Arts	2

**Electives: 10**

**Total Credits Required: 25 Units**

Colleges recommend, but do not require: computer applications, speech, and 2 years of the same foreign language.

## CLASS SCHEDULE

1st Period.....	8:10 - 9:00
2nd.....	9:05 - 9:55
3rd.....	10:00 - 10:50
4th.....	10:55 - 11:45
<b>Lunch.....</b>	<b>11:45 - 12:30</b>
5th.....	12:35 - 1:25
6th.....	1:30 - 2:20
7th.....	2:25 - 3:15

## SCHEDULE CHANGES

Schedule changes will be made only if a conference with the parent and teacher determines that it would be in the student’s best interest, Schedule changes after the first week of school are highly discouraged and must have the approval of the principal.

## HOMEWORK POLICY

Teachers may assign homework that they deem educationally appropriate for accomplishing the educational objectives outlined in their course syllabus. Homework will directly reinforce the specific objectives and will never be used as a punitive measure. Homework is a valuable tool to supplement learning and increase achievement. “Homework is to be checked and graded” (Board of Education Policy 6, 12). If absent, the student will have the day they return to school plus one extra day to turn in assignments.

## CLASS RANK AND HONOR STATUS

Grade point averages and class rankings are figured on a cumulative basis for grades 9-12. and are calculated each semester. Senior GPA and class rank are figured at the end of the fall semester of the student's year for scholarship applications and recognition of Honor Seniors for graduation and awards. After graduation, the final GPA will include all semesters. The 4-point system of figuring grades is used.

Class rank will be based on GPA. 2015 graduates with a 3.9 GPA are Honor Students, but must have at least two courses from the following list: Pre-AP English, AP English, AP Art, AP Biology, AP Calculus, AP History, Trigonometry, Physics, Concurrent College Enrollment, or Chemistry. Transfer or exchange students who qualify will be added.

## PROFICIENCY BASED CREDIT

A student may receive academic credit in a core subject by demonstrating 90% proficiency on an assessment designed to test the objectives of the course. The student may request proficiency credit only for courses in which the student has not been enrolled. Written requests for proficiency testing should be made to the Superintendent in writing at least three weeks prior to the beginning of the semester. Testing will begin two weeks prior to the start of each semester. Successful completion gives the student academic credit and qualifies the student for advancement to the next level of that course.

## CHANGES BEGINNING FOR THE 2016 HONOR GRADUATES

Pre-AP English I, II, III will no longer count as one of the Honor Graduate requirements. 2016 Honor Graduates will be required to have at least a 3.9 GPA, and three courses from the list of upper level classes listed below. Of the three courses, one must be an AP course. 2017 Honor Graduates will be required to have at least a 3.9 GPA, and four courses from the list of upper level classes listed below. Two of the four courses must be an AP course.

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- \*AP Statistics
- \*AP Biology
- \*AP English Language
- \*AP Literature
- \*AP Calculus
- \*AP Art
- Trigonometry
- Chemistry
- Physics
- Concurrent College Enrollment

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**Students that take AP classes will be exempt from the semester tests if they take the AP exam at the end of the course work. They will receive the grade they have attained at the end of the course work. (The AP exam is a 3 to 4 hour test.)**

## SUSPENSION POLICY

The principal may order a student suspended for a period up to and including the ten (10) days and possible suspension approved by the Board of Education for the remainder of the semester and possibly the succeeding semester.

Offenses include, but are not limited to, the following:

1. Disruption of school
2. Damage or destruction of school or private property
3. Weapons and dangerous instruments (Suspended for up to one year)
4. Assault or causing personal injury
5. Use, possession, or transmission of narcotics, alcoholic beverages, tobacco, or stimulant drugs
6. Repeated school violation
7. Theft
8. Inappropriate Language
9. Exposure
10. Sexual Harassment
11. Bullying

## DUE PROCESS

An evidentiary hearing may be requested by the student or parent. The request should be made within three (3) days of the initial suspension assignment. The request must be made in writing on the form provided by the high school office. The student may remain in school until the evidentiary hearing decision is made, unless the principal deems it necessary to invoke the suspension prior to the evidentiary hearing for the reasons that would be considered in the best interest of the student body's welfare.

