

# Pauls Valley Junior High School



2017-2018 Student Handbook

# Contact Information

## Telephone Numbers

Superintendent  
Mr. Mike Martin.....238-6453

Jr. High School Principal  
Martha Graham.....238-1239

Jr. High School Assistant Principal  
Travis Thompson.....238-1239

Jr. High School Counselor  
Katie Sparks.....238-1239

FAX Number  
Jr. High School.....238-1410

Teacher E-Mail  
[firstinitiallastname@paulsvalley.k12.ok.us](mailto:firstinitiallastname@paulsvalley.k12.ok.us)

Example: Teacher Bill Jones  
[bjones@paulsvalley.k12.ok.us](mailto:bjones@paulsvalley.k12.ok.us)

## DISTRICT MISSION STATEMENT

“Empowering all students to succeed in a changing world.”

## PVJH MISSION STATEMENT

Pauls Valley Junior High School’s mission is to provide each student a diverse education in a safe, supportive environment promoting self-discipline, creativity, motivation, and excellence in learning.

## PVJH CREED

I am a Panther, high above the rest.  
I will do my best to succeed.  
When I am faced with adversity, I will overcome it.  
I will make the best of what I have.  
I am not a failure.  
I am a Panther, mightier than the rest.

## “Pauls Valley High”

### **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

# ACADEMIC AFFAIRS

## Progress Reports & Report Cards

Guardians will have online gradebook access to check their student's grades at any time. Report cards will be sent out at the conclusion of each semester. A detailed grade report for a particular subject may be requested at any time by contacting the teacher or the office (it is conceivable that a student could be passing a subject, fail the semester test, and end up failing the semester). Students will receive a final grade for the semester per subject area. Grades will not be determined by nine week periods.

<u>Grading Scale</u>	<u>AP Grading Scale</u>
90 - 100 A	85-100 - A
80 - 89 B	70-84 - B
70 - 79 C	60-69 - C
60 - 69 D	0-59 - F
Below 60 Fail	

A syllabus will be given out in each core subject.

## Daily Class Work and Homework

Students are expected to hand in all assignments on time.

Late Paper Policy: Each teacher will have his/her late paper policy in the syllabus.

## Parent-Teacher Communication /Conferences

It is vital in the education of your child that we, as teachers and parents, work closely together as a team. Communication is the key link between home and school. We urge you to attend all parent/teacher conferences and play an active role in the education of your child. It is our goal at the junior high to ensure each child achieves to his/her full potential. With your help, our success is much greater. Parent-Teacher conferences are scheduled:

September (week of Sept. 18<sup>th</sup>)

February (week of Feb. 12<sup>th</sup>)

## 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.

## HIGH SCHOOL CREDITS & CLASSIFICATION

Students will be classified once each year prior to the beginning of the fall semester. The following number of credits is required for the designated classification:

Sophomore.....	6 credits
Junior.....	13 credits
Senior.....	20 credits

### **Minimum Graduation Requirements ---25 Credits**

## GRADUATION REQUIREMENTS

All students will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the “core curriculum” option. The “college preparatory/work ready curriculum” will include the following:

### UNITS

**4 English:** Grammar, Composition, Literature, or any English Course approved for college admission requirements.

**3 Lab Science:** limited to 2 of the following: Biology, Chemistry, Physics, or any lab science course with content and/or rigor equal to or above Biology and approved for college admission requirements and 1 unit of the following: Physical Science, Chemistry or Physics. *Note: Science courses above Biology I may be taught at a high school or technology center.*

**3 Mathematics:** limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements. *Note: Math courses above Algebra I may be taught at a high school or technology center.*

**3 History and Citizenship Skills:** including 1 U.S. History, and 2 units from the subjects of History, Government, Geography, Economics, Civics, or Non-Western Culture.

**2 units of the same Foreign Language or non-English language or 2 units of Computer Technology** approved for college admission requirements, whether taught at a high school or technology center school, including Computer Programming, Hardware, and Business Computer Applications such as Word Processing, Databases, Spreadsheets, and Graphics, excluding Keyboarding or Typing Courses.

**15 REQUIRED CORE CREDITS**

**+ 10 ELECTIVES**

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**25 UNITS / CREDITS REQUIRED FOR GRADUATION**

## Remediation

Students who are determined to lack the necessary skills to succeed in a math or reading course or do not perform well on a state assessment in math or English Language Arts shall receive remediation the following year. This remediation will be in the form of a class which will take the place of an elective course.

