

Pawhuska Public Schools
2008-09
District Handbook

"Building a legacy of excellence . . . one student at a time."

ADMINISTRATION FOR PAWHUSKA PUBLIC SCHOOLS

Pawhuska District Handbook Table of Contents

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Pawhuska Public Schools
2008-2009 School Calendar

New Staff Orientation	August 8, (Friday/not a contract Day)
Staff Report/Prof. Dev. Day	August 11,12,13
K-12 Back-to-School (4-6pm)	August 13,
Opening Day (Thursday)	August 14,
Labor Day (School Dismissed)	Sept. 1,
K-12 Parent/Teacher Conferences (4pm-7pm)	Sept. 18,
K-12 Parent/Teacher Conferences (8am-11:30am)	Sept. 19,
End of First Quarter (44 Days Taught)	Oct. 15,
Fall Break (School Dismissed)	Oct. 16, 17
Mid-Term Reports Home	Nov. 21,
Thanksgiving Holiday (School Dismissed)	Nov. 26,27,28
End of Second Quarter (42 Days Taught)	Dec. 19,
Winter Break (School Dismissed 3:10 pm 12/19)	Dec. 20-Jan. 4, 2009
*Snow Make-Up Day	Dec. 22
School Resumes (Monday)	Jan. 5,
District Prof. Dev./OCIC Prof. Dev.	Jan. 19,
Mid-Term Reports Home	Feb. 6,
K-12 Parent/Teacher Conference (4 pm -7 pm)	Feb. 12,
K-12 Parent/Teacher Conference (8 am- 11:30)	Feb. 13,
District Prof. Dev.	Feb. 16,
<i>OSTP Writing Test Gr. 5 & 8</i>	<i>Feb. 18,</i>
End of Third Quarter (43 Days Taught)	Mar. 6,
Spring Break (School Dismissed)	Mar. 16-20
Good Friday (School Dismissed)	April 10,
<i>OSTP Grades 3-8 (M/C) Testing</i>	<i>April 13-30 On line Testing thru May 4 (gr. 7 &8)</i>
<i>OSTP Grades 9-12 EOI Testing</i>	<i>April 13-May 7</i>
<i>EOI Writing Test</i>	<i>April 14 and 15</i>
Mid-Term Reports	April 17,
*Snow Day Make-up	April 27,
*Snow Day Make-up	May 8,
*Snow Day Make-up	May 15,
Junior High Graduation	May 22,
End of Fourth Quarter (46 Days Taught)	May 22,
Commencement (Friday)	May 22,
Memorial Day	May 25,
Teacher Check out	May 26,
175 Instructional Days	4 Snow Days
<u>5 Professional Development Days</u>	If Snow Days are not used,
180 Total Contract Days	school will be dismissed on these days

Submitted to Board February 2008
Approved by Board March 11, 2008
Revised: 6/10/08

ADMINISTRATION FOR PAWHUSKA PUBLIC SCHOOLS

CENTRAL OFFICE

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JUNIOR HIGH SCHOOL

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INDIAN CAMP ELEMENTARY

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PAWHUSKA ELEMENTARY SCHOOL

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Note: Because of the variety and complexity of issues that may arise at school, there may be times when an incident occurs that is not specifically addressed in the general portion of the handbook or in a specific school's section but may be addressed in one of the other specific school's sections. Therefore, for the sake of continuity in the school system, it shall be considered appropriate for school officials to utilize guidance and/or apply stated consequences from any section of the handbook.

* Federal and state laws, as well as local board of education policies supersede any text disclosed herein.

Building a legacy of excellence...one student at a time."

**PAWHUSKA PUBLIC SCHOOLS
PHILOSOPHY**

MISSION STATEMENT

In order to prepare students to be productive, responsible citizens in the society in which they live, Pawhuska Public Schools will provide a comprehensive educational program that will assure all students the opportunity to develop their potential in the academics, personal and social development, and career competencies.

Board Policies: AE and AG

PLEDGE OF ALLEGIANCE

"I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with Liberty and Justice for all."

MOMENT OF SILENCE

It shall be the policy of the Pawhuska Board of Education that no sectarian or religious doctrine shall be taught or included into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer as long as it is during non-instructional time and does not interfere with the rights of other students.

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in other silent activity that does not interfere with, distract, or impede with other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence.

The moment of silence will be held daily at a specified time designated by each building.

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

PURPOSE

It is not the intention or desire of the Pawhuska Public Schools to impose numerous and unnecessary rules upon our students. It is, however, our intention and responsibility to maintain an orderly learning atmosphere for all our students. The following pages of information, instructions, and suggestions, therefore, are given to:

1. provide guidelines which will enhance the success of all our students
2. indicate the procedures to be used in resolving behavioral problems which may occur
3. perpetuate an orderly, pleasant, and productive school environment

Thank you for making your child's schools the very best.

NON-DISCRIMINATION STATEMENT

The Pawhuska Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, age, qualified handicap, or veteran status. Inquiries concerning application of this policy may be referred to Ben West, Compliance Coordinator, 1801 McKenzie, Pawhuska, OK 74056 Telephone 918.287.1265; Fax 918.287.4461; Email bwest@pawhuska.k12.ok.us or Office of Civil Rights, Dallas Office, U.S. Office of Education, 1999 Bryan Street, Suite 2600, Dallas, TX 75201 Telephone 214-880-2459; Fax 214-880-3082; Email: OCR.DC@ed.gov

ASBESTOS HAZARD EMERGENCY ACT

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed a three year reinspection of our buildings that contained asbestos building materials.

As a result of our reinspection, we are pleased to announce that areas that contain asbestos pose not health problems.

The management plan and the results of the reinspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.

STUDENT ATTENDANCE

The Pawhuska Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes, if possible. Since absences adversely affect performance, students who miss frequently not only violate state law but also minimize their chance of successfully completing requirements. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring all students to be in attendance a minimum of 90% each semester to receive any credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case-by-case basis.

The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

Board Policies: FDC

STUDENT ATTENDANCE (REGULATION)

(Re: Extracurricular Activities)

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

1. School Activity: These extra-curricular activities, whether sponsored by the school or outside agency which removes the student from class more than half a class period.
2. The total number of student activity absences allowed from any one class period, without permission from the Internal Review Committee and approved by the local board, shall be ten.
3. Once a student has had ten activity absences from any one class period, the student must be reported to the Principal's Office for consideration for further absences.

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

The criterion for continuing beyond the ten day absence limit shall be as follows:

- A. A student must have a passing grade in the subject he/she wants to miss.
- B. Before a student is given permission to be absent beyond the ten day limit, the record must show that his/her grades were not adversely affected by the previous ten days of absence and the student has turned in all required work missed on previous days out.

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

Teachers and staff have the following responsibilities:

1. Keep a record of all absences but distinguish between student activity absences and regular absences.
2. When a student has accumulated eight student activity absences, advise the student and note it in the Grade or Plan Book.
3. When a student has obtained his/her activity absences, the student's name is to be submitted to the Principal.

4. Each teacher who anticipates requesting students to be taken out of the classroom for any extracurricular activity should file an activity calendar stating the probable dates.

Activities excluded from the ten day rule are:

Class meetings, assemblies, field trips involving the class period only, and other absences such as State and National levels of school sponsored contests, legislative pages, school pictures (scheduled days), achievement tests, and individual situation based on definite need (determined on case-by-case basis).

Then board of education shall review annually the activity calendar.

Board Policy: FDC-R

DISTRICT ATTENDANCE POLICY (REGULATION)

ABSENCES

An absence is an absence. Nevertheless, it shall be the responsibility of the parent, guardian, or other responsible person to notify the school office of his/her child's absence by 10:00 a.m. on the day of the absence. However, regarding instances of foreseeable (planned) absence, the parent, guardian, or other responsible person shall give the school office of his/her child's respective school advanced notice.

Absences for elementary students (grades K-6) will be handled differently than absences for secondary students (grades 7-12).

Pawhuska Public Schools believes that nine (9) absences per semester is generous; however, it acknowledges that for a very small number of students this may be impractical. Therefore, students and/or their parents, guardian, or other responsible person shall be allowed to make an appeal for leniency. The appeal must be made in writing to the student's principal. The request for appeal must be received before the end of the affected semester. Along with the request for an appeal, the student/ parent, guardian or other responsible person should include authentic documentation and an explanation as to why leniency should be granted. Once an appropriate appeal is received, it will be forwarded to the appeals committee. The committee will consider the submitted documentation and explanation and make a ruling. The student/parent, guardian, or other responsible person will then be notified in writing of the committee's decision. The committee's decision shall be final.

Elementary Students (K-6)

When a student must miss school for any period of time, it is the responsibility of the parent, guardian, or other responsible person to notify the school office by telephone or in person as to the cause and duration of each absence within two (2) days of the student's return to school. Absences at the elementary level are recorded as either half day or full day depending on the time of arrival or departure.

Elementary (K-6) students will be allowed nine (9) excused absences each semester. Parent notification will constitute verification. Original doctor's notes should be brought to the office. If a student exceeds the number of days he/she will be required to attend summer school and/or possibly face retention. In the event a student is unable to attend summer school an alternate assignment will be issued. Long term absences or more than 9 days per semester require an original signed doctor's note.

When a student reaches 4 absences, a letter will be sent home and for every absence thereafter to verify absences. When a student reaches 9 absences a letter is sent to the Department of Human Services/ Osage Nation Social Services and the District Attorney.

Secondary Students (7-12)

Of course to receive the best education possible one must be present. With current state and federal guidelines, school attendance has never been more crucial than now. The student attendance rate is a critical factor in the State's determination of our school's worth. Therefore, it is necessary for our students to be diligent in their attendance. It is also imperative that our students' parents, guardian, or other responsible person partner with us by seeing to it that their children are in school each day on time.

Pawhuska Public Schools acknowledges the fact that it is unrealistic to expect every student to be present every day throughout the year. The school realizes that some absences are appropriate and/or necessary. Therefore, students will be afforded nine (9) absences per semester (18 per school year; there are 175 school days each year). Examples of what are considered appropriate absences are as follows: illness (the student), funeral attendance of a close loved one, doctor's appointments, counseling appointments, and court appearances. Nevertheless, even though these are considered reasons for appropriate absences, an absence will be considered an absence. The school will not require a doctor's note, court document, etc.* However, the school requires notification by a parent, guardian, or other responsible person no later than 10:00 a.m. the day of the absence; otherwise the student may be considered truant. Nevertheless, **each student is simply allowed nine (9) absences per semester, whatever the reason. Once a student exceeds nine (9) absences he/she will be considered to have earned failing grades for the semester.** (This is in accordance with the fact that our school's grade depends upon student attendance.)

Occasionally, some students get an opportunity to take part in unique educational endeavors or other traveling opportunities, which are beneficial to his/her life experiences. When a student is fortunate enough to be afforded the trip/opportunity, his/her parents, guardian, or other responsible person shall consult his/her child's principal before the trip/opportunity to request prior approval. The student's behavior, grades, and attendance rate, are factors that will be considered before leniency is granted. Additionally, the superintendent (or his/her designee) shall be consulted before leniency is granted. Should leniency be granted, the student will be required to make a written report of his/her experience to the principal upon his/her return to school; however, other activities may be considered in lieu of a written report (e.g. a slide presentation to a class, etc.). If this requirement is not met, a stay will be placed upon the previously granted leniency; and the absence will be considered as any other absence(s). Also, no further leniency will be granted to the student for any future trips/opportunities. The student will be expected to make up all work in accordance with the normal parameters governing make-up work (unless a prior arrangement has been agreed upon).

* Students/parents, guardians, or other responsible persons may want to keep original doctor's notes, court documents, funeral programs, etc., as appropriate documentation will be required should an appeal be requested.

Note: Absences at the secondary level are recorded hour by hour (class period by class period). Therefore, it is possible for a student to only miss a total of ten hours (class periods) of school in one semester yet fail the semester for the course in which the absences accrued. For example, if a student missed 7th hour class ten times during one semester yet attended all other classes every period without any absences, the student would receive a failing grade for 7th period class.

Board Policy: FDC-R1

ADMITS

Upon his/her return to school from an absence, a student shall report to the office for an admittance slip. The purpose of this will be to determine whether or not the absence was due to truancy.

When school officials have not heard from a parent/guardian concerning an absence, a member of the staff may attempt to make contact. In some instances, the student may not be allowed to return to class until the school has confirmed that the parent/guardian was aware of the absence. The student's parent/guardian should contact the school by 10:00 a.m. on the day of the absence; or, in the case of planned absences, provide advanced notice.

TRUANCY

Truancy in any form will be considered a major infraction of school rules and the student guilty of truancy will be penalized. Truancy will generally be defined as follows:

1. Not attending a class or scheduled school activity,
2. Leaving a classroom without the teacher's permission,
3. Leaving the building or grounds without clearing through the office, or
4. Any unverified absence.

TARDIES

Students who are not inside their classroom and in their assigned seats when the bell sounds may be considered tardy.

Any student tardy will report to the office for an admit.

Every third tardy per semester will count as an absence.

Board Policy: FDC-R1 revised 2-4-03

TRUANCY AND ATTENDANCE (REGULATION) Revised 5-11-04

In accordance with the policy of the board of education, the following regulations shall govern truancy and attendance in the Pawhuska School District.

1. Each attendance officer shall develop procedures to notify a student's parents, guardian, or other responsible person of a student's absence. The parent, guardian, or other responsible person should be made aware of Oklahoma Statutes, Title 70, Section 10-105, which requires compulsory school attendance of school-age children, and which provides criminal penalties for failure to comply.
2. Each attendance officer shall take necessary steps to insure that a child determined to be truant is properly reviewed for special education needs.
3. If a student is absent from school four or more days or parts of days within a four-week period without a valid excuse or is absent without valid excuse for ten (10) or more days during a semester, the attendance officer will inform the parents, guardian or other responsible person that they are not in compliance with Oklahoma Statutes, Title 70, Section 10-101, et seq., and will notify the district attorney in the county in which the school is located.
4. **DISCIPLINARY ACTION FOR TRUANCY: SECONDARY SCHOOLS (7-12)**

Truancy in any form will be considered a major infraction of school rules, and the student choosing truancy will be penalized. Truancy will generally be defined as follows:

1. Not attending a class or scheduled school activity.
2. Leaving a classroom, school activity, etc, without the teacher's/staff person's permission.
3. Leaving the building or school grounds without being cleared by appropriate staff, or
4. Any unverified absence.

Students considered truant **will not receive credit for the work missed** during their absence. Further, the following consequences will apply:

1st Offense: The parent, guardian, or other responsible person will be notified. Two hours detention will be assigned for every hour (class period) absent, plus a properly completed action plan shall be required. A minimum of two (2) hours of detention will be assigned for any truancy. If the period of absence is more than two (2) class periods, the student will be assigned to three (3) days in In-School Detention (ISD).

2nd Offense: The parent, guardian, or other responsible person will be notified and a conference will be requested. The student will be assigned 3-5 days of In-school Detention (I.S.D.). A new action plan shall be properly completed before reinstatement occurs. A formal notice will be given to both, the student and parent, guardian or responsible person that further violations will result in a long-term suspension (the rest of the semester or more).