**Short-term suspension of nine (9) days or less:** 1st appeal: Building Principal, 2nd appeal: Superintendent or District Hearing Officer - decision is final. *By School Board Policy. January 2000.*

**Long-term suspension of ten (10) days or longer:** 1st appeal: Building Principal, 2nd appeal: Superintendent or District Hearing Officer, 3rd appeal: Board of Education. *Board of Education's decision is final.*

## TARDY POLICY

Mr. Caldwell and Mr. Moore will be the administrators in charge of discipline. Teachers will communicate tardy problems with Mr. Moore.

Each teacher should have a tardy policy. The instructor is responsible for his/her classroom. If assistance is needed with student attendance, the student should be referred to Mr. Moore. Tardy and truancy are to be referred. Students should not be sent to the office unless their behavior is interfering with the other students' opportunity to learn.

The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations. See Discipline Policy on pages 8-9.

The student may accept the punishment as designated by the administration and/or teacher or may call his/her parent for a conference if he/she refuses to accept the punishment. At the conference, the parent/guardian will be advised of any other options for punishment of the student may be suspended from school until an agreement can be reached. Upon suspension, the district attorney's office will be notified.

### ASSEMBLIES

All assemblies will be designed to be educational or to help develop school pride; therefore, all teachers and students are required to attend. We often have guests at our assemblies, providing our students the opportunity to display the proper courtesy and behavior we expect and promote at PVHS.

For assemblies in the auditorium, students will stay with the class they are in at the time of the assembly. Roll will be taken in the classroom and at the assembly.

### LOCKER USE

USE ONLY THE LOCKER ASSIGNED TO YOU! Each student is responsible for the care of his/her locker. If you desire a lock for your locker it is your responsibility to provide it. Students have no reason to expect privacy rights from school officials where school lockers, desks or other school property is concerned. (O.S. 1987 24-102)

### SCHOOL RESPECT POLICY

The staff is required to show respect for all students. We request that each student show respect to other students, staff and other personnel. Each student has the right to attend school at Pauls Valley without being harassed or bullied by another student at the school. Bullying will not be tolerated and students who act as bullies will be removed from the regular program or expelled from school. Bullying is an act of intimidation that may include hazing, threatening, or name calling that makes another student uncomfortable. Students who believe that they are being bullied should immediately see Mr. Caldwell, the Vice Principal or the counselor.

## MEDICATION

If it is necessary for a student to use or take prescription medicine or non-prescription medicine at school, it is the policy of Pauls Valley Public Schools that the parent/guardian must sign a medication authorization form provided by the school. Medication must be in its original bottle and provide the following information: name and address of pharmacy or origin, date of filling, name of parent, name of prescriber, name of medication, dose per unit, directions for administration, and prescription number. The parent (not the student) should bring the medication to the school and sign a release form allowing the Principal's designee to administer the medication. **The medicine will be kept in a secure place in the office.** The student may not keep the medication in their possession (exception: asthma inhalers). The school assumes no responsibility for the control of medications not listed or registered with the administration office.

### CHECKOUT POLICY

A student has to be checked out of school by a parent or guardian, or the student will be counted as an A/U. (unexcused absent) The vice-principal will run the previous days attendance and if your child has an A/U they will be called into the office and assigned lunch detention for that day and will be expected to attend.

(The principal or the vice-principal are the only ones that may allow a student to leave campus other than a parent or guardian.)

### Wen-GAGE (Gradebook) / Return of graded papers

Parents will be able to access their child's grades thru internet based Wen-GAGE Gradebook. The school will provide the parent with Login information. Teachers will post a minimum of "2" grades per week. Grades will be posted in a timely manner. Any graded test or assignment which is not returned to the student shall, when requested by the parent/guardian, be promptly returned in its entirety to the parent/guardian.

### Mass Internet Grades For Pauls Valley High School

1. All teaches are expected to enter a least two grades per week into the on line system.
2. All grades should be posted immediately so parents may have access as soon as possible.
3. Parents may approach the teacher by way of the principal if there is concern about the student's grades.

Please help us to keep our campus  
and parking lot free of trash.  
"Litter Free Is The Way To Be"

## ATTENDANCE POLICY

Students receive maximum benefits from school only through preparation and participation each day in all classes. Daily attendance, therefore, is expected of all students unless illness prevents it, and in such cases it is the responsibility of the parents to notify the attendance office before 8:20 a.m. on the day of absence.