## 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 the 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.

## ELIGIBILITY

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

**A student who has exceeded 9 absences for the semester becomes ineligible.** Exceptions 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 Oklahoma Secondary Schools Activity Association, **a principal may declare a student ineligible based on the students behavior at school or in the community.**

### Semester Grades

1. A student must have received passing grades in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days (this requirement would be five school credits for 7<sup>th</sup> and 8<sup>th</sup> grade students).
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 he/she attends.
3. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in **all subjects** he/she is enrolled in at the end of a **six-week period**.
4. Students enrolled for the first time must comply with the same scholastic requirements. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

### 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 in 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. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. **The ineligibility periods will begin on Monday and end on Sunday.**

3. A student who has lost eligibility under the above provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one-week period.
4. The weekly grade check is for the cumulative grade a student has earned for the current semester.

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

## 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 or family emergencies prevent it, and in such cases it is the responsibility of the parents to notify the office on the day of the absence. Students who know they are going to be absent due to a school activity are required to check with each teacher before they leave to get their homework assignments. Absences for school activities do not count against the student's attendance, but all missed work is due within a reasonable amount of time determined by the teacher. All other absences will count as an absence.

If a student is absent for a doctor or dentist appointment, please submit a "Doctor's Excuse Slip" upon the student returning to school (**the "Doctor's Excuse Slip" needs to be submitted to the front office within 5 days of the absence**). Each student will have the opportunity to make-up all missed work. Each teacher will allow one (1) day make-up time for each absence. If a test or assignment is planned while a student is present, it is the responsibility of the student to have the work ready or take the test within a reasonable amount of time determined by the teacher. Make-up work is the student's responsibility to obtain and complete. This should be done before school, after school, or at lunch. It is not the teacher's responsibility to remind a student of missed work.

### **Absences**

Students will not receive credit for a class in which they have been absent more than nine (9) times per semester. School related absences do not count toward these absences. Any extended illness must be substantiated by a doctor's statement. Students who have been absent more than nine (9) times in a semester may appeal the attendance policy to the Junior High Attendance Committee. See attendance rules relating to eligibility.

## **SCHOOL ACTIVITY ABSENCES (REGULATION)**

In accordance with the policy of the board of education, the following shall govern student attendance:

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which removes the student from class more than half of a class period.
2. The total number of school activity absences allowed from any one class period, without permission from the Internal Review Committee and approved by the board, shall be 10.
3. Once a student has had 10 school activity absences from any one class period, the student must be reported to the principal's office for consideration for further absences.
4. Within a reasonable time set by the teacher, students who missed work due to school absences shall be allowed to make up the missed work.

The Internal Review Committee shall be appointed by the board of education.

The criterion for continuing beyond the 10 day school-activity absence limit shall be as follows:

- A. A student must have a letter grade of a "C" or better in the subject he/she wants to miss.
- B. Before a student is given permission to be absent for school activities beyond the 10 day limit, even though having a "C" or better, the student's record must show that the grade was not adversely affected by the previous 10 days of absences and the student has turned in all required work missed on previous days out.

The policy of the board of education does not set a maximum number of school activity absences to be allowed per student. However, unreasonable request upon the committee for exemptions will not be considered.

Teachers shall have the following responsibilities:

1. Keep a record of all absences but distinguish between school activity absences and regular absences.
2. When a student has accumulated eight school activity absences, advise the student and note it in the grade or plan book.
3. When a student has obtained 8 school activity absences, the student's name is to be submitted to the principal.
4. Each teacher who anticipates requesting students be taken out of the classroom for any school activity should file an activity calendar stating the probable dates.

Activities excluded from the 10 day rule are:

Class meetings, assemblies, field trips involving the class period only, and others such as State and National levels of school-sponsored contests.

The board of education shall review annually the activity calendar.



# TRUANCY

The District Attorney’s Office has a program in Garvin County called “Truancy Program.” We have been instructed to report absenteeism problems to the District Attorney’s Office. As stated in the Truancy Program pamphlet:

**Oklahoma Law provides:**

“It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided (by law.)”

“Any parent, guardian, custodian, child or other person violating any provision of this section (70OS 10-105), upon conviction, **shall be guilty of a misdemeanor....**”

In addition to this program, a student can be referred to Graduated Sanctions through Oklahoma Juvenile Authority (Juvenile Services) for attendance issues.

# TARDY POLICY

It is the student’s responsibility to be in class on time. If the student is tardy to class the teacher will make notation on his/her computer. The first three tardies in each class will be handled by the classroom teacher. Tardies will then accumulate on a per tardy basis, regardless of class. The student will be assigned after school detention on the fourth tardy.