3rd offense: The parent will be notified. The student will be **suspended out of school** for up to 5 days. A formal notice will be issued, indicating that any further truanancies will result in long-term suspension (i.e., the student will be suspended out of school for the remainder of the semester or more).

4th offense: The student will be suspended out of school for the remainder of the semester or more. If a student who has committed a 4th offense is reinstated in a school year, She/he will reenter at the 3rd offense level.

5. Discipline Action for Truancy: Elementary Schools (K-6) **NO CHANGES**

Board Policy: FOE-R

BEHAVIOR/DISCIPLINE

As a citizen of the Pawhuska Schools, students are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students become better school citizens. Some things that are expected are:

1. Courtesy toward teachers, fellow students, secretaries, lunchroom workers, custodians, bus drivers, and everyone who is associated with our school.
2. Pride in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - The ability to win and lose gracefully.
4. Loyalty to your school - YOU will do your utmost to keep your scholastic and activity standards at the highest possible level.

A STUDENT DOES NOT HAVE THE RIGHT TO INTERFERE WITH ANOTHER STUDENT'S EDUCATION.

Personal conduct which disrupts or interferes with normal class procedures has no place in school. Repeated offenses will result in appropriate discipline. Disciplinary procedures may include: warnings, parental contact, physical exercise, picking up litter, timeouts, suspension, or expulsion. Due process procedures will be followed. Students who refuse corrective discipline measures will be suspended from school. Following is a list of possible infractions. This list is NOT all-inclusive.

1. Repeated violations of school rules
2. Fighting
3. Open defiance or failure to obey a reasonable request
4. Profanity-written or spoken
5. Possession or consumption of alcohol
6. Possession or use of tobacco products
7. Excessive tardies or absences
8. Vandalism
9. Conduct that disrupts the school
10. Intimidation of others
11. Truancy

WEAPONS-FREE SCHOOL

It is the policy of this school district to comply fully with the Gun-Free Schools Act of 1990, revised in 1994 to Weapons-Free Schools Zones.

1. Any student in this school district who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for not less than one full year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapons as defined in Title 21, Section 1272, as follows:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure

applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon be concealed or unconcealed."

Oklahoma Statutes, Title 21, Section 1271.1.D. provides that no school authority shall return any weapon or firearm removed or otherwise seized from any minor to any person, and shall immediately deliver such weapon or firearm to a law enforcement authority for prosecution and forfeiture.

3. In addition to the federal and state definitions as listed above, Pawhuska Public Schools considers the following as dangerous weapons:

"...any gun as defined as, any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, spring load, or any other propellant which includes but is not limited to air, compressed air, CO2 cartridge such as a BB gun or pellet gun, all knives, swords, or razors not listed above, regardless of the length or sharpness of the blade, bows, arrows, bats, bludgeons, nun chucks, darts, ice picks, explosive smoke bombs, fireworks, incendiary devices, Chinese star, pepper spray, mace, or similar spray, stun gun, firearm shells or bullets, laser pointer, the replica or the facsimile of any of the above. The foregoing list of "dangerous weapons" is descriptive and by way of example only and is not to be considered an exclusive or limiting list of dangerous weapons. It will not be a defense to any disciplinary action under this policy that the student possessing the dangerous weapon did not know it was a dangerous weapon, but such claim of a lack of knowledge may be considered in mitigation of any disciplinary penalty."

Any student who violates this policy will be subject to discipline, which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for dangerous weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy. If the violation is found by the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting.

An exception to this policy may be made for students participating in an authorized classroom or extracurricular activity.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

Board Policies: FNCE-R, FNCG and FNCGA

HAZING AND HARASSMENT

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

No student in this school district will be subject to hazing, harassment, or any other form of persecution by any student or employee whether connected to any fraternity or organization or not.

For the purposes of this policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action, which may include expulsion for students and employment termination for employees.

Board Policy: FNCC

HARASSMENT

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this district.

Board Policy: FCND

SEXUAL HARASSMENT OF STUDENTS

The policy of Pawhuska School District forbids discrimination against or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

I. SEXUAL HARASSMENT

A. For the purpose of this policy, sexual activity, touching, pinching, petting or brushing against, comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing" double meanings, and jokes.

B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject; privately talking to a student inappropriately may constitute sexual harassment.

C. Writing graffiti, which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The principal/superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

II. SPECIFIC PROHIBITIONS

A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.

2. Administrators, supervisors, support employees, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

3. The School district is not concerned with the "off duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violation may result in suspension of the student and suspension or termination of the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

III. REPORT, INVESTIGATION, AND SANCTIONS

A. It is the expressed policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy.

1. Students who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teachers. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervisor or to any responsible adult person.

2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of allegations of sexual harassment.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment

C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to, warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

D. Any student found to be engaged in sexual harassment of other students shall be subject to sanctions, including but not limited to warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

Board Policy: FB

DRUG-FREE SCHOOLS

It is the policy of the Pawhuska Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including, probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to the parents and students, which will include the following:

“The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local education agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.”
(Federal Regulation can be examined through the school office.)

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents, which includes district policy relating to adoption and implementation of a drug prevention program for students.

Board Policy: FNCF

RESPONSIBILITY FOR SCHOOL PROPERTY: LOCKERS

It is the policy of this district that school lockers will be assigned to students on the first day of school or as soon as possible thereafter.

It is encouraged by Pawhuska Public Schools that all student (athletic) lockers are to be kept locked at all times. They are to be kept clean and never defaced in any manner. This applies to the inside as well as the outside. Locker mates are not changed without the permission of the principal or his/her designee.

Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers.

The superintendent will develop, or cause to be developed, rules and regulations for the issuance, use, and maintenance of the lockers.

Board Policy: FNFA

INSPECTION OF STUDENT LOCKERS

It is the policy of the Pawhuska Board of Education that all student lockers, desks, and other school property are subject to periodic inspection. When such inspections are announced, each student shall open his or her locker and remain present during the inspection.

Students have no expectation of privacy concerning lockers, desks, or other school property.

School personnel must have access to school lockers, desks and other areas of school property in order to properly supervise the welfare of students. Students are reminded that lockers and desks are school property and that the school maintains the rights to see that lockers and desks are property cleaned and do not contain items which should not be brought to school. Students should, therefore, not keep any items in lockers or desks that violate school policy. Lockers and desks may be periodically opened for cleaning purposes and to find overdue library and text materials. In addition, lockers and desks may be opened and examined by school officials any time for any reason.

Board Policy: FNFB

SEARCH OF STUDENTS

The Pawhuska Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval which supports this policy.

Board Policy: FNF, also see FNF-R

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Pawhuska School District to amend a record that they believe is inaccurate or misleading.

If Pawhuska School decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records to the extent the FERPA authorizes disclosure with consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Pawhuska School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

If there are any questions regarding FERPA policies, please contact Gerry Craun, 918-287-1185 or Ben West, Superintendent, Pawhuska Schools, 918-287-1281.

Board Policies: FLD; FL-R Page 1 of 12

PROFICIENCY BASED PROMOTION

Proficiency-Based-Promotion provides opportunities for students to move forward in their educational endeavors by subjects, course, and/or grade level based on mastery of the Oklahoma Priority Academic Student Skills. At least twice a year, Pawhuska Schools will offer criterion exams in Language Arts, Math, Reading, Science, Social Studies and Spanish. If passed at 90% or higher level, student applicants may complete a performance component. After successful completion of both assessments and after consultation with parents, a student may be promoted and will receive credit toward meeting graduation requirements.

Board Policy: EIAE

CAFETERIA

Our school participates in the free lunch program for eligible families. Applications are available in all school offices and cafeterias. This form is used for funding several federal programs and we ask that each family with school-age children to complete an application. You may not be eligible for the lunch program but may help our school qualify for additional funding in some other program. School menus are published weekly in the newspaper. Menus are subject to change. The cafeteria opens for breakfast at 7:45 a.m. No student should arrive before 7:30 a.m. Breakfast is served from 7:45 a.m. until 8:25 a.m. for K-3 and 7-12. Indian Camp students eat at Indian Camp from 7:45 to 8:10 a.m.

NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAM

The Pawhuska Public Schools will operate a school lunch program which will include lunch, and may include breakfast, through participation in the National School Lunch Program. The superintendent, in conjunction with the food service supervisor and with the approval of the board of education, will establish and post meal prices.

As required for participation in the National School Lunch Program, the board prescribes that:

School lunch be made available to all students.

Free and reduced price lunches be made available for students who meet the federal income guidelines.

Students who desire to do so may bring lunches from home and purchase beverages. Those students may eat their lunch in the school cafeteria or in a designated area.

The superintendent is directed to prepare rules and regulations to support this policy.

Board Policy: CO

LUNCH SERVICE

In accordance with the lunch service policy of the board of education, the following regulation shall govern the school lunch program in this school district:

1. Any student may eat in the school cafeteria or other designated place.
2. Students may bring or otherwise provide their own lunch. Milk may be purchased in the dining hall, if desired. State law: Health/nutritious drinks allowed per law. NO SODA POP.
3. Meal prices will be established by the superintendent and food service supervisor, with the approval of the board of education, at the beginning of each year.
4. Meal prices will be conspicuously posted in each cafeteria.
5. Students may not charge meals
6. A cafeteria guest is a school guest and must be cleared through the principal's office.
7. The food service supervisor will develop in-service training programs, approved by the superintendent, for the food service staff.

8. Under federal law, a school that operates on a commodity program is prohibited from serving free meals to any adult, including employees of the district.

9. Qualifications for free and reduced-price lunches will vary annually in accordance with the annual eligibility schedule.

Board Policy: CO-R

TITLE I SCHOOL-PARENT COMPACT

The Pawhuska Public Schools, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) students of Pawhuska Elementary School, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

The goal of Pawhuska District I-002 is to create and maintain a strong, productive partnership with the family of each of its students. Student achievement and positive attitudes about self and school enhance learning when the school, parent and student work together as partners.

This school-parent compact is in effect during school year 2005-2006.

SCHOOL RESPONSIBILITIES

The Pawhuska Public Schools will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

Teachers and paraprofessionals will meet qualifications for a "highly qualified" staff. If a staff member does not meet the qualifications; the "Parents-Right-To-Know" will be followed. Staff qualifications are on file in each site office for review by parents.

Curriculum at each site is aligned with the State standards, PASS. The Comprehensive Local Education Plan is available for review at each site or the District Office. Students will be assessed annually 3-8 by Oklahoma Core Curriculum Tests (OCCT) and by End of Instruction tests in grades 9-12 as required by the State Department of Education.

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, the school will provide reports as follows:

Parent Conferences will be held K-12 at the end of the first (1st) nine weeks, end of Third (3rd) nine weeks, and end of the fourth (4th) nine weeks.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Reports are sent to parents at each midterm of the nine week period. At the end of end of each nine week period another report is sent, as well as, a semester report at the end of each semester. Periodic informal assessments and class work reports are given daily, weekly and/or monthly as completed.

4. Provide parents with reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Parents may at any time request to speak with their student's teacher or staff associated with their student at each school site. Parents may call the school directly to arrange a consultation with requested person; may send note with student with request or come into the office.

Staff members are available before school, 8:00 a.m. - 8:30 a.m., during lunch break or planning time, or after school from 3:00 p.m. – 3:30 p.m. Arrangements may be made for earlier, later or alternate times during the day at the staff member/parent's convenience.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Parents are welcome to volunteer, participate or observe at any time. Arrangements for volunteering in the classroom would be arranged with the student's teacher. Parents are invited to participate in activities of the school. Notes are sent home from teachers or staff with requested needs, parents fill out, sign and return to school with their student.

Observations of a classroom may be arranged through the classroom teacher or the Principal's office. Pawhuska Public Schools encourages parent participation, as long as; it does not interfere with the educational process of the students.

PARENT RESPONSIBILITIES

We, as parents, will support our children's learning in the following ways:

- Monitoring and encouraging good attendance.
- Making sure that homework is completed and returned in a timely manner.
- Monitoring the amount of television their children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving to the extent possible, on policy advisory groups, such as being the Title I Part A parent representative on the School's Site Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.
- Making sure to read and apply the information provided in the District Parent Handbook.
- Communicating with the school any concerns or comments regarding their children's education.
- Offering praise and encouragement, cultivate a warm and caring environment.

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school everyday.
- Be respectful of my classmates and school property.
- Act appropriately so that learning will take place in my classroom.
- Strive to achieve high academic performance.

REPORT CARDS AND PROGRESS REPORTS

The Pawhuska Board of Education believes that students and parents should be informed periodically of the student's progress in school work. Therefore, grade reports shall be issued at the end of each nine-week period

Progress reports shall be distributed at mid nine-weeks and additional reports, telephone calls, or personal visits may be scheduled if in the best interest of the student.

Board Policy: EIAB

Parents are welcome to make inquiries about their child's progress. Nevertheless, progress reports are given at the middle of each quarter (5 weeks report), at the end of each quarter (9 weeks report), and at the end of each semester. Even though 5 weeks and 9 weeks grade reports are given, only semester grades are recorded in the students' permanent records. Should a parent desire more frequent progress reports than the five weeks, nine weeks, and semester grade reports, it shall be his/her responsibility to make appropriate inquiries.

Progress reports will be available on the Thursday of the week following the close of each grading period. In Junior High and High School, students with progress grades of A, B, or C will be given grade reports to take home. However, students with progress grades of D or F may have their grade reports mailed home. If a parent fails to receive his/her child's progress report, he or she should notify the school office.

In order to promote, junior high students must pass at least 3 of the 4 core academic courses (i.e., language arts, math, science, and social studies/history).

GRADING SCALE

The following grading scale will be used for all subjects.

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
59 – Below = F
Satisfactory = S
Unsatisfactory = U

A grade mark of "I" is an incomplete and will be changed when the course is completed within a time limit set by the principal.

Board Policy: EIA-R1

STUDENT RETENTION (REGULATION)

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade will be used in this school district.

Students in grades 7-12 shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades 1-6 must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are reading/language arts, mathematics, science and social studies.

In the Elementary schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age, and the student's attendance record.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent, guardian, or other responsible person, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

Board Policy: EIE-R

REFERENCE: 70 O.S. SEC. 24-114.1

PARENT-TEACHER CONFERENCES

It is the policy of the Pawhuska Board of Education that parent-teacher conferences may be scheduled as required by the teacher, or when requested by the parent. District parent-teacher conference days will be scheduled annually.

Board Policy: EIAD

HOMEWORK

The need for homework, the kind of homework, and the amount of time spent on homework will vary with the student, the home, and the grade level of the student. There are three main purposes for the assignment of homework:

1. Homework may need to be given to ensure satisfactory progress at the student's grade level.
2. Homework may be given to the accelerated student to give enrichment to the student's program. This will probably be over and above the regular assignments.
3. Homework may need to be given to the student who has been absent in order to make up work missed so the student will be able to continue working successfully with the rest of the class.

Students should be reminded before they leave each day if they have work to complete at home. However, the students have the final responsibility to get the work done, even if not reminded each day. Parents have a responsibility to check with their child before s/he leaves for school each day to see that s/he gets their work to school.