**NOTICE:** Students will not receive credit for a class in which they have been absent more than 10% of the attendance time of the course (9 absences per semester). Absences for school activities do not count against a student's attendance. Absences because of medical needs will not be counted towards this rule **if substantiated by a doctor's statement. The doctor's statement must be turned in to the office within 5 days of the absence. Only original doctor's statements will be accepted and statements submitted after the 5-day period will not be accepted.**

## ATTENDANCE

### DNA = DO NOT ADMIT

- Goal of the DNA list is to account for any student who is absent from class.

If a student misses any class he/she must have a parent/guardian call the HS office and notify the secretary of the said absence that day. If notification has not occurred the student will be subject to the following.

1. First offense – a warning and the parent must call at that time.
2. Second offense 1 day lunch detention, parent must call.
3. Third offense 2 days lunch detention, parent must call.
4. Fourth offense 4 days lunch detention, parent must call.
5. Fifth offense 3 days ISR, parent must call.

After the fifth offense the student will alternate between 4 days Lunch Detention and 3 days ISR for the remainder of the semester. This process will start over with the beginning of a new semester.

**Lunch Detention** – meets at 12:00 pm in the lobby by HS office. The students will help with school beautification projects and the length of time will vary depending on the student's work ethic and attitude. There will be both indoor and outdoor projects for the students depending on the weather.

**See attendance rules relating to eligibility. (page 11)**

**Each student for "homebound" instruction may be requested by parents if a student's medical condition is going to result in extensive absences. Students who exceed the number of allowed absences may appeal the attendance policy to the site Attendance Committee.**

## TRUANCY

**PARENTS, Please call 238-6497 by 8:20 a.m. on the day that a student is going to be absent.**

Students will be considered truant in the following situations:

1. Absent from school without parental permission.
2. Leaving a class or class area without teacher permissions.
3. Leaving the campus without being checked out by authority.
4. Failure to report to class after tardy bell. Students who are late should sign in at the office and should have permission before being admitted to class. A student will be counted absent if they miss more than 10 minutes of class.

## STUDENT BEHAVIOR CODE

All student behavior in the Pauls Valley Schools is based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulation of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. It is our belief that the home, school and church must encourage young people to be law abiding, productive citizens. Where students fail in behavior, we attempt to see that the problems are handled efficiently, sensibly, and in a just manner. Here are some guidelines that are conducive to a positive school environment.

1. Food, drink or gum chewing will be permitted in the classroom at the discretion of the teacher.
2. Caps and hats will not be worn in the building. (Male or Female)
3. Hall passes are required for students in the hall during class time.
4. In general, always respect the rights and property of others, including school property.

The teachers and administrators shall have the right as a parent or guardian to control and discipline a child while the child is in attendance in school, in the community during the school day or attending any school function. Students are expected to conduct themselves in a manner that will be a credit to their school and community. Self-discipline is one of the best teachers a child can experience. We will permit self-discipline of all students until such time as it may become necessary for the staff to aid the students in the discipline process. This includes all school activities and the school day including the release time for lunch. The school will intervene anytime the actions of a student or a group of students detract from another student's ability to learn, regardless of when or where the activity occurs. The actions of the school may range from mediation to suspension. Law enforcement may also be involved.

Activities of Pauls Valley High School are under the direction and control of the High School Principal, Vice Principal, and/or sponsor of the activity. All students enrolled in the Pauls Valley Public Schools will be expected to abide by the rules and regulations set forth by the administration teachers and the board of education. Any student who is found to be disobeying the rules or showing disrespect for any teacher and/or school property will be subject to disciplinary action.

**Please note the following: School has the authority to deny entrance or ask someone to leave. Any student leaving a dance or party will not be re-admitted. Any student leaving an athletic event must pay to re-enter.**

## PAULS VALLEY HIGH SCHOOL PROM

The school dress code as explained in the student handbook will be in effect. Non-conforming students will not be allowed to participate in the prom activities.

The prom activities will include more than only dancing. All students' interest will be considered when the prom activities are planned.

Students are to stay in formal attire thru the Banquet.