**Action Taken:**

- 4<sup>th</sup> Tardy – 1 day of After School Detention and conference with student
- 5<sup>th</sup> Tardy – 2 days of After School Detention and conference with student
- 6<sup>th</sup> Tardy – 3 days of After School Detention and conference with student
- 7<sup>th</sup> Tardy – 4 days of After School Detention and conference with student
- 8<sup>th</sup> Tardy – 5 days of After School Detention and conference with student
- After 8<sup>th</sup> tardy – more aggressive disciplinary action will be taken.

**BELL SCHEDULE**

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

# INFORMATION AND PROCEDURES

## **Medication**

If it is necessary for a student to use or take a prescription medicine or non-prescription medicine at school, it is the policy of Pauls Valley 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 his/her possession. The school assumes no responsibility for the control of medications not listed or registered with the Junior High Office and stored in a designated location.

## **Book Bags**

Do not bring book bags or any other bags to school that will not fit inside your locker. Book bags will not be allowed in the classrooms nor will they be allowed to be stored in the hallways.

## **Textbooks**

Students who lose or destroy a textbook will pay for the book before being issued another one. Textbooks are expensive and should be treated with care.

## **Student Use of Phones**

Students will not be permitted to use the office phone except in the event of illness or extreme emergency. Office personnel will grant the student permission to use the office phone only under these circumstances.

## **Withdrawing from School**

When a student leaves a school district to attend another school, the student will be given a check-out slip from the office. Each of the student's teachers must sign the check-out sheet and record the grade the student has earned in each class. This check-out slip must then be returned to the principal for their signature. Student's records will be sent to receiving school once that receiving school request for records.

Students leaving school before the semester test will be given only the grades they have earned up to the time of check-out. These grades will not be considered semester grades, and no credits can be given. Teachers will not give any student a semester test before the end of the current semester. The principal will determine exceptions to this rule.

## **Electronic Devices**

Electronic Devices are not permitted at school. These devices include, but are not limited to, mp3 players, digital cameras, ipods, etc. Items found to be in use at school will be confiscated and turned into the office. These items will be returned to a parent or guardian only. The school is not responsible for lost or stolen devices. Items used for reading purposes are addressed under the E-Book Reader policy.

## **Wireless Telecommunication Devices**

A PVJH student may possess a cellular telephone or wireless telecommunication device for after school use, if it is turned off and stored in his/her locker or car during school hours.

A student may possess a cellular telephone or wireless telecommunication device while in transit under the authority of the school or while attending any function sponsored or authorized by the school outside the school day, if the device is turned off and stored out of sight.

### **Prohibited activities:**

Usage of devices capable of capturing images, electronic or otherwise, in restrooms, locker rooms, and dressing areas (even at other schools).

Connection of a cell phone and/or a wireless telecommunication device to the district-wide area network.

Usage of wireless telecommunication devices, with or without photographic capability, for cheating or usage in any manner that infringes upon the privacy of others.

Usage of instant messaging, usage as photographic equipment, sending/receiving unauthorized infrared transmission, or other activities which may interrupt the normal course of instruction or intrude on the privacy of another individual/s.

Possession of a cellular telephone or wireless telecommunication device by a student is a privilege which may be forfeited by a student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Students who are found in possession of wireless telecommunication devices during the regular school day on school premises other than allowed by this policy shall be in violation of policy. Disciplinary actions will be determined by the nature, severity, and frequency of such violations. Disciplinary actions may include, but not be limited to, collection of the device by an administrator (or administrator's designee), removal of privileges, in-school restriction, and/or out-of-school suspension. Cell phones in use at school will be taken to the office and returned to a parent or guardian only.

## **Lockers**

The lockers are school property. Students are expected to use only the locker assigned to them. Each student is responsible for the care of his/her locker (no writing or stickers permitted on lockers).

Seventh, Eighth and Ninth graders must have a **combination lock** (no key or laser locks will be allowed). The office will be provided with the lock combination. Do not jam the lockers. The locks are to protect your books and valuables. The school is not responsible for items stolen from a locker without a lock or if a student shares his/her combination with another student.

## **Assemblies**

All assemblies will be designed to be educational or to help develop school pride; therefore, all teachers and students will be required to attend. A student may become ineligible to attend assemblies due to discipline or grades.

## **E-Book Readers**

Students may bring and use their personal e-book readers, including such devices as the Nook, Kindle, Sony E-Reader, IPAD, IPOD and other brands. Cell phones that have reading applications may NOT be used at school. Cell phones should be off and in the locker at all times as per school policy. Students should use these devices ONLY during designated reading time in the classroom. They should get the teacher's permission each time before turning on their device. Devices may NOT be used to access the internet, email, text, take photographs or video, play games, listen to music or any other activity other than reading their book. Books should be downloaded at home with parental permission and supervision.