Board Policy: EIB-R

TRANSPORTATION

Students will come to and from school in many different ways. Some will walk, ride bicycles, or ride in cars and on the school buses. The very most important thing to consider no matter how you arrive and depart from school is YOUR SAFETY and the SAFETY OF OTHERS.

Board Policy: CNAB and CAN

BUS TRANSPORTATION

School-provided transportation is a privilege; nevertheless, bus transportation is usually furnished only for students who live farther than 1 1/2 miles from school.

Students riding buses will be given a list of safety rules by the bus driver. Please review and discuss these rules with your child. Disregard for the rules of safety can cause a serious accident. **Children not conforming with the Bus Safety Rules will be denied the privilege of riding the bus. Their parents will need to find other means of transporting them to school.**

Board Policy: FFFF

Tips for Safe School Bus Riding

For a safe and enjoyable ride to and from school, follow these rules:

1. Leave home early enough to arrive at your bus stop on time.
2. Wait for your bus in a safe place - well off the roadway.
3. Enter your bus in an orderly manner and take your seat.
4. Follow the instructions of the school bus driver or bus patrol.
5. Remain in your seat while the bus is in motion.
6. Keep your head, arms and other body parts inside the bus at all times.
7. Keep aisles clear at all times.
8. Remain quiet and orderly.
9. Be courteous to your school bus driver and fellow passengers.
10. Be alert to traffic when leaving the bus.

BUS RULES

1. Bus driver may assign seats.
 2. Be courteous.
 3. NO Profanity.
 4. Do not eat or drink the on bus; keep the bus clean.
 5. Violence is prohibited.
 6. Remain seated.
 7. No Smoking.
 8. Keep your hands, head and other body parts inside bus.
 9. Do not destroy property.
 10. For your own safety, do not distract the bus driver through misbehavior.
- MISBEHAVIOR: Penalty at discretion of principal depending on circumstances.

Board Policies: FFFF-R1 and R2

BUS CONDUCT

To ride the bus to and from school is a privilege. If a student's conduct is unbecoming or in any way endangers the welfare of the other students, this privilege will be taken away. Students will show the driver respect and courtesy. Below is a list of violations that will not be tolerated on Pawhuska Public School buses. Unless they commit a major infraction or their behavior warrants otherwise, students will get one warning and then removal from the bus for a period of time will be the standard penalty.

Failure to remain seated
Horseplay or loud talk
Disfiguring the bus
Bothering others

Disrespect for the bus driver
Profanity
Throwing objects
Fighting

Board Policy: FFFFE

EMERGENCY PROCEDURES

Emergency drills will be held periodically for fire and tornado drills.

Each school has standard operating procedures which may be viewed at schools.

Board Policy: CKC

In case of severe student accidents or head injuries, students should report to the office. An attempt will be made to notify the student's parent.

Injury Policy:

1. It is very important we have emergency phone numbers on all students. Please keep these updated as necessary.
2. If we are unable to contact parents, and/or the emergency numbers listed, we will take the child to your family physician in Pawhuska or to the Pawhuska Hospital emergency room.
3. An **Emergency Care Consent form** should be signed on all students allowing us to provide medical care.

POLICY ON DISPENSING MEDICATION

1. The term "medicine" as used in this policy means "non-prescription medicine" and filled medicine is "prescription medication" contained in a prescription vial with a label which correctly states the name and address of pharmacy, date of filling, name of patient, name of prescription, prescription number, and direction for administration of the medicine.
2. The following personnel shall be authorized to administer medicine at schools: the school principal or school employee who has been designated in writing by the school's principal as authorized to administer medicine. A

nurse employed by the County Health Department working pursuant to an agreement made between their County Health Department and this school district may also administer medicine in the absence of the school nurse.

3. No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school hours shall bring the medication to the principal or secretary of the school the student attends, and complete and sign the "PARENTAL AUTHORIZATION TO ADMINISTER MEDICATION" form attached to policy.

4. Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or an otherwise authorization in writing by the physician prescribing the same. Non-prescription medication may be dispensed and administered only in compliance with written directions on the label of the medication or as otherwise authorized in writing by the child's physician. All medication shall be properly stored and not readily accessible to persons other than the persons who will administer the medication.

5. Each school in which any medicine is administered shall keep a record of the name of each student to whom the medication was administered, the dosage of the medicine which was administered, and the time the medicine was administered. The "LOG OF THE ADMINISTRATION OF MEDICATION" attached to this policy shall be used in each school to keep the record of all medicine administered during each school year.

6. Under Oklahoma law, a school nurse, county nurse, administrator, or designated employee is not liable to the student or parent/guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, or designated school employee in administering any medicine pursuant to the provisions of the law. However, such immunity does not apply to acts of omissions constituting gross, willful or wanton negligence.

7. Each building will have its own procedures pertaining to invasive medical procedures (i.e. use of lancet, needles, syringes, etc.).

Board Policy: FFACA

POLICY REGARDING THE ADMINISTRATION OF INTRAVENOUS INJECTIONS/MEDICATION AND/OR BLOOD/BODY FLUID MONITORING

The parent/guardian of students who require the administration of intravenous medication and/or monitoring of body (e.g. blood) fluids during the school day will notify the principal or his designee upon the admission of the student to school. All such medication, apparatuses and/or equipment (i.e., hypodermic needles, syringes, lancets, etc.) shall be brought directly to the office for proper registration and storage. All medication and applicable apparatuses, body fluid/blood monitoring equipment, etc. will be stored in the safe. In the event medication or other substances should need refrigeration, they will be stored in the refrigerator in the teacher's lounge. It shall be the student and/or parent/guardian's responsibility to inform appropriate staff as to the medication/blood/body fluid-monitoring schedule. It shall not be the responsibility of any staff member of the Pawhuska Schools to see that medication/blood/body fluid monitoring is done. However, it will be the responsibility of the principal or his designee to supervise the administration of medication and/or the monitoring of blood/body fluid. The principal and/or his designee shall not administer any intravenous medication nor shall he/she procure blood/body fluids. This shall be the responsibility of the student and/or parent/guardian and approved by the principal. It shall not be the responsibility of school personnel to notify the student or his/her parent/guardian when a restocking of the medication supply and/or blood/body fluid monitoring equipment is needed.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE POLICY

The Pawhuska Board of Education believes that the use of the Internet and other local and/or wide area networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers. Individual student, employee and patron accounts and E-mail addresses will not be provided and the user will not be permitted to use the address to send and receive mail at school.

Since the Internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials which a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any text, picture, or on-line conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations. Users will not solicit or receive any information or service which could result in unauthorized expense to the district.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet will be considered confidential; however, users must be aware that any message or information posted on the Internet may be accessed by others for whom it is not intended. E-mail and downloaded materials will be deleted from the system on a regularly scheduled basis.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use which violates copyright laws.

Staff, students and the community must agree to attend an orientation which will address the issues of appropriate use of the school network, Internet, copyright laws, Internet etiquette, and fees (if any) incurred during the use of the services. An Internet/Computer Network use agreement will be signed by all persons wishing to use the services provided by the school district.

Violation of the Internet/Computer Network Acceptable Use Policy will result in forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint of inappropriate use of the networks, user privileges will be suspended.

The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

Board Policy: EFBCA

WIRELESS TELECOMMUNICATION DEVICES

A student may possess a wireless telecommunication device on school premises or while in transit under the authority of the school or while attending a function sponsored or authorized by the school upon prior written consent of both a parent or guardian and a school principal or superintendent. Wireless telecommunication devices shall in no way interfere with the educational process for any students; therefore they shall be turned off (not on vibrate, etc.) at appropriate times (e.g., in class, etc.). In fact, students should have communication devices (cell phones, etc.) properly stored (e.g., in one's pocket, purse, etc.) during class. Students found to be in possession of a wireless telecommunication device in violation of the rules set forth in law or school policy may have their communications device (cell phone, etc.) confiscated as well as face other consequences which may include suspension from school.

Board Policy: CPAC-A

TELEPHONES

The Pawhuska Board of Education recognizes that telephone communications by staff and students are occasionally necessary. However, classes must not be interrupted for routine telephone calls.

Therefore, the superintendent is directed to establish a regulation to provide reasonable access to telephones for both students and staff.

Board Policy: CPAC

In accordance with the telephone policy of the board of education, the following regulation shall govern the use of telephones by students and staff.

1. Students or staff may be called from the classroom only for urgent or emergency telephone calls.
2. Personal telephone calls are discouraged; however, students may obtain permission from personnel to use the office telephones for business use only during class breaks.
3. Teaching staff may use office telephones if necessary. Long distance calls will not be made without permission from the principal. When personal long distance calls are made, arrangements must be made to reimburse the district for the cost.
4. Organizations making extensive use of telephones may be charged part of the expense.

Board Policy: CPAC-R

ENROLLMENT

Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code." Those requirements are as follows:

1. A kindergarten child must have attained the age of five on or before September 1st.
2. A First Grade child must have attained the age of six years on or before September 1st.
 - A. A birth certificate must be presented at the time of enrollment
 - B. A child entering school for the first time or students transferring from one school to another must present a certification form signed by a physician or authorized representative of the State Department of Health that the child has had the state required immunizations:
 - 5 DTP, DTaP or Td
 - 4 Polio
 - 3 Hepatitis B
 - 2 MMR
 - 2 Hepatitis A
 - 1 Varicella (chicken pox) or statement of a history of the disease will be accepted.

This information must be presented when the child enrolls. Your child will be exempt from this requirement only upon a licensed physician's statement or upon a statement from parent objecting to the test or immunization because of religious or other reasons. Properly signed exemptions must be on file with the school.

SAME POLICIES FOR ELEMENTARY AND INDIAN CAMP ELEMENTARY

SCHOOL DAY

THE SCHOOL DAY AT THE ELEMENTARY begins at 8:20 a.m. and ends at 2:50 p.m. for kindergarten and 3:00 p.m. for 1st, 2nd and 3rd grades. Breakfast begins serving at 7:45. Children should not be in the building before 8:00 a.m. unless eating breakfast. Please have your children arrive around 8:15 a.m. If you have a special problem, talk with the principal about it. Children arriving before 8:00 a.m. should enter through the cafeteria.

THE SCHOOL DAY AT INDIAN CAMP will begin at 8:10 a.m. and will end at 3:05 p.m. Children should not be in the school building before 7:45 a.m. Please have your children arrive around 8:10 a.m. If you have a special problem, talk with the principal about it.

EARLY DISMISSAL: If you need to leave school before the end of the school day, **YOU MUST BE SIGNED OUT IN THE OFFICE.** The office personnel will call the student from class. Please do not walk back to get your child unless an office personnel has approved this. Students must be signed out by parent/guardian or other adult designated by parent/guardian.

TARDIES: You will be considered tardy if you are not in your classroom for the start of the day. Students will be counted 1/2 day absent if not in class by 10:00 a.m. and if they leave before 1:30 p.m.

SCHOOL MATERIALS

We want the students to be responsible and respectful individuals. You will be held accountable for any school materials, which are checked out to you. If a textbook or library book is lost or destroyed, you will be charged replacement cost. Any damage done to our building or equipment must be paid for by the person or persons responsible for the damage.

We would encourage each of you to help protect our school and the materials in it.

DRESS AND APPEARANCE

Students should always be conscious of good dress and grooming. Students are encouraged to take pride in their personal appearance. Any apparel or appearance that reflects a less than positive image is not acceptable at school.

Any appearance that draws undue attention, that disrupts classes or that encourages negative school or student image, will be considered inappropriate for school. Clothing with writing or pictures suggestive or symbolic of drugs, alcohol, or anything immoral or illegal will be prohibited from school.

We encourage our students to dress appropriately and ask parents to scrutinize their children as to the propriety of dress. Shorts may be worn during hot weather. Shorts and skirts should be of appropriate length and should not cause a disruption of the school day. Short shorts or skirts are not allowed. Spaghetti straps, tank tops or bare midriffs are not acceptable school attire. Appropriate wraps should be provided during cold weather, as we will go outside for recess on most days. **Sagging pants are prohibited.**

Students who are dressed inappropriately will be required to remain in the office or some other area designated by school staff until the situation is corrected.

PLEASE PRINT THE STUDENTS NAME IN ALL JACKETS AND COATS. WE HAVE NUMEROUS COATS, JACKETS, ETC. LEFT IN LOST AND FOUND AT THE END OF EACH SCHOOL YEAR.

VISITORS

Visitors will sign in at the office, receive a pass and wait for the office to release visitor to the requested classroom or make arrangements for the visitor to meet with the teacher before interrupting any class. Student visitors cannot be permitted in the building.

SAFETY

We can never be too cautious about the safety of students near the school, the playground, and going to and from school. Items which are considered unsafe should not be brought to school.

Any bullying should be reported to an adult.

A student should play only in the area assigned to their grade on the playground.

Students should not run or play running games in the building.

A student should never go into another classroom or the hall without special permission.

CONFERENCES

Parent conferences will be held the first, third and fourth nine weeks. Other conferences will be held when needed.

Five-week progress notices will also be sent. Parents may request conferences.

PAWHUSKA ELEMENTARY

VISION STATEMENT

Building a legacy of excellence...one student at a time.

STUDENT CREED

I am special. I am great. I love school and I can't wait. I make choices that are good, show respect the way I should. I can learn and I can lead. I'm a Huskie and will succeed.

BEHAVIOR/DISCIPLINE

As a citizen of the Pawhuska Schools, students are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students become better school citizens. Some things that are expected are:

1. Courtesy toward teachers, fellow students, secretaries, lunchroom workers, custodians, bus drivers, and everyone who is associated with our school.
2. Pride in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - The ability to win and lose gracefully.
4. Loyalty to your school - YOU will do your utmost to keep your scholastic and activity standards at the highest possible level.

Personal conducts which disrupts or interferes with normal class procedures have no place in the school. Repeated offenses will result in appropriate discipline, which may include parental contact, shortened school day, at-home time-out, suspension, or expulsion. Due process procedures will be followed.

1. Repeated violations of school rules
2. Fighting
3. Open defiance or failure to obey a reasonable request
4. Possession or consumption of alcohol
5. Profanity
6. Possession of tobacco products, either smoking or chewing.
7. Excessive tardies, absences, or truancy
8. Vandalism
9. Conduct that disrupts the school
10. Excessive intimidation of others
11. Truancy

Discipline Procedures

Level 1

Teacher

Name calling
Touching others
Break Procedures
Talking Out
Out of seat
Not listening to teacher
Copying
Tattling
Loud in hall
Bathroom procedures
Removing items from desk/stealing
Writing on someone's paper
Disrespectful w/ classroom property

More level 1 on next page

Level 2

Office

Fighting
Hurting self/others
Dangerous weapons
*Guns, knife, lighter, etc.
Violence
Racism
Sexual Harassment
Drugs
Bullying
*Counseling send
Felony Stealing
*Depend on the situation
Excessive breaking of Level 1 rules

Level 1

- Back Talking
- Refuse to follow directions
- Rude/disrespectful to staff
- Disruptive in classroom
- Arguing
- Not completing assignments

Consequences

Level 1

Teacher

Follow Posted Classroom Procedures First

Time out Lab

Contact Parents

Form 3 with team

Level 2

Office

1st Warning

2nd Assignment to fit rule broken

3rd Time Out Lab Assigned by Principal

Parent Meeting

4th Time out Lab/At Home Time-out

5th Suspension

*Severe Consequence of at home time out/ Out of School suspension may be determined by principal if necessary. (Ex; Weapon, hurting others)

CAFETERIA & LUNCH SCHEDULE

The cafeteria opens for breakfast at **7:45 a.m.** No student should arrive before 7:30 a.m. Breakfast is served from 7:45 a.m. until 8:25 a.m. for K – 3.