### ***DISPLAY OF AFFECTION OTHER THAN HOLDING HANDS***

***DOES NOT HAVE A PLACE ANYTIME IN OUR SCHOOL.***

## **LIBRARY MEDIA CENTER**

The Library Media Center is open from 7:45 a.m. to 3:50 a.m. each day. A Library Media Center Specialist is available to assist students in their use of the facility.

**Teachers may reserve the library for whole class projects and the teacher must accompany or supervise the class.**

## **CELL PHONE & ELECTRONIC EQUIPMENT POLICY**

Students will not be allowed to use cell phones for any reason inside the school building. Head phones, I-pads, etc., will not be allowed inside the school building.

This is a no tolerance policy. These items should never be visible inside the building or they will be taken and discipline can be expected by the student.

1st Offense — three days of lunch detention.

2nd Offense — six days of lunch detention.

3rd Offense — three days of in School Restriction.

**PARENTS WILL BE REQUIRED TO PICK THE PHONE UP BETWEEN  
3:15 AND 3:30 PM**

**If a student is absent four (4) or more days, or parts of days, within a four-week period or is absent (10) or more days, or parts of days, within a semester, the school shall notify the parent, guardian, or custodian of the student and immediately report such absences to the district attorney of the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.**

## **CLUBS & ACTIVITIES**

Pauls Valley High School is proud to offer several different organizations for our students to participate in. We encourage our students to become actively involved in their school and community. We believe that it promotes school pride, team work and discipline. Parents are responsible to notify the school if they do not want their student to participate in a club or organization.

<i>Academic Team</i>	<i>Golf</i>
<i>Art Club</i>	<i>Key Club</i>
<i>Band</i>	<i>National Honor Society</i>
<i>Baseball</i>	<i>Pom Squad</i>
<i>Basketball</i>	<i>Prayer Warriors</i>
<i>Business Professionals of America</i>	<i>Rotary Interact</i>
<i>Cheerleading</i>	<i>Softball</i>
<i>Choir</i>	<i>Spanish Club</i>
<i>Cross Country</i>	<i>Student Council</i>
<i>Family, Career, &amp; Community</i>	<i>Tennis</i>
<i>Leaders of America</i>	<i>Track</i>
<i>Fellowship of Christian Athletes</i>	<i>Wrestling</i>
<i>Football</i>	
<i>Future Farmers of America</i>	

Teachers, appointed by the principal, sponsor all activities planned by individual groups. Only members of the organization should attend these activities and sponsors must be present at all times. There should be no recognized meeting of a class or club unless the sponsor is present.

Sponsors may stipulate dress code and appearance of members to conform with participation of the specific group. Sponsors may establish additional requirements and regulations which they feel are necessary and appropriate for their particular sport or activity, and may prohibit any student from participation at any time.

## CLUBS & ACTIVITIES

continued

The sponsor should obtain permission for activities and trips from the Principal well in advance of the activity (**at least one week prior**). A list of all students involved should be given to the principal's office two days before the trip. When transportation is arranged for a group, every member of the group is expected to go and return with the group, unless another plan is cleared with the faculty sponsor before the trip. Each vehicle used must have an approved adult sponsor.

**A student must meet eligibility requirements if a club activity involves inter-school competition.** Students may not miss a class more than ten (10) times in a school year for school sponsored extracurricular activities unless approved by the Internal Activities Review Committee (IARC). After 10 school sponsored activity absences, the student may request additional days by submitting an appeal to the IARC. The student must have an overall GPA of 3.0, no less than a "B" in any class, and no more than three (3) absences during the current semester. See eligibility requirements in this handbook.

## DISCIPLINE POLICY

Quality instruction requires quality discipline management. We believe at Pauls Valley High School that all students should be given the opportunity to learn and teachers should be given the opportunity to instruct in a safe and orderly environment. Students who do not conform to school policies will be disciplined as follow.

### Classroom Management

Each teacher will have classroom rules and procedures for discipline posted. Many behaviors should be successfully managed by the classroom teacher.

### Level 1 - Misconduct

Examples include but are not limited to the following: Eating in class, improper dress, cheating/copying, refusal to participate, failure to bring material/work to class, possession of electronic devices, excessive tardiness, disrespect, public display of affection, and parking lot violations.