1. Read and sign the E-book Guidelines.
2. The owner of the device is the ONLY user. Classmates may NOT share.
3. Get teacher's permission BEFORE turning on device.
4. May only be used during teacher designated reading time.
5. Must be used ONLY for school age appropriate reading.
6. Student is responsible for keeping the device locked in locker when not in use.
7. The school is NOT responsible for lost, stolen, or damaged devices.
8. If a student violates any of the guidelines, the device will be confiscated and the parent will have to pick it up. The privilege of bringing an e-book reader to school will be revoked.

Students must have a parent signed form on file before they will be allowed the opportunity to use their E-Book reading device. Forms may be picked up from the school librarian and must be signed by parent and student and returned to the school librarian.

## **Junior High Dances**

Only students from Pauls Valley Junior High School will be allowed to attend school dances. Exception: You may bring an outside guest only if your parent attends the dance and stays to chaperone the entire time. Please remember that any guest must be age appropriate. Junior high school aged students only. The end of the year dance will be a theme dance. No formals or tuxedos! School dress code will be enforced. If a student leaves a dance without a parent or guardian, he/she will not be able to reenter the dance.

## **Checking Out of School**

Pauls Valley Junior High School operates according to the closed campus policy. Students must stay on school grounds from the time they arrive, even if the first period has not yet started, until dismissal or the bus picks them up. When students need to check out of school, they must be checked out by a parent in the principal's office. The office secretary will notify the teacher that the student has checked out. Any student who leaves the campus without checking out will be considered truant. Any student who checks out of school must leave the school premises; this includes the football field, basketball gym, track field, auditorium, etc. **NOTE: Parents may check out their own child for lunch. A note or a phone call will not be acceptable to allow a student to leave with someone other than immediate family. High school students/siblings are not allowed to check students out for lunch. Immediate family members must be on the student's "pick up" list before the student will be allowed to leave.**

## **Motorcycles, Bicycles and Cars**

All motorcycles, bicycles and cars will be parked immediately upon arriving at school and left alone. Bicycles will be parked on west side of building on the bike rack. Motorcycles and cars must be parked on Guy Street. All motorcycles and cars will be registered with the principal. This will consist

of a tag number and driver's license number. This simply means that if a student does not have a license, he/she cannot drive his/her motorized vehicle to school. Vehicle keys will be checked into the office and held until the student is leaving for the day. Students will no longer be allowed to drive their vehicle to school if any violation of the above (including abusive driving) occurs. Driving privileges may be revoked if their vehicle &/or driving interferes with the educational process. Students driving registered vehicles are not to transport any other student at any time.

**Note:** Skateboards and rollerblades are not permitted at school.

### **School Closing**

Bad weather occasionally requires the schools to make decisions regarding closing or delay of starting time. We intend to act in the best interest of our students in every instance. In order to make sure that everyone is fully informed, we will authorize only the following media to announce a closing or delay: KTEN–Channel 10–Ada; KTVY–Channel 4–OKC, KFOR-Channel 4–OKC, KWTW-Channel 9–OKC; KXII–Channel 12-Ardmore; and Pauls Valley Daily Democrat. In addition to posting closings/delays on these outlets, the district will notify parents enrolled in the School Messenger Parent Notification System. In the event that school has to be closed early, it is necessary that all students know what to do or where to go if they arrive home and find the house empty and locked.

### **School Messenger**

Pauls Valley Schools is enrolled in a Parent Notification System. The system will be used primarily as a text alert system with pertinent information the school deems necessary to inform parents. You may enroll in the system at any time. Please check in the school office for further details.

### **School Bus Policies**

Bus routes are established to give the best possible service to all individuals in accordance with state laws and regulations. School buses will deliver and pickup students on Bradley Street. All students in our school system who ride a bus to school and/or after school, are subject to regulations. Any misbehavior that distracts the driver is a VERY SERIOUS VIOLATION and jeopardizes the safety of everyone. Examples of misbehavior include but are not limited to the following:

Failure to remain seated	Use of tobacco
Refusing to obey driver	Profanity
Spitting	Bothering others
Throwing objects	Hanging out window
Vandalism	Distracting driver

If the student is reported for any of the above violations, students will be disciplined based upon the severity and frequency of such violations. Depending upon the severity and frequency of bus violations, parents will be contacted.

### **Before and After School**

Students should not be at school before 7:45 a.m. unless for a supervised meeting, practice, or tutoring. When students arrive, they may go to the front area of the school yard. **There will not be any supervision before 7:45 a.m.**

Students that have a class at the high school first period should not be there before 8:00 a.m. **If you are late to your 1st period class, please report there anyway or you will be counted absent.** (ex. If you are late or going to be late to sports, report to your scheduled practice site instead of the school office.)