	Playground*	Cafeteria	Classroom
Kindergarten	10:40	11:00	11:20
1 st grade	10:50	11:10	11:30
2 nd grade	11:00	11:20	11:40
3 rd grade	11:10	11:30	11:50

STUDENT ACTIVITIES

The school will provide curricular and extracurricular activities developmentally appropriate designed to enhance the students' education. These activities will center on intellectual, cultural, and social interaction. These activities may include field trips, cultural heritage days, Super Kids Day, etc. Necessary funding, if needed, may be provided through the Elementary Activity Account for these events. All school trips are aligned with the curriculum.

PARTIES

There are 2 homeroom parties scheduled each year: **Christmas and Valentines.**

NO birthday or outside celebrations are allowed. Your child's classroom teacher will organize any celebratory activities throughout the school and will contact you for help.

BICYCLES/SCOOTERS

Bicycle/Scooter riders must remember that the same traffic laws as those for automobiles regulate them. If you ride a bicycle/scooter to school, please practice all the safety rules that you have been taught. Your bicycle must be parked in the racks that are provided. Pawhuska Schools is not responsible for damage or theft that occurs while bicycles are parked in the racks. Students are encouraged to wear bicycle helmets.

Kindergarten, First and Second Graders are not permitted to ride a bicycle to or from school. DO NOT touch or ride a bicycle/scooter that belongs to someone else.

Drop-off and Pick-up Procedures

ENTRANCE IS SOUTH END OF PARKING LOT.

EXIT IS NORTH END WITH 3 EXITS (RIGHT & LEFT TURN AND STRAIGHT)

PLEASE REMEMBER THE CIRCLE DRIVE IS A FIRE LANE AND SINGLE LANE DRIVE ONLY.

PLEASE REMEMBER THE PARKING LOT SPEED LIMIT IS 10 MPH.

Please do not double park in the parking lot AND circle drive.

PLEASE do not drop off your child off in the parking lot. Pull through the circle drive or park in visitor parking and walk your child to the front doors. It is not safe to drop off/pick up small children walk in the parking lot with the morning and afternoon traffic. If you are picking up your child, PLEASE remain in your car and an employee will load them safely into your vehicle.

PLEASE do not drop off your child on Lynn Ave. Traffic is extremely hazardous both in the morning and afternoon, please drop off/pick up on 17th street and let them walk across the crosswalk. We have a crossing guard from 8:00 to 8:20 and 3:00 to 3:15. All students and parents should follow the directions of the crossing guard. They are there to protect your child. Students are instructed to stay on the sidewalks at all times and are not permitted to walk to the parking lot without an adult.

Please call before 2:30 to get a message to your child. Younger students become confused if changes are made daily and we understand plans change, but please try to give after school messages to your child before school with a note to the teacher.

Kindergarten is dismissed at 2:50; 1st through 3rd grades are dismissed at 3:00 and bus students are loaded at 3:05.

ALL students need to be picked before 3:20.

TELEPHONE USAGE

Telephones are not available for elementary students. Plans for the day should be made before the student leaves home in the mornings. **TELEPHONES ARE FOR EMERGENCY USE ONLY.** If necessary, leave after school messages for the child with the secretary. **PLEASE DO NOT REQUEST TO TALK TO THE STUDENT OR TEACHER DURING INSTRUCTIONAL TIME, CALLS WILL NOT BE TRANSFERRED.**

WIRELESS TELECOMMUNICATION (Cell phones)

A student may possess a wireless telecommunications device on school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school upon prior written consent of both a parent/guardian and a school principal or superintendent.

Upon signing form, student must leave cell phone/pager in the office during school hours. It should be turned off/dropped off in the office upon entering elementary and may be picked up when leaving school. Any cell phone/pager will be confiscated and kept in the office until a parent/guardian picks it up if the cell phone/pager is found with the student during the school day without permission from the school.

PHYSICAL EDUCATION RULES

All students will participate in physical education (P.E.). Any student unable to participate in P.E. must bring a note from their parent/guardian excusing their child from participation. If the child is unable to participate for more than 3 days, then a note from their physician is required.

Children are to wear socks or tennis shoes (worn only in gym, or P.E. shoes). Street shoes or bare feet are not allowed on the gym floor. Shorts should be worn under dresses.

INDIAN CAMP ELEMENTARY SCHOOL

PHILOSOPHY

Living in an era of rapid change creates continual challenges for all who are involved. Our goal provides instruction, which will adequately prepare all students for the diverse and varied adult roles they may select later in life. Through this instruction, we will provide the opportunity for all students to develop positive feelings of self-worth, social, moral and spiritual values, and academic skills, which will foster citizenship and productivity in a democratic society.

MISSION STATEMENT

Building a Legacy of Excellence...One Student at a Time!!!!!!

STUDENT CREED

I, a student at Indian Camp School, pledge to do my best, treat others as I would like to be treated, and make this a great day. Uh!!!!!!!!!!!!

BEHAVIOR

Students at Indian Camp School are expected to follow rules that are established for the welfare of the entire student body. Following the rules will help all students become better school citizens. Some things that are expected are:

1. COURTESY toward teachers, fellow students, secretaries, lunchroom workers, custodians, bus drivers, and everyone who is associated with our school.
2. PRIDE in everything our school endeavors to accomplish or has accomplished.
3. SPORTSMANSHIP - the ability to win or lose gracefully and with class.
4. LOYALTY to your school – You will do your utmost to keep your scholastic and activity standards at the highest possible level.

A STUDENT DOES NOT HAVE THE RIGHT TO INTERFERE WITH ANOTHER STUDENT'S EDUCATION.

Personal conduct, which disrupts or interferes with normal class procedures, has no place in school. Repeated offenses will result in appropriate discipline. Disciplinary procedures may include: warnings, parental contact, physical exercise, picking up litter, timeouts, suspension, or expulsion. Due process procedures will be followed. Students who refuse corrective discipline measures will be suspended from school. Following is a list of possible infractions. This list is NOT all-inclusive.

1. Repeated violations of school rules
2. Fighting
3. Open defiance or failure to obey a reasonable request
4. Profanity-written or spoken
5. Possession or consumption of alcohol
6. Possession or use of tobacco products
7. Excessive tardies or absences
8. Vandalism
9. Conduct that disrupts the school
10. Intimidation of others
11. Truancy

CONTROL AND DISCIPLINE

In accordance with H.B. 1916, 1982 Legislature, the following policy on method of control and discipline for students attending Indian Camp Elementary will be as follows:

1. Punishment for failure to comply with school rules or for misconduct shall include but not be limited to the following: teacher/pupil conference, administrator/teacher/pupil conference, parental conference, make up time (detention), before or after-school detention, At-home Time-out, out-of-school suspension, alternative school, shortened school day or expulsion. Expulsion may occur for a particular class or all classes depending on the circumstances. If a student is removed from a class permanently (expelled) for

disciplinary reasons, he/she may be required to repeat the course the following school year. Due process will be followed.

2. In determining consequences, a teacher should consider alternatives.
3. In the event a student refuses to accept punishment, he/she will be suspended. A conference with the parent will be arranged as soon as possible and prior to reinstatement of the student.

The above is a general statement of policy and does not delete from or eliminate any present policy or references to discipline and control found in Board Policies or Student Handbooks.

BEHAVIOR CONSIDERED UNACCEPTABLE AND PROVISION FOR DEALING WITH SUCH BEHAVIOR

Acts of behavior which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of others in the classroom and around the school will be dealt with.

Acts of behavior will be classified as either minor or major, with treatment penalties as follows:

1. **Minor infractions** are: running in the hallways, pushing and shoving around lockers, excessive loudness in the building, being in a restricted area of the school facility, holding hands, embracing and other displays of affection.
2. **Major infractions** are: back talk or verbal abuse to a teacher or any staff member, swearing, vulgar or offensive language, hazing, threats or intimidation, fighting, stealing, extortion, open defiance of authority, possession, sale, and/or use of drugs or alcohol, truancy, vandalism, possession of weapons, possession of tobacco products, or any other acts of behavior that are not acceptable at school or school activities. Such acts and offenses listed above will be treated in the following manner.

When major infractions occur, offenders will be immediately sent/brought to the office. Due process procedures will be followed. Unless the principal or administrator deems the offender and offense to warrant otherwise, before or after-school detention, In-school Detention (ISD), At-home Time-out, or out-of-school suspension will be the penalty. The administrator who deals with the situation may decide if the offender will be given other penalties. Progressive discipline steps will be applied to repeat offenders.

AT-HOME TIMEOUT

Unfortunately there are times when a student's behavior warrants his/her removal from the classroom/school, yet suspension is inappropriate. When this occurs, students are typically assigned to In-School Detention (ISD). However, there may be times when assignment to ISD is inappropriate and/or times when ISD is not available (as is the case in the Elementary Schools). When this occurs, students will be assigned an At-Home Time-out.

Hopefully, no student will ever need to have an At-Home Time-out. Nevertheless, should an At-Home Time-out become necessary, the student will be sent home. Attendance at school will not be allowed until the time-out has been served. Although students serving a time-out will miss valuable instruction time, they will be able to receive credit for their work. However, it shall be the student's responsibility to collect and complete all missed assignments, etc., and turn them in on time.

BICYCLES/SCOOTERS

Bicycle/scooter riders must remember the same traffic laws as those for automobiles regulate them. If you ride a bicycle to school, please practice all the bicycle safety rules that you have been taught. Your bicycle must be parked in the racks that are provided. Pawhuska Schools is not responsible for damage or theft that occurs while bicycles are parked on school property. Students are encouraged to wear bicycle helmets. Scooters will be left in the office when they are ridden to school and picked up immediately after school.

DO NOT TOUCH OR RIDE A BICYCLE/SCOOTER THAT BELONGS TO SOMEONE ELSE.

WALKING TO SCHOOL OR CARPOOLS

No student should arrive at Indian Camp before 7:45. Students are not supervised until this time and will be sent home if they arrive early. The front circle driveway is a FIRE LANE. Parents and others should not park in the driveway and leave their cars while visiting the school. It must not be blocked at anytime. Children must not be picked up in the bus area after school. Buses from Indian Camp must have entrance into the bus area. **PLEASE DO NOT BLOCK TRAFFIC.**

STUDENT ACTIVITIES

The school will provide curricular and extracurricular activities designed to enhance the student's education. These activities will center on intellectual, cultural, and social interaction. These activities may include outdoor classroom opportunities, field trips, cultural heritage days, etc. Necessary funding, if needed, may be provided through the Indian Camp Activity Account for these events.

-Various projects will be required at each grade level throughout the year. These projects can be done for very little or no cost to the students. Most can be completed with ordinary household items.

-Students are responsible for books or materials checked out to them. They may also be assessed minimal library fines for overdue books.

STUDY SKILLS

A student who studies well:

1. Brings notebook, paper, pen or pencil and other material necessary to his/her class.
2. Is an active participant in the classroom; he/she listens well and takes part in discussions.
3. Asks questions if he/she doesn't understand the discussion or he/she has a problem
4. Plans his/her work and schedules time for homework each day; makes sure he/she understands the assignment before he/she leaves class.
5. Uses what he/she learns and sees how each subject applies to the other.
6. Strives to do his/her best, not just to get by.

ZAP (Zeros Aren't Permitted) PROGRAM

Success is our desire for every student who comes through our doors. We hold the expectation that all students can learn. Many of our students apply themselves everyday, and their grades show it. Some of our students need assistance in the areas of motivation and responsibility. For this reason, our Board of Education has supported the implementation of this program. Here is how it works:

The protocol of ZAP goes like this:

1. A student has an assignment due but does not turn it in.
2. He/She is assigned ZAP detention. (This will be done at lunch recess, during special classes, or during an enrichment time the same day it is assigned.)
3. If the student does not work diligently and complete the assignment(s) satisfactorily, he/she will receive an At-Home Timeout from the Principal until the work is completed.
4. If the assignment(s) are completed satisfactorily, the student may attend school immediately without consequence. If the assignments are NOT complete and the student shows up for school the following day, his/her parent/guardian will be called and he/she will be sent home until the assignments are completed satisfactorily.
5. Students are responsible for the assignments missed during an At-Home Timeout.
6. They will not be allowed to attend school until they have completed all missing assignments satisfactorily.

Our intent is to help teach our students initiative and responsibility as well as master essential learning objectives. We need your support as we continue to work hard and encourage our students. You can help by looking over your child's homework each night and taking an active role in their education. The results of this program in the past have

been extraordinary. Grades have risen, self-esteem has improved in some students, attendance improved because students did not want to fall behind and there have been fewer discipline issues.

CAFETERIA

Both breakfast and lunch are served in the Indian Camp cafeteria. Breakfast is served at 7:45 a.m. until 8:25 a.m. No student should arrive before 7:45 a.m. Our school participates in the National School Free Lunch Program. Forms are available in each cafeteria and every school office. This form is used for funding several federal programs and we ask each family with school-age children to fill it out. You may not be eligible for the lunch program but may help our school qualify for additional funding in some other program. Those students who have a negative balance in their lunch account may be given a peanut butter and jelly sandwich until they have achieved a positive balance. There will be NO charges for meals this year.

MISCELLEANOUS

1. There is one homeroom party scheduled each year: **Christmas**
2. Gum chewing and eating candy is not permitted in school unless given as a reward.
3. Do not bring personal items of worth to school, i.e. Walkmans, toys, trading cards, etc. These items will be confiscated and may not be given back until the end of the school year.
4. Students are not permitted to use the phone without permission. In case of an emergency, a staff member will call for the student.
5. Student visitors are not allowed to attend school with Indian Camp students.
6. Typically, students are given 1 day for every day they are absent to make up any missed work, unless prior arrangements have been made with the teacher or principal.

Same Policies for Pawhuska Junior High and Pawhuska High School

CONTROL AND DISCIPLINE

In accordance with H.B. 1916, 1982 Legislature, the following policy on method of control and discipline for students attending Pawhuska Junior High and Pawhuska High School will be as follows:

Punishment for failure to comply with school rules or for misconduct shall include, but shall not be limited to, teacher/pupil conferences, makeup time (detention), in-school-detention (ISD), at-home time-outs, out-of-school suspension, clean-up, and a shortened school day.

In determining punishment, teachers and administrators should consider alternatives.

In the event a student refuses to accept punishment, he/she will be suspended. The parent will be notified of the suspension. If the student leaves without appropriate authorization the child will also be considered truant and additional penalties will be added.

NON-ACCEPTABLE STUDENT BEHAVIOR

Acts of behavior which interfere with maintenance of a good learning environment or which are antagonistic to the welfare of others in the classroom and around the building, buses and campuses will warrant immediate attention, with penalties as a likely consequence. All behavior problems will be dealt with immediately according to School Board Policy.