**Disciplinary Options:** The teacher may assign his/her own detention or refer the student to the Dean of Students.

**Communication:** Parent is mailed a **discipline report/parent conference**.

## PERSONAL APPEARANCE CODE

Good standards of dress and appearance reflect good judgement, poise, and maturity. They also create the business-like and purposeful atmosphere of a good school. Therefore, the following dress and personal appearance code has been developed and officially adopted by the Pauls Valley Board of Education. **If a student is sent to the office, the Administrator's decision will be final.** The following articles and types of apparel are not considered suitable for school Purposes and will not be permitted unless authorized by the principal.

1. Shorts, skirts, and dresses should be long enough to come within four inches above the kneecap. They must ride no lower than the hip bones. No exposed undergarments. No holes above the knee area. Slits should not come up more than mid-thigh.
2. Tank tops, muscle shirts, see-through blouses, or midriff tops that do not meet the waistline. Shoulder straps on shirts and blouses should be at least 3 fingers wide and have no gaping arm holes. Dresses or blouses should not show excessive cleavage. They should not come down more than a hand width (across the knuckles) below the collar bone. No exposed undergarments.
3. No Excessive oversized or tight clothing. Leggings or tights must have a top long enough to come within four inches above the knee. Pants, slacks or shorts must ride no lower than the hip bones. No exposed undergarments. No holes above the knee area.
4. Any item of clothing or jewelry that promotes alcohol, drugs, or tobacco products, or that has inappropriate language or pictures.
5. Anything that tends to disrupt the learning process or worn inappropriately. Piercing may be worn in the ears only. Ex. Hair color, (has to be a natural color.)
6. Hats or caps in the building (male or female). Gang related attire (bandanas included)
7. No Pajamas or house shoes are allowed at school.

Failure to abide by this code may result in disciplinary action. Students will be sent home to change. Their absence will be unexcused. A student has the option to wear clothing provided by the school if available.

For formal occasions the school dress code will be in place. Dresses may be strapless but still must not show excessive cleavage. Dresses should not dip below the natural waist in the back. No two-piece, cut outs or exposed midriff. The dress length should not be higher than four inches above the knee cap. Non-conforming students will not be allowed to participate in the prom activities or any other formal school activities.

Seniors will not be allowed to wear shorts, jeans, flip flops, or tennis shoes at graduation or baccalaureate. In addition, all other parts of the personal appearance code will be in effect. It is highly recommended that senior ladies wear dresses and the men wear dress slacks and white shirts and the appropriate shoes be worn. Non-compliance of this code may result in the student being denied participation in graduation and/or baccalaureate ceremonies.

Cheer and Pom will not be allowed in any spirit attire during school hours that does not meet this code except during pep assemblies. The school dress code is in effect for all school related functions. This includes athletic events, banquets and the After Prom Party.

## **FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974**

In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), Pauls Valley Public Schools affirm the following rights:

1. The right of a student's parent and eligible student to inspect and review the students's education records.
2. The right of Pauls Valley Public Schools to limit the disclosure of information contained in a student's education records except: (a) by the prior written consent of the student's parent or the eligible student, (b) as directory information, (c) under certain limited circumstances, as permitted by FERPA
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible students's request.
4. The right of any person to file complaint with the Department of Education if Pauls Valley Public Schools violates the FERPA.

The right of a student's parent or an eligible student to obtain copies of this policy and procedures at no expense by requesting this policy from the Pauls Valley Public School board Office at 301 N. Chickasaw. This district will arrange to provide translation of this notice to non-English speaking parents in their native language. All rights and protections given parents under FERPA and this policy transfer to the student when he or she reaches age 18.

### **NON-DISCRIMINATION POLICY**

The Pauls Valley School District does not discriminate on the basis of race, color, national origin, sex, or handicap in the educational programs or activities which it operates. Inquiries regarding discrimination on the basis of race, color, national origin, or sex should be made to: Mr. Campbell, Principal, Pauls Valley High School, P.O. Box 780, Pauls Valley, OK 73075. Inquires regarding discrimination on the basis of handicap should be made to Woody Bearden, Director of Special Services, Garvin Co. Educational Co-op, 301 N. Chickasaw, Pauls Valley, OK 73075.

### **ASBESTOS STATEMENT**

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this Act. A management plan documenting these inspections is on file for public review. You may examine the plan, located at the Pauls Valley Public School Superintendent's Office, upon request.