After school, students must leave the school grounds immediately and not hang around in bus lines, unless they are waiting to ride a bus. **Students are not to leave the school grounds and return to get on a school bus.** (ex. A student's bus doesn't leave for 15 minutes and the student leaves the grounds and tries to return to ride the bus after school.) If a student rides a bus to another Pauls Valley School site, the student must leave the site immediately unless supervised by a parent.

### **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. 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 \$50.**  
**Please make every effort to pay in advance.**

Each child has a lunch account and money may be deposited in this account in any increment. **It is strongly recommended that lunch accounts be paid in advance.**

The school cafeteria will serve breakfast and lunch.

Prices are:

	<b>Students</b>	<b>Adults</b>
<b>Breakfast</b>	\$1.50 \$ .30 reduced	\$2.00
<b>Lunch</b>	\$2.50 \$ .40 reduced	\$3.50
<b>Al la carte</b>	\$ (varies depending upon selection)	

**The following items will not be allowed outside:**

**Al la carte paper dishes, ketchup packages, eating utensils, foods, beverages, straws, etc.**

If parents want their children to walk home for lunch, they must send a note to the office and have it on file, signed by the parents or guardians stating their wishes.

## **Library Media Center**

The library is a resource center in which to study, conduct research, and/or to do leisure reading. It is not a lounge in which to visit or to loiter. Anyone not studying or checking a book in or out will be asked to leave. **Any student asked to leave the library will have his/her name reported to the office, and appropriate action will be taken.** During the school day any student utilizing the library must have a signed pass from his/her teacher.

- Books may be checked out for a period of two weeks, with the privilege of rechecking them for another two weeks if needed.
- Students may check out up to 3 books at a time, unless a teacher has specified otherwise.
- Students who have an overdue book will not be able to check out additional books. Overdue notices will be given to English teachers to pass out on the first day of the school week only. Please be considerate of each other.
- Fines will be charged at a rate of 2 cents per day. It is the student's responsibility to remember when a book is due.
- If a book is lost, the student must pay to replace the book.
- A student must be cleared by the library (overdue or lost books) to receive his/her grade report.
- Magazines will be used only in the library so they will be available to everyone.
- Reference books are to be used only in the library.
- The librarian's job is to help you in any way possible. You, the student, are the number one priority. Please let her be of assistance.
- The library will be open daily at 7:45 am and close at 4:00 pm. The library will be closed during the lunch period.
- Teachers may schedule classes to the media center through the library. Teachers will accompany and supervise classes in the library.
- Students will be able to purchase essential school supplies such as pens, pencils, mechanical pencils, lead and paper through the library. The library will have the pricing information.

## **Guidance Counselor**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, help with home, school, and/or social concerns, or any question the student or parent may feel he/she would like to discuss with the counselor.

## **Asbestos Inspection**

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.

Information regarding any asbestos related activities planned or in progress, will be disseminated. The asbestos identified in our management plan is checked regularly by an asbestos company and our staff to scrutinize any changes in the material that could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

## **Moment of Silence**

Oklahoma law requires a moment of silence each day before the Pledge of Allegiance to the American Flag.

## **School Respect Policy**

It is the policy of Pauls Valley Jr. High School to prohibit threatening behavior, harassment, intimidation, and/or bullying of students at school, in school vehicles, at designated bus stops, at school activities, or at school sanctioned events, or by electronic communication if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The staff is required to show respect to 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 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. We want each of our students to enjoy coming to school. Students who think they are being bullied by other students should immediately report it to the office.

### **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 Junior 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 Junior 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 junior 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.
3. Respect the passwords of others and never try to evade, disable, or “crack” passwords.
4. Respect all security provisions on the system.

**Use and share computer resources courteously and efficiently.**

1. Understand and accept that there are restrictions on computing resources including storage space and time limits. When asked by a faculty or staff member you must immediately “sign off” from the system.
2. Make a back-up of all important work to refer to later.

**Recognize limitations to the privacy of electronic documents.**

1. You should always respect the privacy of others and expect others to respect you as well.
2. Understand that electronic communications are similar to pieces of paper in an unsealed envelope, the privacy of which is generally accepted, however breachable.
3. Understand that network managers may need to view the contents of files, diagnose or correct problems.

Pauls Valley Junior High School on behalf of the Board of Education extends the above guidelines to systems outside of Pauls Valley that are accessed via PVJH facilities, including electronic mail or remote log-ins. If you use networks or computing providers outside PVJH, they may have their own conditions of appropriate use, for which you are responsible.

Violations of this acceptable use policy may cause immediate suspension of your electronic communication privileges and may result in further disciplinary actions taken by Pauls Valley Junior High, Board of Education, or local, state, or federal authorities. Any question or allegations about this Acceptable Use Policy should be brought to the attention of the Principal or a faculty member immediately.