All employees of Pawhuska Schools have the responsibility and authority to admonish improper behavior in the buildings, at school functions, and anywhere on the campus.

Students may be requested to remove articles from their pockets, purses, or backpacks. If a student refuses then parents will be called, immediately.

VANDALISM

The student who is involved in vandalism will, in addition to other punishment and/or penalties, pay the cost for repair or replacement of any material, equipment, or property defaced, destroyed, or rendered inoperable by his/her actions.

ELIGIBILITY

Students who wish to represent Pawhuska Junior High and Pawhuska High School in contests (e.g., athletic contests, band contests, etc.) or participate in school activities (e.g., field trips, etc.) must earn the privilege by meeting the following criteria:

1. Be making a passing grade in every course of present enrollment.
2. Pass a minimum of five (5) courses at the conclusion of each semester.
3. Maintain 90% attendance as set forth by the OSSAA guidelines.
4. Must be in attendance at school on any game or contest day in order to suit up and participate.
5. Be in good standing with teachers, coaches and school administrators.
6. Must satisfy any additional standards and requirements of PJHS and PHS and the Oklahoma Secondary School Activity Association.

*Grade checks in all courses will be conducted weekly. Students and coaches will be informed of students' impending, "ineligible status" as quickly as possible. Eligibility runs Monday through Sunday of each week.

HONOR ROLLS

To recognize the academic achievement of our students, the school office will release for publication at the conclusion of each grade period a list of the names of those students who have earned either a 4.0 or a 3.0 or better grade average.

There will be semester honor rolls.

Students who maintain a 4.0 grade point average for each course in a given grade period will be eligible for the "A" Honor Roll.

Students who are maintaining a 3.0 grade point average and have no letter grade below a "C" will be eligible for the "B" Honor Roll.

STUDENT EMERGENCY EVACUATION PROCEDURES (Fires/Tornado/Bomb)

The school is responsible for you as a student and must know where you are and be able to account for you in the case of an emergency situation.

1. The staff will move you to a safe location.
2. You are to report to your next hour teacher if the emergency occurs in between classes. The school must know who is safe by accounting for everyone in school. Head counts will be taken several times. Teachers are to take their grade book/roster with them if they are in the classroom when the emergency occurs. The class should remain with the teacher the whole time we are in the "Emergency Mode" and no place else.
3. If a blockade is up, park your car across the street. You are to report to your teacher and remain there with your teacher until the emergency is over.
4. If your parent comes to get you, you will need to be released by only the principal or vice-principal.
5. Students who choose not to be in school will be truant.

Remember, in an emergency act quickly, but do not panic.

TEXTBOOKS, MATERIALS, AND EQUIPMENT

Students are responsible for the care and safekeeping of books, equipment, and any materials issued to them for their use at school. Lost, damaged, or destroyed property will be charged to the student. Grade cards and other privileges may be withheld until charges are paid.

DRESS/APPEARANCE

Students should be conscious of good dress, grooming, and personal hygiene, and are encouraged to take pride in their personal appearance. Any apparel or appearance that reflects less than a positive image is not acceptable at school. Any appearance that draws undue attention that disrupts classes or encourages a negative school or student image will be considered inappropriate at school. The following items are NOT APPROVED:

1. Clothing with writing that displays or is suggestive or symbolic of drugs, alcohol, sex, profanity or anything immoral or illegal.
2. Shorts, skirts and dresses that are not at least mid-thigh length.
3. Tank tops or muscle shirts (any top that is not at least 3-fingers-width across the shoulders) fishnet, bare midriffs, low-cut necklines.
4. Halter-tops, along with any other top that does not overlap the lower half at all times.
5. Hats, bandannas and headgear.
6. Sagging pants.

NOTE: Exceptions may be made for school uniforms. (e.g. track uniforms, for certain occasions, etc.)

Teachers have the authority to evaluate students' attire and are to refer students in question to the office for further evaluation of their appearance or attire. In the event the Administration deems a student's appearance to be disruptive or in any way unacceptable:

1. The parent will be notified and arrangements will be made to correct the dress code violation.
2. The student will remain in the office until the dress code standards are met.
3. The student will be allowed to return to class once he/she has met the dress code standards as prescribed by the administration.

PAWHUSKA JUNIOR HIGH SCHOOL

MISSION STATEMENT

To prepare students for success in high school and beyond.

STUDENT CREED

As a student of Pawhuska Junior High I will stand tall and be proud of who I am
I will be respectful to myself and others and accept the consequences for my decisions
I will be loyal to my school and my studies and will strive for excellence each and every day.
Carpe Diem (Seize the Day).

CLOSED CAMPUS

Pawhuska Junior High School will have a closed campus policy. Once students come onto school grounds, they are required to immediately proceed to the junior high campus. **Students who must leave the junior high campus for any reason during the school day, including lunchtime, must have a parent or guardian check them out through the office (i.e., the parent must speak with an appropriate staff member).** A check in/out sheet is required to document attendance. Students that choose not to adhere to this policy will be counted truant and be subject to disciplinary action.

When a student is checked out of school, it is expected that s/he will be accompanied by his or her parent and not be allowed to be on school grounds or at school activities unsupervised. For example, if a parent checks out his/her child so that the child can attend a school-sponsored activity such as a high school basketball game, it is expected that the parent will accompany his/her child to the activity and not allow the student to go to the activity on his/her own while the parent returns to his/her job, daily affairs, etc.

TARDINESS

When changing classes, enter the classroom as soon as possible, take your seat, and get your materials ready for work. Students may be counted tardy if they are not in their assigned seats in their assigned classroom when the tardy bell sounds. Students will have five minutes between classes.

Students tardy to school for their first-period class must come to the office to get an admittance slip. Teachers are to make a diligent effort to teach students to be on time for class. Their methods should include (but not be limited to) the following:

1. Teacher/student counseling
2. Detention before school, during lunch, or after school (depending on the teacher involved).
3. Extra work assignments.
4. Teacher/parent conference.
5. Administrator/teacher/parent conference.

NOTE: Every third unexcused tardy will be counted as an absence.

CONTROL AND DISCIPLINE

In accordance with H.B. 1916, 1982 Legislature, the following policy on method of control and discipline for students attending Pawhuska Junior High will be as follows:

1. Consequences for failure to comply with school rules or for misconduct shall include but not be limited to the following: warning, extra assignments, teacher/pupil conference, administrator/teacher/pupil conference, detention, At-home Time-out, out-of-school suspension, alternative school, shortened school day or expulsion. Expulsion may occur for a particular class or all classes depending on the circumstances. If a student is removed from a class permanently (expelled) for disciplinary reasons, s/he may be required to repeat the course the following school year. Due process will be followed.
2. In determining consequences, a teacher should consider alternatives.

3. **In the event a student refuses to accept the assigned consequences, s/he will be suspended.** A conference with the parent will be arranged as soon as possible, prior to reinstatement of the student.

The above is a general statement of policy and does not delete from or eliminate any present policy or references to discipline and control found in Board Policies of Student Handbooks.

BEHAVIOR CONSIDERED UNACCEPTABLE AND PROVISIONS FOR DEALING WITH SUCH BEHAVIOR

Acts of behavior which interfere with the maintenance of a quality learning environment or which are antagonistic to the welfare of others in the classroom and around the school will be dealt with.

Acts of behavior will be classified as either minor or major, with treatment penalties as follows:

3. **Minor infractions:** running in the hallways, pushing and shoving around lockers, excessive loudness in the building, being in a restricted area of the school facility, holding hands, embracing and other displays of affection.
4. **Major infractions:** back talk or verbal abuse to a teacher or any staff member, swearing, vulgar or offensive language, hazing, threats or intimidation, fighting, stealing, extortion, open defiance of authority, possession, sale and/or use of drugs or alcohol, truancy, vandalism, possession of weapons, possession of tobacco products, or any other acts of behavior that are not acceptable at school or school activities. Such acts and offenses listed above will be treated in the following manner:

When major infractions occur, offenders will be referred to the office. Due process procedures will be followed. Unless the principal or administrator deems the offender and offense to warrant otherwise, detention, At-home Time-out, or out-of-school suspension will be the penalty. The administrator who deals with the situation may decide if the offender will be given other penalties. Progressive discipline steps will be applied to repeat offenders.

5. **Fighting:** Fighting is always avoidable and is not acceptable behavior at school. Students that are involved in fighting will receive 2-4 days At-home Time-out for the first offense. Students involved in a second fighting offense will receive 3-5 days out-of-school suspension. A third fighting offense will result in progressive discipline. The student may be suspended for the rest of the semester or more. Alternative placement will be explored after the suspension is served.

Major acts of aggression by a student or a group of students will result in a minimum of 5 days out-of-school suspension. A group of students attacking a student will be considered a major act of aggression. School officials will inform injured parties of their right to file criminal charges on the aggressors.

6. **Truancy:** Truancy in any form will be considered a major infraction of school rules, and the student choosing truancy will be penalized. Truancy will generally be defined as follows:
 1. Not attending a class or scheduled school activity.
 2. Leaving a classroom, school activity, etc., without the teacher's/staff person's permission,
 3. Leaving the building or school grounds without being cleared by appropriate staff, or
 4. Any unverified absence.

Students considered truant **will not receive credit for the work missed** during their absence. Further, the following consequences will apply:

1st offense: The parent will be notified. Two hours detention will be assigned for every class period missed, plus a properly completed action plan shall be required. A minimum of 2 periods of detention will be assigned for any truancy. If the period of absence is more than 2 class periods, the student may be assigned an At-home Time-out.

2nd offense: The parent will be notified and a conference will be requested. Following the premise of progressive consequences, the student will be assigned a greater amount of detention than on the first truancy offense (e.g., 3 periods of detention for each class period missed, At-home Time-out, etc.). A new action plan shall be properly completed before reinstatement occurs.

3rd offense: The parent will be notified. The student will be assigned a short-term out-of-school suspension (no greater than 5 days). A formal notice will be issued, indicating that any further truancies will result in long-term suspension (i.e., the student will be suspended out of school for the remainder of the semester or more).

4th offense: The student will be suspended out of school for the remainder of the semester or more.

If a student who has committed a 4th offense is reinstated in a school year, s/he will reenter at the 3rd offense level.

ADMITS

Upon his/her return to school from an absence, a student shall report to the office for an admittance slip. The main purpose of this will be to determine whether or not the absence was due to truancy.

When school officials have not heard from a parent/guardian concerning an absence, a member of the staff may attempt to make contact. Typically, the student will not be permitted to attend class until the school has confirmed that the parent/guardian was aware of the absence. The student's parent/guardian should contact the school by 10:00 A.M. on the day of the absence; or, in the case of planned absences, provide advanced notice.

DETENTION

Detention is a consequence commonly assigned to students who have committed rules/procedures violations. Detention is intended to be both a deterrent and an opportunity. It is intended to be a deterrent to misbehavior. The detention room is therefore purposefully designed to provide a very structured, rigid, business-like work environment with very limited freedoms. Detention is an opportunity, as it provides students with a place to study who might have otherwise been sent home or suspended. Nevertheless, detention is considered only one step in the schools' practice of progressive consequences; therefore, the provision of detention does not eliminate the possibility of suspension or expulsion.

There are typically three detention periods each day: 1) 7:30 A.M. to 8:15 A.M., 2) lunchtime (students are permitted time to eat), and 3) 3:15 to 4:00 (afternoon detention is not typically held on Fridays). When a student is assigned to detention, s/he is expected to report to the detention room on time. S/he is expected to use his/her time productively by working on assignments, reading, etc. Students who skip detention, are tardy, or who cause disruptions/do not use the detention time productively will face stiffer consequences (i.e., increased detention time, At-home Time-out, suspension, etc.). Teachers may assign individual detention in their classrooms with the teacher's supervision.

AT-HOME TIME-OUT

Unfortunately there are times when a student's behavior warrants his/her removal from the classroom/school, yet suspension is inappropriate. When this occurs, a student may be assigned at At-home Time-out.

Hopefully, no student will ever be assigned an At-home Time-out. Nevertheless, when at At-home Time-out has been assigned to a student, s/he will not be allowed to attend school. While At-home Time-outs can be for any length of time, they typically last from 1 to 3 days. Although students serving a time-out will miss valuable instruction time, they will be able to receive credit for their work. However, it shall be the student's responsibility to collect and complete all missed assignments, etc., and turn them in on time.

When a student is assigned an At-home Time-out, s/he forfeits all rights to participate in or attend extracurricular activities (i.e., athletic contests, band concerts, speech tournaments, etc.). The student will not be allowed to attend or participate in any such events until the completion of his/her time-out.

OUT-OF-SCHOOL SUSPENSION

Students who are suspended out-of-school will be given zeroes for all course work assigned during their suspension. Students may be required to complete the class assignments; but, as stated above, no credit will be given. **Students serving a suspension will not be allowed to attend any school function or be on school premises until their suspension is complete.** Students may be suspended out of school for any of the following behaviors at school, while on school vehicles, or going to or from or attending school events:

- Arson
- Attempting to incite or produce imminent violence directed against another person because of his/his race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing to allow to be transmitted, any telephonic, computerized or electronic message OR by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed any message or material.
- Cheating
- Conduct that threatens or jeopardizes the safety of others.
- Cutting class or sleeping, eating or refusing to work in class.
- Disruption of the educational process or operation of the school.
- Extortion
- Failure to attend assigned detention, alternative school or other disciplinary assignment without approval.
- Failure to comply with state immunization records.
- False reports or false calls
- Fighting, Forgery, Gambling.
- Hazing in connection with any school activity.
- Immorality, Inappropriate attire.
- Inappropriate behavior, gestures or public behavior.
- Indecent exposure
- Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (1) assault and battery; (2) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (1) or (2).
- Obscene language, Physical or verbal abuse, Plagiarism.
- Possession of a caustic substance, Possession of obscene materials.
- Possession, without prior authorization, of a wireless telecommunication device.
- Possession, threat, or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
- Possession, use distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances.
- Profanity, sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers, etc.
- Theft, threatening behavior (written, verbal or physical), truancy.
- Use or possession of tobacco in any form.
- Use or possession of missing or stolen property is reasonably suspected to have been taken from a student, a school employee, or the school.
- Using racial, religious, ethnic, sexual, gender, or disability-related epithets.
- Vandalism
- Vulgarity
- Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations.
- Willful damage to school property.
- Willful disobedience of a directive of any school official.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

ZEROS AREN'T PERMITTED (Z.A.P.)

Success is our desire for every student. We hold the belief and expectation that all students can learn and therefore succeed. Many of our students apply themselves every day, and their grades show it. However, some of our students need assistance in the areas of initiative, motivation, and responsibility. For this reason, our Board of Education has supported the implementation of the Z.A.P. program.

The main emphasis of the Z.A.P. program is to assist students in keeping their work current (i.e., turning their work in on time). Basically, if a student fails to turn in his/her assignment when it is due, s/he will have the opportunity to make it up in Z.A.P. detention at a reduced rate of credit. Our desire is not to punish the students but to help them take initiative in being responsible to turn in their properly completed assignments on time. It is our hope that our students will learn to be responsible so that Z.A.P. is avoided and their sense of accomplishment is raised along with their grades and self-esteem. Nevertheless, students will face an At-home Time-out or other appropriate consequence should they not comply with the tenets of the program. For example, if a student does not properly complete his/her work in Z.A.P., s/he will not be admitted to school the next day (and following, if necessary) until all work is properly completed.