### **Level II - Misconduct**

These are misbehaviors that seriously disrupt the orderly educational process in the classroom and or school related activities. Examples include but are not limited to the following: Disruptive behavior, fighting, stealing, serious acts of disobedience, disrespect, inappropriate language, or failure to comply with a reasonable request.

**Disciplinary Options:** Student is referred to Assistant Principal. Possible actions include detention, ISR, counseling, or suspension.

**Communication:** Parent is mailed a discipline report/ parent conference.

### **Level III Misconduct**

These acts of misconduct include those misbehaviors and/ or illegal acts which threaten to impair the educational process of the school. Examples include but are not limited to the following: Repeat offenses of Level I or Level II, gang related activity, use or possession of any drug, alcohol, narcotics, tobacco, damage or destruction of school or private property, assault or causing personal injury, sexual harassment, inappropriate language, exposure, and possession of weapons or dangerous instruments.

**Disciplinary Options** Suspension, Alternative Education, Counseling, or Expulsion

**Communication:** Parent Conference.

## **DISCIPLINE STRATEGIES**

### **Lunch Detention – 12:00 until 12:25**

Detention time will be determined and assigned by the school administrator. We expect all students assigned to be on time. Any abuse by the student will be cause for other disciplinary action. Students will be expected to do campus clean-up detail.

## **IN-SCHOOL RESTRICTION**

A student may be assigned In-School Restriction (ISR). During the ISR, the student will be isolated from the rest of the student body to work on class work that has been assigned by his/her teachers. The students will eat lunch separately and have minimal contact, if any, with the rest of the student body. Students will be given a restroom break in the morning and one in the afternoon. During ISR, students are to sit quietly and do their assigned work. Mis-behavior may result in additional days. The ISR teacher may discuss with students the reason they are in ISR and possible solutions to change their behavior. Students that are in ISR will lose all eligibility for the duration of the term assigned by the administration.

ISR will begin at 8:00 a.m. and end at 3:45 p.m. Please make arrangements for a ride, if needed. Tardiness will result in the student receiving additional ISR time.

A Student who is in extra-curricular activities may practice after 3:45 p.m. with their team, but will be ineligible to participate in any contest until they have completed their assigned time in ISR

## **OUT-OF-SCHOOL SUSPENSION**

When a student is placed on out-of-school (OS) suspension, the student does not report to school. He/she may not attend or participate in any PVHS sponsored activity and **he/she may lose leadership positions for the remainder of the current school year.** Missed assignments must be completed as follow:

1. Parent/Guardian of suspended students must pick up missed classwork by 3:20 each day
2. In order to receive full credit for missed work, completed assignments must be returned by 3:20 the following day. New assignments will not be given unless the previous day's work is returned.
3. Students returning to school after suspension will be allowed to make-up any tests missed while they were out.
4. All daily work must be completed before the suspended student returns to school.

## **ELIGIBILITY POLICY**

Eligibility requirements correspond with those set by the OSSAA. These apply to all Pauls Valley School activities, including student elections. The principal has charge of all athletic contests and determines the eligibility of participants.

**A student who has exceeded 9 absences for the semester becomes ineligible.** Exception may be made by the principal due to illness, injury, death in the immediate family or valid reasons for late enrollment. Documentation may be required. **This Eligibility Policy is applicable for noncompetitive as well as competitive activities.** In addition, according to the OSSAA, or **principal may declare a student ineligible based on the student's behavior at school or in the community.**

**Semester grades:** 1) A student must have received passing grades in any 4 subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. 2) If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester the student attends.

3) A student who does not meet the above minimum scholastic standards may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of the six week period.

**Eligibility during a semester:** 1) Scholastic eligibility for students will be checked at the end of the third week of the semester and each succeeding week thereafter. 2) A student must be passing all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. The ineligibility period begins on Monday and ends on Sunday. 3) A student who has lost eligibility under the above provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility with the first class of the one-week period. 4) The weekly grade check is for the cumulative grade a student has earned for the current semester. 5) A teacher who has turned in a student ineligible on Thursday by 9:00 a.m., may remove that student's name no later than Thursday by 3:30 p.m.

**Any student who will be participating in an activity must be present at school at least 50% (3 Classes) of the day of the activity.  
Exception: Doctor's note on file or funeral arrangements made on prior day.**