# RIGHTS & RECORDS

**Family Education Rights and Privacy Act of 1974**

(Annual notice to parents and eligible students of Pauls Valley Schools)

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

1. The right of a student’s parents and eligible student to inspect and review the student’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: (1) by the prior written consent of the student’s parent of the eligible student, (2) as directory information, (3) 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.
4. The right of any person to file a complaint with the Department of Education if Pauls Valley Public Schools violate the FERPA.

It is the right of a student’s parent or an eligible student to obtain copies of this policy and procedure 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 to the parent under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in post-secondary school.

**Location of Education Records**

<b>Types</b>	<b>Location</b>	<b>Custodian</b>
Cumulative School Records Health Records	School Counselor’s Office & School Principal’s Office	School Counselors located at: Pauls Valley High School, JH School, Lee, Jefferson-ELC, Jackson and the Garvin County Educ. Co-op
Psychological, Special Test, Personal, Confidential, & Occasional Records	Principal’s Office at the Garvin Co. Educational Co-op & Counselor’s Office at: PVHS, PVJH, Lee, Jackson and the ELC	Counselors & Special Education Teachers

# NON-DISCRIMINATION

The Pauls Valley School District does not discriminate on the basis of race, color, national origin, sex or handicap, the educational programs or activities that it operates. Inquiries regarding discrimination on the basis of race, color, national origin or sex should be made to Martha Graham, Principal, Pauls Valley Junior High School. Inquiries regarding discrimination on the basis of handicap should be made to Nancy Hoyle, Director of Special Services, Garvin County Educational Co-op, 301 N. Chickasaw, Pauls Valley.

## STUDENT CODE OF CONDUCT

All students in the Junior High are expected to conduct themselves in a manner that will be a positive reflection to their school and community. Each student is expected to:

- . Behave in a responsible manner, demonstrating courtesy and respect for others.
- . Attend all classes, regularly and on time.
- . Prepare for each class; take appropriate materials and assignments to class.
- . Be well-groomed and dress appropriately.
- . No writing on arms, legs, hands, wrists, etc. Face painting and school logos are only allowed at school functions promoting school spirit and must be in good taste.
- . Obey all campus and classroom rules.
- . Respect the rights and privileges of other students and of teachers and staff.
- . Cooperate with or assist the school staff in maintaining safety, order, and discipline.

All students enrolled in 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. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken the rules.

**NOTE:** The teachers or administrators shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from school or while attending or participating in any school function authorized by the school district.

## STUDENT DRESS CODE

The standard of dress at PVJH will be appropriate, modest, and of good taste. Dress should be comfortable and appropriate for learning rather than distracting or disruptive to others. The following articles and types of apparel are not considered suitable for school purposes and **will not be permitted** unless authorized by the principal:

- Shorts, skirts, or dresses should be long enough to come within four inches above the knee cap. 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.
- Excessive oversized or tight clothing. Boys must wear a belt with jeans.
- Tank tops, muscle shirts, see through blouses or midriff tops that do not meet at the waistline (no stomachs showing). Shoulder straps on shirts and blouses should be at least three fingers wide and have no gaping arm hole. 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.
- Any item, jewelry or clothing that promotes alcohol, drugs, or tobacco products, or that has inappropriate language or pictures.

- Any item of clothing or jewelry that tends to disrupt the learning process or is being worn inappropriately. Piercings may be worn in the ears only.
- Hats or caps in the building (male or female). Gang related attire including bandanas.
- Bath robes and pajamas
- Any item of jewelry that can be used as a weapon, this includes but not limited to: spiked bracelets, spiked necklaces, chains (no billfolds on chains).

Hair must be neat and clean. Hair weaves and dyes must be a natural hair color (ex. No pink, blue, maroon, etc.) Shoes, sandals, or boots must be worn (no house shoes). Compliance with this dress code is the responsibility of every student and parent and is to be enforced by every certified staff member. There will be no exceptions.

**FAILURE TO ABIDE BY THIS CODE MAY RESULT IN DISCIPLINARY ACTION. IF STUDENTS ARE SENT HOME TO CHANGE, THEIR ABSENCE WILL BE UNEXCUSED.**

## DISCIPLINE

Your main goal in school is education. Any person preventing you or himself/herself from reaching this goal is going to be disciplined. To learn the most you can in any one class requires being able to listen, recite, share, and concentrate without interference. You will find that most problems in a classroom center on people disrupting others. This school protects your right to education without interference.