DRUG FREE SCHOOL STANDARDS

In compliance with Public Law 101-226 Drug Free Schools and Community Act, which states that drugs, alcohol, and tobacco products are harmful to one's physical and/or mental well being, the local Board of Education, the school administration and faculty, and patrons of the Pawhuska School District will be making a concerted effort to provide a drug-free school environment.

Any person who is discovered selling, distributing, possessing, or being under the influence of:

1. non-intoxicating beverage (O.S. Sec. 163.2 of Title 37)
2. alcoholic beverages
3. illicit and mind altering substances
4. tobacco and tobacco products (See action on "Smoking and Smokeless Tobacco" in this handbook for additional information concerning policy, procedures and penalties.)

while in any of the school buildings, in school transportation (i.e. bus, etc), on the school grounds (including the parking lots), or at school-sponsored activities will be in violation of federal, state, and local laws.

A student's involvement in any manner with drugs or alcohol will be considered a major violation of school rules. Suspension will be the typical penalty assessed by the school for this infraction, with expulsion as a possibility. Upon being apprehended, the student involved will be remanded immediately to his/her parent or guardian. Appropriate law enforcement agencies will also be contacted.

Students under the influence of drugs or alcohol will be administered long term suspension, with the possibility of satisfactorily completing appropriate counseling services before consideration will be given for reinstatement. Students involved in a second offense will be suspended for the remainder of the school year or more with alternative placement a possibility after suspension is served.

Students in possession of drugs with the intent to distribute, on the first offense, will be suspended for the remainder of the school year or more. Alternate placement will be explored after the suspension is served.

All prescriptive and over-the-counter medication (even aspirin, Tylenol, etc.) which is brought to school must be registered with and left in the office.

Information about drugs and alcohol, rehabilitation, and re-entry programs will be available through the counselor or the school psychologist's office upon request.

SMOKING AND SMOKELESS TOBACCO

Because Oklahoma State Law declares tobacco and tobacco products to be illegal for persons of school age, and since the Surgeon General of the United States has ruled tobacco and tobacco products to be harmful to one's health, such items will not be carried to school by our students.

Cigarettes and other tobacco products in the possession of a student anywhere on school premises, school transportation, etc., will be confiscated by any faculty or staff member. The offending student will be referred to the office. The school administrator will determine whether and what penalties and procedures will follow. Repeat offenders will face harsher penalties, which may include suspension.

Students who are discovered dipping, chewing, smoking, or in any other manner using tobacco products on the grounds, in buildings, on buses, etc., will serve a 3-day At-home Time-out. Second-time offenders will face out-of-school suspension. Progressive discipline will be followed for repeat offenders.

Parents will be notified in the event of any infraction concerning the use of tobacco products by a student at school and of the ensuing penalty. Law enforcement agencies will also be contacted.

FLOWERS AND GIFTS

Flowers and other gifts can be delivered to the junior high; however this is discouraged. The junior high does not have appropriate storage facilities for such items; neither do they have adequate staff available to guard flowers and gifts from theft, vandalism, etc.

USE OF TELEPHONE

The office phone is to be used by the students only after permission is secured from the office staff. It is important that the Junior High phone be available for incoming calls from parents. Students should not be dismissed from class to use the telephone.

BICYCLES/MOTORCYCLES

Students who ride bicycles to school should ride directly to the parking racks. Bicycles are to be ridden only as a means of transportation to and from school.

Students who ride motorcycles to school should park on the north side of the old gym. This parking location is the only school property where junior high students may have a motorcycle.

MISCELLANEOUS ITEMS

1. Candy, food, and drinks are prohibited from the building.*
2. Spiked or cleated shoes are not to be worn in the building.
3. Students will share their locker with a partner. Lockers are school property and are therefore subject to search.
4. Encourage each other to put litter in the proper receptacles.
5. The Junior High lost and found is located in the office.
6. The old Administration Building is off limits for the Junior High students.
7. Due to the safety of all students, skateboards are not allowed at school.
8. Students must be passing all classes in order to participate in field trips (unless the trip is for the entire class).
9. All visitors must report to the school office before going elsewhere in the building. Student visitors cannot be permitted in the building.
10. Scooters that are ridden to school must be brought to the office.
11. Walkmans, stereos, Gameboys, ipods, and other similar electronic devices are discouraged.

***Candy, etc., may be allowed at individual teacher's discretion.**

PAWHUSKA HIGH SCHOOL

MISSION STATEMENT

Building a legacy of excellence ... one student at a time.

STUDENT CREED

As a student, I acknowledge the obligation that I owe to my school, my state and to my country for the training, which I am receiving.

As an expression of my gratitude, I pledge myself ever to uphold the ideals of Pawhuska High School and to aid in its further development and improvement to the best of my ability.

A Student's Creed:

I have choices about my own behavior and I am the only one who can control my behavior; therefore, whether or not I am successful depends on the choices that I make. The school's goal to help me be a successful learner is clear. The choice is mine.

Rules That Lead to Success—My Choices

- 1) I will bring materials, supplies, and textbook to class.
- 2) I will follow teacher/staff directions as well as school- wide and classroom rules.
- 3) I will respect my peers and their property.
- 4) I will complete all assignments as directed by the teacher.

COMMUNICATION WITH PARENTS AND COMMUNITY

The staff at PHS is committed to communicating a consistent, effective manner with parents of students and all residents of Pawhuska. Communication is a two-way street and must be an on-going process. If a teacher sees a change in a student's academic performance, he/she will contact the parent. If a parent feels that some aspect of his/her student's education is not going well, PLEASE contact the school immediately, beginning with the teacher.

ATTENDANCE

Philosophy –

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. The rewards for good attendance at PHS are increased learning and an increased probability that students will be successful. Of equal importance is the development and practice of dependability and punctuality (two essential skills in the world of work). Most important is the need to attend in order to learn from both teachers and classmates.

High School education is a privilege; regular and consistent attendance is a condition of that privilege. Good attendance and good grades go hand in hand and are the result of efforts on the part of students, parents, teachers, and administrators. Meaningful learning activities take place each day in each class and education is both cumulative and sequential; therefore, it is imperative to attend. Students are expected to be in school each day school is in session.

STATE LAW ON SCHOOL ATTENDANCE -

According to the **STATE LAW ON SCHOOL ATTENDANCE (70-10-105)** it is unlawful for a parent of a child age 5 to 18 to neglect or refuse to cause or compel such child to attend some school and comply with its rules. Failure to do so can result in court action. It is also unlawful for a child over age 16 and under age 18 to refuse to attend some school and comply with its rules unless he/she has completed 4 years of high school.

State law (70-10-106) further states that (1) a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of a school absence, and (3) unless so notified the school shall "attempt" to notify the parent of the absence. Therefore, **THE PARENT OR GUARDIAN IS TO CONTACT THE APPROPRIATE SCHOOL SITE WHEN THEIR CHILD IS ABSENT.**

STUDENT ATTENDANCE POLICY-

The Pawhuska Board of Education has established a policy requiring 90% attendance each semester to receive any credit for any course in which a student is enrolled. No student may miss more than 9 days during a semester in any class in order to receive credit. Exceptions to this policy will be reviewed on a case by case basis by the Attendance Appeals Committee at the end of each semester.

DEFINITION OF AN ABSENCE -

An absence is defined as any time a student misses more than fifteen (15) minutes of a class period during the school day. All absences, excused or unexcused, count toward the 90% attendance policy requirement.

NOTIFICATION OF AN ABSENCE BY PARENTS -

It is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. Every effort should be made to contact the school on the day of the absence. If notification has not been received no later than 10:00 a.m. on the day the student returns to school/ the student may be considered truant. The attendance line (287-1147) is available seven days a week to take your attendance message.

ILLNESS

A student who is too ill to remain in class shall report to the office. Every attempt will be made to contact the parent/guardian of a student who is too ill to remain in school or who has been injured. In case of emergency, student(s) will receive medical attention.

LEAVING CAMPUS AND/OR RETURNING TO SCHOOL DURING THE DAY

SIGN-OUT -

Students reporting to school after 8:40 a.m. must immediately report to the office to sign in. The parent must contact the school to explain the nature of the student's absence. If the parent brings or returns the student to campus, it is preferred to have the parent accompany the student to the office. When this is possible, all attendance questions can be cleared up immediately and will not require any further calls.

Students leaving campus for any reason must have their parent notify the office regarding the student's dismissal and the student must sign out at the office before leaving. If a student has an emergency and needs to leave school during class time, he/she must report to the office, contact a parent by phone, and let a school official talk to the parent before the student leaves campus. Note: if a parent cannot be contacted, a school administrator must be notified before the student leaves campus. We do not feel that there are any reasons for a student having to leave campus without notifying the main office. **Any student leaving campus (or the classroom) without prior approval, or administrative permission, will be considered truant.**

TARDY POLICY -

Since instructional time is very important, it is necessary that students be in class and prepared for the lesson to begin WHEN THE TARDY BELL RINGS. Tardiness not only means lost instructional time for the tardy student, it is also disruptive to the teaching and learning activities conducted in the classroom.

THE RULE - Be in class on time ready and willing to learn!

Students should be prompt to each class. A student not in the assigned work area by the time the tardy bell rings is considered tardy. Students are to understand that one of their high priorities is to be in their classroom ON TIME, materials in hand, ready to learn.

DO NOT ADMIT LIST –

A DO NOT ADMIT LIST will be prepared daily including the names of all students whose absence is unexcused.

- Students whose names appear on the DNA list must come to the office for clearance.
- Absences must be verified by a parent/guardian no later than 10 a.m. on the day the student returns or the absence will be considered truancy.

ABSENCE – no penalty & allowed to make-up work	RE-ADMISSION – Phone message or note required from parent/guardian.
TARDIES	Any tardy over 15 minutes will be considered an absence. 3 tardies = 1 absence.
TRUANCY – Any unverified absence from class or scheduled school activity	1 st offense – Detention 2 nd offense – Extended Detention 3 rd offense – Short term suspension 4 th offense – Possible long term suspension
LEAVING CAMPUS WITHOUT SIGNING OUT	1 st offense – Warning. Next offenses are considered truancy

ATTENDANCE AT ATHLETIC EVENTS

It is assumed that students attend athletic events for the purpose of observing the event and supporting their team. Students are expected to conduct themselves in an orderly manner, observe good sportsmanship, and to leave the premises immediately at the conclusion of the activity.

MISSED ASSIGNMENTS DUE TO SHORT TERM EXCUSED ABSENCES

It is the student's responsibility to see that all make-up work is properly completed and turned in to each teacher. The general rule is that a student has two days for each day of absences to make up the work. The time for make-up work is calculated beginning the first day the student returns to school. It is the responsibility of the student to insure that ALL absences are cleared up within the allowed time.

If an absence is excused, it is the responsibility of the student and /or parent to make arrangements for completing missed daily work for credit. Tests missed during an unexcused absence may not be made up.

GETTING MAKE-UP WORK FOR EXTENDED EXCUSED ABSENCES

To insure that make-up work does not become a burden to the student or the teacher, absences in excess of three consecutive days must require a parent request for assignments to warrant make-up. The due date for such requested make-up work begins the day the assignments are available to the parent in the main office. Circumstances that prevent a student from properly completing assignments during an extended excused absence may be cleared through a principal. Unless approved by the individual teacher or authorized by the principal, any work turned in after the extension time or beyond limits imposed by other sections of this handbook, will receive a zero (0) grade.

GETTING HELP FOR MISSED ASSIGNMENTS

It is the student's responsibility to obtain the missed assignment and make arrangements for teacher assistance. The teacher's duty day begins at 8:00 a.m. and ends at 3:30 p.m. Students can, by appointment, meet with their teacher. Additional off-duty time often can be arranged with the teacher. However, please understand that the staff members have their own families and responsibilities to cover and the student should work out arrangements in advance.

ABSENCES KNOWN IN ADVANCE

In the event there is foreknowledge of the absence, as in the case of scheduled school activities, the work must be turned in either on the last day of attendance or the day the student returns.

Long-term assignments such as special projects or term papers are due upon student's return. Students do not have the two days to make-up a long-term assignment as they would in regular daily assignments.

SCHEDULED TESTS

Any examination announced during the student's presence in class or which is regularly scheduled (e.g., 9 weeks) which is missed by the student because of any type of absence, may be administered upon the student's return or at the teacher's discretion.

RESPONSIBILITIES FOR MAKE-UP WORK

1. Each teacher will establish a time for make-up testing consistent with his or her class structure. This schedule will insure timely completion of the assignment and provide the student no more than one working week to take the test.
2. It is the student's responsibility to know the make-up test schedule of the exam missed and verify the appointment with the teacher. Students who miss the scheduled make-up test period will receive a zero, unless excused by the teacher or site administrator.
3. The site and district administration will cooperate whenever possible to insure that schedule make-up times are not infringed upon.

Any exceptions to this procedure shall be limited to those approved by the building principal.

MAKE-UP EXTENSION TIME FOR EXTENDING BEYOND A GRADING PERIOD

If the allowed time for make-up work extends beyond the normal reporting period or if work is returned after grades are recorded, an Administrative Grade of "I" (Incomplete) will be issued. This grade reflects only the fact that work is still pending and allowed. After the extension time has been exhausted, all work will be graded and the final grade recalculated and recorded.

SAFE SCHOOL ENVIRONMENT RESPONSIBILITY

Any student who overhears or has knowledge of any type of gang activity or threat to the life another student or students shall report the incident to a trusted staff member or administrator immediately. All information will be held in the strictest confidentiality possible.

CONDUCT IN THE HALL

Students are expected to:

1. Go directly from one class to the next.
2. Walk and not loiter in the halls.
3. Avoid gathering in the halls in a manner that interferes with others.
4. Avoid inappropriate physical contact.
5. Refrain from excessive noise.

HONESTY/INTEGRITY OF STUDENT WORK POLICY

The principle of honesty must be upheld if the integrity of student writing, assignments, projects and testing is to be maintained by the high school academic community. Pawhuska High School expects both teachers and students to honor this principle and thus protect the fairness of student grading. For students, all homework, tests, quizzes, long-term projects and other forms of student work (including any work created through computer resources), will be done by the student to whom it is assigned, without copying the work of another student or another person.

Teachers will exercise care in planning and supervising student assignments and testing, so that honest effort by students will be encouraged. Students are expected to complete the assigned work for a course in accordance with the teacher's standards. It is the student's responsibility to seek clarification from the teacher if the student does not understand the teacher's expectations.

No student shall engage in any activity that involves cheating, plagiarism (the taking of ideas or writing from another and passing them off as one's own), or copying another student's homework or tests or allowing another student to copy his or her work or tests. No student shall engage in activity for the purpose of receiving a grade by means other than honest work.

For example:

- No student shall plagiarize or copy the work of another person and submit it as his/her own work.
- No student shall complete any examination or assignment for another person.
- No student shall alter graded class assignments or tests and then resubmit them for re-grading or submit substantially the same material in more than one course.
- No student shall knowingly obtain, provide or accept any unauthorized material that contains questions or answers to any test, quiz or assignment to be given by the teacher at a subsequent time.
- No student shall copy a computer file that contains another student's assignment and submit it as his or her own work or use it as a model for his or her own work.
- No student shall knowingly allow another student to copy or use his or her own computer files and submit that file, or a modification, as that student's individual work.
- Students shall not work together on an assignment (unless authorized by the teacher), sharing the computer files or programs involved, and then submit individual copies of the assignment as each one's own individual work.

Students engaging in dishonest acts, such as those noted above, should be aware of the consequences of their actions.

STUDENT CONDUCT CODE

Philosophy-

Students at Pawhuska High School are expected to conduct themselves in a manner that will continue to bring honor to the school and community. This code is intended as a guideline for acceptable conduct so that students may be aware of the type of behavior that is necessary for Pawhuska Schools to be successful.

We will enforce good, common sense discipline throughout the year. There is little need for rules and penalties if the student remembers that he/she is a citizen of the Pawhuska community and everything that is done reflects on school, community and home. All discipline problems will be dealt with accordingly in the office of the assistant principal, SBSW, or principal.

The Role of the Teacher in Student Conduct-

Pupils must remember that the teacher in charge of the class is the person with authority during that time. Individual teachers may post rules that pertain solely to their specific classroom settings. Teachers dedicate themselves to helping young people and anyone guilty of disturbing this effort is hurting the entire school. **Disrespect toward any faculty member or service personnel, by act, word or deed will NOT be tolerated.** Anyone who misbehaves may be sent out of the class and must have a conference with a principal before returning to class. PARENTS WILL BE CONTACTED.

Rules governing student conduct-

Disciplinary action may be imposed when a student has substantially disrupted or interfered with the educational process, endangered the health or safety of others, or caused damage to property. The building principal, his or her administrative designee, or the superintendent of schools may suspend a student from school. Misconduct for which suspensions or other discipline action may be imposed includes, but is not limited to:

1. *Disruption of School.* A student shall not by use of violence, force or coercion, threat, or by any other means cause material disruption or obstruction of any part of school including extracurricular activities.
2. *Damage of School Property.* A student shall not cause or attempt to damage any part of school property. In addition to suspension, restitution may be required by the student and/or his/her guardian(s). In addition, should it be deemed necessary, charges may be filed with the local authorities.
3. *Assault/Assault and Battery:* No student shall commit an act or seriously threaten an act of physical violence whereby the perpetrator causes, or attempts to cause or seriously threatens to cause physical harm to another, especially to teachers, other school personnel or other students. Incidents involving initiations, hazing, intimidations,

and/or related activities, which may cause bodily danger, physical harm, or personal degradation or disgrace resulting physical or mental harm to students are prohibited.

****Fighting** can be considered criminal assault. Students involved in fighting will be administered 2-4 days removal from school grounds. Students involved in a second fighting offense will be suspended out of school for 5-10 days or longer. A third fighting offense will result in a long term out of school suspension of a semester or more. Alternative placement will be explored after suspension is served. Any student considered a constant threat to others will face expulsion.

4. *Dangerous Weapons, Instruments, and Paraphernalia:* A student shall not possess, handle, transmit, or conceal any object that would be potentially dangerous to anyone else or himself while on school property or at a school activity. A weapon is an object that can be perceived by the general public as being capable of causing physical harm. A weapon can be defined as: firearm, knife, explosive, incendiary material, motorized vehicle, other device, instrument, material or substance in which the manner it is used or intended to be used compromises the safety of the individual(s).

Any student, who knowingly aids, accompanies, and/or assists in the violation of this regulation shall also be deemed in violation of this regulation and shall be subject to discipline in the same manner as any student who directly violated this regulation.

5. *Narcotics, Drugs and Other Controlled Substances or any substances:* presented as such: A student shall not possess, use, transmit, conceal, or be under the jurisdiction of the school, or at a school activity. Drug paraphernalia will not be brought to school.

6. *Alcoholic Beverages:* A student shall not possess, use, transmit, conceal while under the influence of these items while on school property, under the jurisdiction of the school, or at a school activity.

7. *Tobacco:* According to state law, a student shall not use, possess, conceal, or transmit tobacco in any form on school property or while at a school activity. Violation of this rule constitutes a serious offense, and possible suspension from school.

8. *Criminal Behavior:* Criminal behavior is defined by law including, but not limited to, assault, battery, larceny, robbery, malicious mischief, vandalism, unlawful assembly, fighting, malicious use of the telephone, false alarms and reports, arson, forgery and gambling.

9. *Insubordination and Disrespect:* A student shall not disregard or refuse to comply with reasonable requests of school employees or the reasonable directions given by a teacher or school official.

10. *Reckless Operation of a Motor Vehicle While on School property:* A student shall not operate a motor vehicle in a reckless manner on school property during the school day or at a school activity.

11. *Profanity, Obscene Language and Gestures:* A student shall not use profanity, obscene language, or gestures at school or at a school activity.

12. *Chronic Absenteeism and/or Truancy:* A student shall attend school in compliance with the compulsory attendance laws of the State of Oklahoma and with the attendance policy as established by the Pawhuska Board of Education. Truancy from school for a day or any portion of a day is not permitted.

13. *Violation of Board of Education Policies, Rules, and Regulations:* A student shall not violate established policies, rules or regulations of the Board of Education.

14. *Repeated Violations of School Rules:* A student shall not violate established policies, rules, or regulations of the school.

15. *Cult/Gang Behavior:* It is the policy of this school district that participation in secret fraternities or sororities or in gangs or other clubs not sponsored by established agencies or organizations is prohibited. Gangs that initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with a gang, presents a clear and present danger to the school environment and educational objectives of the community and is forbidden and is subject to disciplinary action.

Bullying Policy- Threatening behavior is defined as any activity, which portrays that another person, persons, or property may or will be harmed or killed. As used in the School Bullying Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student or group of students in such a way as to create a climate of hostility and/or disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal or physical act. If discipline action is necessary the administrator shall follow the policy under the disciplinary actions.

DRUG FREE SCHOOL STANDARDS

In compliance with Public Law 101-226 Drug Free Schools and Community Act, which states that drugs, alcohol, and tobacco products are harmful to one's physical and/or mental well being, the local Board of Education, the school administration and faculty, and patrons of the Pawhuska School District will be making a concerted effort to provide a drug-free school environment.

Any person who is discovered selling, distributing, or being under the influence of:

1. Non-intoxicating beverage (O.S. Sec. 163.2 of title 37)
2. Alcoholic beverages
3. Illicit and mind altering substance
4. Tobacco and tobacco products

while in any of the school buildings, in school transportation (i.e. bus, etc.), on school grounds (including parking lots), or at school sponsored activities will be in violation of federal, state, and local laws.

A student's involvement in any manner with drugs or alcohol will be considered a major violation of school rules. Suspension will be the typical penalty assessed by the school for this infraction, with expulsion a possibility. Upon being apprehended, the student involved will be remanded immediately to his/her parent or guardian. Appropriate law enforcement agencies will be contacted.

Students under the influence of drugs or alcohol will be administered long term suspension with the possibility of satisfactorily completing counseling services before consideration will be given for reinstatement. Students involved in a second offense will be suspended for the remainder of the school year or more with alternative placement a possibility after suspension is served.

Students in possession of drugs with the intent to distribute, on the first offense will be suspended for the remainder of the school year or more. Alternative placement will be explored after the suspension is served.

All prescriptive and over-the-counter medication (aspirin, Tylenol, etc. is included) which is brought to school must be registered with and left in the office.

DRESS AND APPEARANCE

Students of Pawhuska High School are expected to dress and to be groomed in a decent, appropriate, inoffensive manner. Modesty and the avoidance of distracting influences are vital. Any type of wearing apparel or grooming that distracts from the educational atmosphere is prohibited and will be corrected immediately. Any violation of the dress code requiring a student to miss class will result in the time missed being unexcused. The dress code will be in effect while students are at school, at school activities, and on school trips. The following are examples of dress or grooming that are unacceptable: immodest or suggestive clothing-bare midriffs, tube tops, fish net and see-through shirts and blouses, short shorts, clothes that are purposely frayed, tattered and torn, bare feet, clothing which reveals undergarments, men's boxer shorts worn as shorts, any headgear including hats, caps, and headbands worn inside the building, wearing or displaying items that might suggest gang involvement, inappropriate or suggestive slogans or pictures on clothing, slogans or pictures on clothing that advertise or promote drugs or alcohol, hair which is unclean, clothes which are unclean, pants or shorts that are worn below waist level (sagging). No attire revealing bare backs or shoulders (sleeveless without large arm openings are acceptable) will be allowed. School uniforms worn at school activities will be exempt.

AUTOMOBILE – DRIVING/PARKING POLICIES

Students who drive their vehicles on campus must observe the following:

1. Observe speed limits and other safety laws.
2. Comply with school's parking regulations. If a violation occurs, parents will be notified with a phone call and in writing.
3. Park your vehicle and leave it as soon as you arrive at the school campus.
4. Parking violations: First offense - 10 days off campus parking.
Second offense - 30 days off campus parking.
5. Reckless driving or speeding violations will be 30 days off campus parking.

Students who fail to operate their vehicles in a safe and sensible manner or in any way jeopardize the health of others while on campus or around the school complex will face losing privilege of bringing their vehicles on the main campus for an extended period of time.

There is limited parking in the student parking area. Parking permits may be purchased in the High School Office and should be displayed at all times. Those not purchasing permits will park off the main campus. Students should not park on the west or north sides of the high school. Vehicles may be towed if guidelines are not followed. All vehicles parked on campus may be searched based on reasonable suspicion.

The following are regulations pertaining to student driving and parking:

1. All student vehicles must be registered at the beginning of each school year, and have a student parking permit displayed on the rear view mirror. Permits can be purchased in the office for \$2.00.
2. The automobile is to be used for the sole purpose of transportation to and from school.
3. Sitting in parked cars is prohibited at all times. When the car is parked, all students must leave the vehicle.
4. When cars are parked, it is advised that they be locked with windows up. The school is not responsible for items lost from cars.
5. Speed limit on school grounds is 5 mph.
6. There will be no parking outside designated areas without permission from an administrator.
7. Violation of the regulations in any part may result in the loss of the privilege of bringing a car onto the school grounds.
8. The school reserves the right to search vehicles on school grounds.
9. There will be no diagonal or double parking on school grounds.
10. The parking lot is a restricted area. There will be no student loitering. Any student loitering in the parking lot will be subject to disciplinary action.

"Pawhuska High School is not responsible for any damage to vehicles or any items lost or stolen from vehicles while parked on school property."

"Parking on school property constitutes consent to search your vehicle."

STUDENT OUT-OF-SCHOOL SUSPENSION – EXCLUSION FROM SCHOOL

Students may be subject to suspension out of school. Suspensions will be either **short term** (ten (10) days or less) or **long term** (beyond 10 days and up to one year for certain offenses according to federal law). Suspensions will be determined by the building principal.

Students may be suspended out of school for any of the following behaviors at school, while on school vehicles or going to or from or attending school events:

- Arson
- Attempting to incite or produce imminent violence directed against another person because of his/he race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing to allow to be transmitted, any telephonic, computerized or electronic message OR by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed any message or material.
- Cheating
- Conduct that threatens or jeopardizes the safety of others.
- Cutting class or sleeping, eating or refusing to work in class.
- Disruption of the educational process or operation of the school.

- Extortion
- Failure to attend assigned detention, alternative school or other disciplinary assignment without approval.
- Failure to comply with state immunization records.
- False reports or false calls
- Fighting, Forgery, Gambling.
- Hazing in connection with any school activity.
- Immorality, Inappropriate attire.
- Inappropriate behavior, gestures or public behavior.
- Indecent exposure
- Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (1) assault and battery; (2) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (1) or (2).
- Obscene language, Physical or verbal abuse, Plagiarism.
- Possession of a caustic substance, Possession of obscene materials.
- Possession, without prior authorization, of a wireless telecommunication device.
- Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
- Possession, use distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances.
- Profanity, sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.
- Theft, threatening behavior (written, verbal or physical), truancy.
- Use or possession of tobacco in any form.
- Use or possession of missing or stolen property is reasonably suspected to have been taken from a student, a school employee, or the school.
- Using racial, religious, ethnic, sexual, gender or disability-related epithets.
- Vandalism
- Vulgarity
- Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations.
- Willful damage to school property.
- Willful disobedience of a directive of any school official.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

SHORT OR LONG TERM SUSPENSION

The parent will be notified of suspensions, both by phone and written notice, when possible. Depending on the length of the suspension, a suspension notice may be sent by certified mail. When parents can't be reached the student will be held in ISD the remainder of the day. Accommodation may be made to complete academic work in core classes during the length of the suspension. Days of suspension will count towards attendance totals. Parents and students have the right to appeal the principal's decision to impose a long or short-term out-of-school suspension. (Refer to Board of Education Policy).

DETENTION

Before-School Detention is held from 7:30 a.m. to 8:15 a.m. Lunch Detention is assigned from 12:10 p.m. to 12:40 p.m. and After-School Detention is held from 3:15 p.m. to 4:00 p.m. Failure to attend assigned detention will result in further discipline action. Teachers may assign individual detention in their classrooms with the teacher's supervision.

GRADING SYSTEM

The Pawhuska High School grading system is based on letter grades with numerical values as specified below:

A = 100 - 90, B = 89 - 80, C = 79 - 70, D = 69 - 60, F = 59 AND BELOW.

SCHEDULING

Changing Classes

The student's class schedule will be based on course requirements and pre-enrollment elective preferences. Schedule changes may be requested only during the first ten days of each semester for the following reasons only:

- To make up failed courses
- Computer error
- Outside credit earned
- Misplacement due to lack of prerequisite

Dropping Classes

As of the first day of classes of the school year, schedule changes will be made through utilizing Drop/Add slips. The counselor will review the student's graduation plan while taking into account the student's requested schedule changes. If it is determined that the changes can be made, the counselor will fill out a Drop/Add slip. The student will be responsible for obtaining teacher signatures. Changes to the student's schedule will then ONLY be made when the student returns the Drop/Add slip to the counselor with the required signatures.

SEMESTER EXAMS

Semester exams will be given to ALL STUDENTS in grades (9) nine through (12) twelve. Exams will be administered on the last two days of each semester. Exams will count as 20% of the final semester grade. Exams for students with disabilities may be counted as a lower percentage as deemed appropriate by their IEP team. Material to be covered by the exam is to be comprehensive but for the current semester only. Teachers will be required to provide a study guide of specific examination information for students no later than three school days prior to the examination period. An examination schedule is to be established and posted by the principal that allows for two (2) hour examination periods. Even and odd class periods will be tested on opposite days. If a student is given an excused absence on an examination day he/she will be allowed to make up the exams upon arrangement with the building principal who will administer the exam. Students who fail to make up any missed exams will be given an (I) incomplete. All incomplete grades must be cleared up within two weeks from the end of the semester or a zero will be awarded and used in calculation of the semester grade. Students who are unexcused on an examination day will receive a zero for missed exam

GRADE CLASSIFICATION

Freshman: A student who has successfully completed eighth grade requirements may be classified as a freshman.