Much like home, there are authorities. These authorities have made it their business to study young people as well as their own particular subjects. Their goal is your welfare. Their main interest is you. They care enough about you to keep after you so that you will succeed. If teachers are not all alike as far as requirements, rewards, punishment and discipline, you have learned a valuable fact of life. Teachers are not alike – and neither are the many people with whom you will come in contact, in whatever job, vocation, or profession you find yourself. You will have to adjust to a variety of demands from a variety of personalities.

The average student, intent on doing a good day's work and holding a pleasant attitude will rarely have to worry about being disciplined.

# DISCIPLINE POLICY

Quality instruction requires quality discipline management. We believe at Pauls Valley Junior High 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. When a student demonstrates that he/she cannot conduct himself/herself in a positive manner and infringes upon the right of others, he/she must face the consequences of disciplinary action. Discipline alternatives and/or suspension may be used for those students who do not conform to school policies. Parent/Guardian will be notified depending upon severity of infraction. Levels of the discipline policy are as follows:

## **Classroom Management**

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

## **Level I Misconducts**

Examples include but are not limited to the following: running, excessive noise, chewing gum, cheating/copying, refusal to participate, tardiness, failure to bring material/work to class, disrespect, zeros, talking, paper throwing, etc.

**Disciplinary Option:** Options are a part of each teacher's discipline plan.

## **Principal's Office**

### **Level II Misconducts**

Examples include but are not limited to the following: Improper dress, possession of electronics (including cell phones), hallway disruptions, continual repeated violations of Level I misconducts, etc.

**Disciplinary Options:** Community Service, Lunch and/or After School Detention, Saturday School

### **Level III Misconducts**

These are misbehaviors that seriously disrupt the orderly educational program in the classroom and/or school related activities. Level III Misconduct can also be defined as chronic or repeated instances of Level I or II acts. Examples include but are not limited to the following: disruptive behavior, fighting, stealing, serious acts of disobedience, severe disrespect or blatant failure to comply with a reasonable request.

**Disciplinary Options:** Saturday School, ISR, Suspension, Community Service

### **Level IV Misconducts**

These acts of misconduct include those misbehaviors and/or illegal acts which threaten to impair the educational efficiency of the school, and/or which must seriously disrupt the orderly educational process in the classroom and/or the school. Examples include but are not limited to the following: repeat offenses of Level III Misconduct, gang related activity, use or possession of any drug (alcohol, narcotics, tobacco, stimulant drugs), damage or destruction of school or private property, assault or causing personal injury, sexual harassment, inappropriate language, exposure, and possession of weapons and dangerous instruments

**Disciplinary Options:** Out-of-School Suspension, Alternative Education

# DISCIPLINE STRATEGIES

## **Lunch Detention**

Lunch detention will be served from 11:45–12:30. Students will be given opportunity to eat a school lunch while serving lunch detention, no outside food will be allowed in lunch detention. Students are expected to arrive promptly after bell rings for lunch at 11:45 and are expected to bring some form of school related work to detention.

## **After School Detention**

After school detention is after school from 3:15-5:15 p.m. The proctor will have the final decision on what the student is to be working on, either homework or assigned work. Students must go to the restroom before entering detention. There will be absolutely no talking. Please note: **Detention will be held Monday – Thursday**. A parent must call if an illness or emergency arises that entitles the student to an excused absence from after school detention. If a bus is leaving before 5:15 p.m. to attend a school function (ex. ballgame, contest, etc.) this will not be considered an excused absence. If a student skips detention, he/she will be reported to the office for further disciplinary action. Misbehavior in after school detention will result in additional days.

## **Saturday School**

Saturday School is from 8:00 a.m.-12:00 noon. Rules are:

1. Tardy students will not be admitted.
2. Students must bring his/her books and materials with him/her. Students will not be allowed to go to lockers.
3. Bathroom and drinks will be limited to scheduled breaks of 10 minutes only.
4. No talking or sleeping.
5. Do not move from your seat without permission
6. Raise your hand if you need assistance.
7. All school policies and dress codes apply to Saturday school.
8. Possible working on campus beautification.

Any rule violation or discipline problem will result in expulsion from Saturday school. Failure to attend a mandatory Saturday School will add another Saturday.

## **Campus Beautification / Community Service**

Campus Beautification / Community Service includes but is not limited to the following: Sweeping & wiping down tables/desks at school, picking up around campus, cleaning busses, etc. Community Service could also be assigned outside of school.

## **In-School Restriction**

A student may be assigned In-School Restriction (ISR). During 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 very minimal contact, if any, with the rest of the student body. While assigned to ISR, the student will not be allowed the opportunities and privileges allotted to the average student at PVJH. 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. Misbehavior 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 8:00am and end at 3:45pm. Please make arrangements for a ride, if needed. Tardiness will result in the student receiving additional ISR time.