Sophomore: A student must have earned four (4) or more units of high school credit to be a sophomore.

Junior: Students who have earned at least eleven (11) or more units of high school credit may be classified as juniors and participate in eleventh grade activities.

Senior: Students who have earned at least sixteen (16) units of high school credit may be classified as seniors and participate in senior class activities.

PAWHUSKA HIGH SCHOOL GRADUATION REQUIREMENTS

Total Credits Needed for Graduation

Seniors	(Class of 2009)	23 Credits
Juniors	(Class of 2101)	23 Credits
Sophomores	(Class of 2011)	23 Credits
Freshman	(Class of 2012)	23 Credits

with ACE graduation requirements

Curriculum options:

College Prep./Work Ready	Core Curriculum
English- 4 Units	Sets of Competencies of Language Arts- 4 Units
Mathematics-3 Units	Sets of Competencies of Mathematics- 3 Units
Laboratory Science-3 Units	Sets of Competencies of Science-3 Units
US History and Citizenship -3 Units	Sets of Competencies of Social Studies- 3 Units
Foreign Language of Same or Non-English Language or Computer Technology- 2 Units	Sets of Competencies of The Arts- 2 Units
Additional Unit of Selected Courses or Career and Technology Education Courses Approved for College Admission- 1 Unit	Sets of Competencies of Chosen Electives- 8 Units
Set of Competencies of Fine Arts- 1 Unit	
Electives- 6 Units	

***All students will be enrolled in the College Preparatory/Work Ready Curriculum unless the parent or guardian signs a waiver, provided by the High School Counselor, for entry into the Core Curriculum.

OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP)

You must enroll in the program during the 8th, 9th, or 10th grade, and take the 17 OHLAP required courses, and achieve at least a 2.5 cumulative GPA along with a 2.5 minimum GPA in the 17 OHLAP units:

REQUIRED COURSES:

- 4 English
- 3 Lab Science
- 3 Mathematics
- 3 History and Citizenship Skills
- 2 Foreign Language OR Computer Technology
- 1 Additional Courses (from any of the subjects listed above)
- 1 Fine Arts (music, art, drama) or Speech

17 TOTAL UNITS

SCHOLARS PROGRAM

The scholars program will be an added dimension to the present high school program. It will give strong direction for the academically capable student and will offer recognition of the students' efforts in that program. The end result will be students with a sound high school background in the basic education and evidence of pursuit of academic excellence in more advanced courses than requirements now yield. In addition, it is believed that the program will broaden the scope of high school education while assuring the students will have experienced an education that will best prepare them for post-secondary education options.

"Scholars Program" will be designated on the diploma or transcript. Valedictorian and Salutatorian will be chosen from the Scholars Program at the end of the third quarter of the senior year by weighted GPA.

To graduate with SCHOLAR honors, a student must take 4 courses in each of the following and maintain a 3.0 GPA with no grade lower than a D:

Language Arts	4 units
Mathematics	4 units
Science	4 units
Social Studies	4 units
Fine Arts	1 unit
<u>Electives</u>	<u>6 units</u>
TOTAL	23 units

ADVANCED PLACEMENT (AP)

Advanced Placement Program® (AP®) courses give you a head start on college. Taking the end-of-course **AP Exam** sends a powerful message to colleges and universities that a student is ready for them, and can enable students to gain admission, college credit, and placement into advanced courses.

Responsibilities of AP Students

- A willingness to be judged by rigorous, college-level standards
- A willingness to complete longer and more complex nightly assignments
- A willingness to actively engage with sophisticated concepts
- A willingness to complete the AP Examination in May

Benefits

- Provides a challenging academic program for motivated students
- Provides a rewarding professional development opportunity for teachers
- Demonstrates a school's strong commitment to high academic standards
- Enhances a school's overall academic reputation

VALEDICTORIAN/SALUTATORIAN (Beginning - Senior Class 2009)

Valedictorian is awarded to the senior in the Scholars Program with the highest GPA at the end of 7 semesters, and has taken a minimum of 6 AP/Weighted courses. Salutatorian is awarded to the senior in the Scholars Program with the second highest GPA at the completion of 7 semesters, and has taken a minimum of 6 AP/Weighted courses.

VALEDICTORIAN of DISTINCTION (Beginning - Senior Class 2009) "AKA Honors Graduate"

This honor is awarded to seniors from the Scholars Program that has a 7 semester 4.0 GPA.

GRADE POINT AVERAGE (GPA)/CLASS RANKING (Senior Class 2009)

Grade point averages are calculated on the following point values:

Unweighted (4.0) Scale: A=4 B=3 C=2 D=1 F=0
Weighted (5.0) Scale: A=5 B=4 C=3 D=2 F=0

Grade point averages will be calculated by adding the grade points from each semester and dividing by the total number of courses taken.

Class Rank is calculated at the end of each term on the weighted scale.

Each semester .084 for each of the above weighted courses (max. of 6 courses) will be added to the GPA computed on a 4.0 grading scale (exception-students taking courses earlier than the assigned course sequence will have their weighted credit applied at the end of the assigned sequence schedule).

- Maximum of 1.0 added to GPA
- 6 units x 2 semesters = 12 semesters
- $1.0 / 12 = .084$

DIPLOMA REQUIREMENTS OF ACHIEVING CLASSROOM ELCELLENCE (ACE)

The graduating class of 2012 MUST pass the following required End of Instruction (EOI) tests in order to receive a standard High School Diploma:

Algebra I, English II, plus any two of: Algebra II, Geometry, English III, Biology, or US History.

WHITE ROBES

Pawhuska High School has a very fine academic program. Many students excel in the classroom. To achieve the status of Valedictorian and Salutatorian is a great honor. Therefore, white robes will only be worn by the Valedictorian and Salutatorian. (White Robes will *not* be worn by Honor Graduates)

ATHLETICS

Sports play a very important part in the life of students at Pawhuska High School. The training and discipline required of athletics do much to develop the student mentally and socially as well as physically.

ATHLETIC CODE OF CONDUCT

Participating in athletics at Pawhuska High School is a privilege that should not be taken for granted. Since our athletes represent the school and community as well as themselves, we adhere to the OSSAA rules and regulations for the conduct of athletes.

The athlete should:

1. Be courteous to visiting teams and officials.
2. Play hard and to the limit of his/her ability.
3. Be modest when successful and be gracious in defeat. A true sportsman does not offer excuses for failures.
4. Maintain a high degree of physical fitness by observing team and training rules conscientiously.
5. Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in or supporting other school activities.
6. Not be involved in any actions or activities which might reflect negatively on their character or on our school and community.
7. Understand and observe the rules of the game and the standards of eligibility.
8. Set a high standard of personal cleanliness.
9. Respect the integrity and judgment of officials and accept their decisions without question.
10. Respect the facilities of host schools and the trust entailed in being a guest.

Athletes who violate these rules risk being suspended from school and/or removal from athletic competition.

ELIGIBILITY

All Oklahoma Secondary School Activity Association (OSSAA) requirements for participation in extracurricular activities are included as part of this policy. School groups affected by extracurricular activity regulations are defined in the Oklahoma Secondary School Activities Association Constitution and Rules. Participation in school sponsored extracurricular activities shall be contingent upon the student fulfilling the following:

- a. Will not be 19 years of age before September 1 for high school students and 9th grade students will not be 16 years old before September 1, 8th grade students will not be 15 and 7th grade students will not be 14 years old before September 1.
- b. Has not attended school eight or more semesters since the time he/she entered the 9th grade (15 days membership counts as one semester)
- c. Attended your school the previous year.
- d. Lives with both mother and father in your school district.
- e. Passed five credits the previous semester that count toward graduation.
- f. Is currently (within the semester) passing all classes (exceptions for seniors).
- g. Is currently maintaining the ninety percent (90%) attendance record.

STUDENTS MUST BE PASSING ALL SUBJECTS IN ORDER TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES.

For the purpose of this policy, grades are to be recorded by the classroom teacher at least twice per week and reported to the building principal once per week. Eligibility will begin on the third week of each grading period. A student who has failed to maintain the required grade will first be placed on **ACADEMIC PROBATION (GRACE)** for a period of one week following the failure to maintain his/her grades. Each student on academic probation will be notified. The student will be given one week to correct the deficient grade(s) or be declared ineligible to participate for the following week's activities. A student will not be allowed to be on probation for two consecutive weeks.

TIME/LIMITATIONS: Once a student has been declared ineligible he/she will remain so until his/her grade(s) have improved to passing in all classes. The period of time of ineligibility is from Monday morning through the next Sunday. Loss of eligibility prohibits a student from participation in interscholastic competition (with student's from other schools), and band, cheerleading, and vocal music interscholastic activities. It does not, however, prohibit engaging in practice or other types of regular participation.

SEMESTER ELIGIBILITY: A student must pass five courses at the end of the semester in order to be eligible during the next semester. A student may attend summer school to improve deficient grades that will apply towards his/her eligibility. A student who has not passed five (5) courses at the end of a semester will be ineligible for the first six weeks of the next semester. If a student is passing all classes at that time, he/she will then become eligible to participate.

OFFICE PHONE USE, MESSAGES, AND CELL PHONE POLICY

The telephone in the office is for High School students use before school, during lunch and after school. **This telephone is not to be used during any class period. Please do not ask to use the office phone for personal calls.**

Students will not be called out of class to receive messages unless they are of extreme importance. Please consider the fact that we try not to interrupt classes in session and we don't have the resources to serve as a message center for students. When it is necessary for students to make a call, they will only use the telephone provided them in the school office. Parents should not expect students to use their cell phone during school hours as this is prohibited. All student cell phones are required to be turned off and put away during instructional time and passing periods. Cell phones may be in use by students during the designated lunch period from 12:00 p.m. to 12:40 p.m. Possession of other electronic devices (ipods, walkmans, gameboys, etc.) is discouraged.

LOCKERS

Hall lockers will be assigned at the beginning of the school year or at the time of enrollment. Locker assignments are limited to only TWO students. Students may not use lockers that are unassigned or have not been assigned specifically to them. Changes in locker assignments must be made by the principal.

The lockers do not have locks. Therefore, we suggest you buy a lock for your locker and provide a duplicate key or combination to the main office. While lockers are provided, they are for student convenience and consequently the school cannot assume responsibility for things stolen from lockers. Students are expected to keep their lockers neat, clean and orderly. Lockers are the property of the school and are subject to periodic examination by school authorities. Locker inspections will be held periodically during the school year. Illegal items found during the course of such a search or inspection may be used against the student in a disciplinary action. Any damage to the lockers will be paid for by the student to whom the locker is assigned. No writing and no stickers will be allowed on surfaces of lockers.

LOST AND FOUND

Articles found in the building should be turned into the main office immediately. If a student loses an article, he/she should report the loss to the office. Students are responsible for all personal belongings.

FOOD AND DRINK

Food and drink are not permitted in the building.

VENDING MACHINES

Vending machines have been placed in the lobbies of the high school field house for the convenience of the students. Their use is to be under the guidelines listed below:

- Machines are for use ONLY before and after school and at lunch.
- Use of the machines at other times is prohibited.
- Food and drinks are not to be brought into the halls or classrooms.
- All litter associated with food items must be placed in trash cans.
- Food items are not to be taken on bus routes or into assemblies.
- Do not ask office staff or teachers for change.

Failure to observe these guidelines may result in restricted use.

FLOWERS AND GIFTS

Flowers and gifts may be delivered to Pawhuska High School. However, the school is not responsible if lost or stolen.

HALL PASSES

Students are expected to be in classes during class periods. If it is necessary to leave the class, students must have a valid hall pass. This rule also applies to student aides. Violators will be subject to disciplinary action. Students are expected to be only at the area designated by the pass. **Teachers are responsible to insure that any student who leaves their classroom has a pass!**

ANNOUNCEMENTS

Announcements are made over the intercom system each day. Students should be quiet during these announcements since they will be held responsible for any information relayed which might pertain to them. No announcements will be made during the day without approval by the administration. Any announcements that are not school related must be approved by administration.

SCHOOL BULLETIN BOARDS

Materials must be presented to the principal or her/his designee prior to posting. The principal will not approve materials considered obscene, libelous, or likely to cause disruption of the educational process or the orderly operation of the school.

STUDENT FEES, FINES, OR COSTS

In compliance with the Oklahoma Attorney General student charges may be assessed for the following:

- Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
- Security deposits for the return of material, supplies or equipment.
- Items of personal use such as student publications, class rings, annuals and graduation announcements.
- Any authorized student health or accident benefit plan.
- A reasonable fee, not to exceed the annual maintenance cost for the use of musical instruments and uniforms owned or rented by the District.
- Items of personal apparel which becomes the property of the student and which are used in extracurricular activities.
- Parking fees and fees for identification cards if applicable.
- Fines assessed for lost, damaged or overdue library books.
- Other fees, fines and charges specifically permitted or required by law.

PARENT CONFERENCES

Regularly-scheduled parent conferences are held during the first and third quarters; HOWEVER, PARENTS ARE ALWAYS WELCOMED AND ENCOURAGED TO COME TO SCHOOL TO TALK WITH TEACHERS. Appointments should be made to coincide with the teachers' schedules. This should be done through the High School Office. Call 287-1262 to set up conferences.

VALUABLES

Students are cautioned not to bring large amounts of money or valuables to school. If you wear prescription glasses or wear a watch, keep track of them at ALL times. Students, not the school, are responsible for their personal property.

TEACHERS LOUNGE

The teachers lounge is off limits to any student at any time. Students will not be allowed to buy pop out of the teachers lounge.

PEP ASSEMBLIES

Pep Assemblies are held periodically to bolster school spirit and recognize PHS students involved in co-curricular teams and activities. While students are encouraged to participate wholeheartedly in Pep Assemblies, such participation must remain within the bounds of good taste and respect for others. It is expected that all students will help make our Pep Assemblies a positive experience.

VISITORS

All adult visitors are required to check in at the building office before entering other parts of the building. Student visitors are not allowed during regular school hours. Oklahoma Law provides the authority for school officials to order any person to leave school buildings and school grounds when that person's presence is a threat to the orderly and peaceful operation of school business or school events.

PROHIBITED ITEMS

The following items are illegal at school:

1. Explosives of any kind (including firecrackers and shells).
2. Alcohol, narcotics and drugs (including cigarettes and smokeless tobacco).
3. Obscene or pornographic materials.
4. Gambling equipment (dice & cards) of any type.
5. Knives and shooting devices of any kind (including guns, darts, slingshots, bow and arrows).
6. Stereos, radios, walkmans, headphones, tape recorders, skateboards and roller blades.
7. Lighters or matches.
8. Water guns or water balloons.
9. Laser lights or other devices, which may cause a disruption in the classroom or at a school activity.
10. Any item of apparel, jewelry, emblem, badge, symbol, sign, accessory, notebook or manner of grooming, which by virtue of color, arrangement, trademark or any other attribute, is recognized as, or denotes membership or affiliation with, any gang. Student notebooks and materials must remain free of graffiti and inappropriate writing.