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

Short term suspension is an out-of-school suspension up to 3 days. Long term suspension is an out-of-school suspension up to and including 10 days and possible suspension approved by the Board of Education for the remainder of the semester and possibly the succeeding semester. For suspensions in excess of three days, an evidentiary hearing may be requested by the student or parent.

When a student is placed on out-of-school (OSS) suspension, the student does not report to school. He/she may not attend or participate in any school-sponsored activity. The student may make-up the missed work by making arrangements through the office.

### **Appellate Procedures**

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. The request should be made to the superintendent within ten (10) days of the initial suspension assignment.

**Short-term suspension - ten (10) days or less:** The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with superintendent.

**Long-term suspension - greater than ten (10) days:** 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.

### **Graduated Sanctions**

A referral to Juvenile Services and the Graduated Sanctions Program is an option for students with persistent and/or severe discipline issues at school. Students with truancy or attendance issues can also be referred to the Graduated Sanctions program.

### **Alternative Education**

This is an alternative placement to the regular school setting. Students that are incapable of functioning in the regular school setting may be placed in this alternative setting. Students may be placed due to but not limited to the following:

Level IV Misconducts, Grades, Attendance, Age Appropriateness

### **Sexual Harassment**

Sexual Harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendment of 1972. Each student should be able to learn in an environment which provides for fair and equitable treatment and is free of discriminatory intimidation based on sex and unwelcome sexual advances.

\*Sexual harassment\* includes any repeated and unwelcome sexual advances, requests for sexual favors, or verbal, physical, or other sexually offensive conduct made by someone in or on any district owned or operated facility/property when the student is under the supervision of district personnel or at school sponsored events/activities.

Examples of acts of sexual harassment, which shall not be tolerated, include but are not limited to:

1. Written: sexually suggestive or obscene letters, notes, invitations, graffiti which identifies an individual.
2. Verbal: sexually derogatory comments, epithets, slurs, degrading jokes, “teasing”, “kidding”, double meanings; demeaning comments about a person of one sex being able to succeed in a job/class historically considered to be held/taken by the opposite sex; solicitation by employees of sexual favors or attention from students.
3. Physical: unwelcome touching of an individual, such as pinching, hugging, patting, repeated brushing against a student’s body; pulling at clothing; blocking one’s passage.
4. Visual: sexually oriented gestures; displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons, or posters.
5. Any other action which emphasizes the vulnerability of the victim specifically because of gender.

**Self-defense**

The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when:

1. The student provokes, invites, or encourages the use of physical force by another.
2. The student has an opportunity to avoid force or to inform a school official of the threatened use of force.
3. The student uses force after the other party abandons or attempts to abandon a fight or confrontation.

**RETENTION POLICY**

The following options may be considered for students that fail one or more core subjects being Math, Language Arts, Social Studies, or Science for the semester: Retention, Repeat Course, Summer School, Remediation, or Alternative Ed.

Students missing a course more than 9 days in a semester will automatically fail.

Failing does affect eligibility for the following semester (see Eligibility Policy).

**SAFE SCHOOLS**  
**1-800-SAFECALL**  
A Service of the Oklahoma State  
Department of Education



**OKLAHOMA SCHOOL  
TESTING PROGRAM**

School Year 2017-2018

**Oklahoma Core Curriculum Test  
(Multiple Choice)**

Testing Window  
April 2 thru April 27

**Grade 7**

Mathematics  
Reading

**Grade 8**

Science  
Mathematics  
Reading

# Pauls Valley Schools 2017-2018 Calendar

August 14, 15, 16 August 17	Professional Day #1, 2 & 3 – NO SCHOOL First Day of School
September 4 September	Labor Day – NO SCHOOL Parent Teacher Conferences (Specific dates and times TBA)
October 12 October 1-16	End of 1 <sup>st</sup> Nine Weeks Fall Break – NO SCHOOL
November 20-24	Thanksgiving Break – NO SCHOOL
December 20 December 22 –Jan 2	End of 1 <sup>st</sup> Semester Christmas Break – NO SCHOOL
January 3 January 15	Begin 2 <sup>nd</sup> Semester Professional Day #4 – NO SCHOOL
February	Parent Teacher Conference (Specific dates and times TBA)
March 16 March 19-23 March 30	End of 3 <sup>rd</sup> Nine Weeks Spring Break – NO SCHOOL Snow Day
April 13	Snow Day
May 4 May 17 May 18 May 18 May 21	Snow Day Last Day of School Professional Day #5 – NO SCHOOL Graduation Teacher Work Day

**This handbook belongs to:**

Name \_\_\_\_\_

**The PVJH 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.**