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PAWHUSKA PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR:

Staff Report/Prof. Dev. Aug. 14, 15

Classes Begin - Aug. 16, 2018

Labor Day - No School- Sept. 3

K-12 Parent/Teacher Conf. (4pm-7pm) Sept. 18

K-12 Parent/Teacher Conf. (4pm-7pm) Sept. 20

No School - Sept. 21

Fall Break- No School Oct. 18 & 19

Thanksgiving Holiday Nov. 19-23

End of First Semester Dec. 18

Holiday Break Dec. 20 – Jan 1

Professional Development/Teacher Workday – Jan 2

Classes Resume Jan 3

Snow Day Jan 18

Professional Day Jan 21 No school

February 8 Snow Day

No School President's Day/Professional Development February 16

K-12 Parent/Teacher Conf. (4pm-7pm) March 12

K-12 Parent/Teacher Conf. (4pm-7pm) March 14

No School March 15

Spring Break March 18-22

No School Good Friday April 19

Snow Day April 29

Snow Day May 3

Snow Day May 10

Last Day of Class May 15

End Semester 2 May 15

Teacher Check Out May 16

Graduation May 17

LETTER FROM SUPERINTENDENT REGARDING BAD WEATHER PROCEDURES

Our district staff understands that our decision to open or close schools in bad weather has a big effect on families. We also understand that our students are better served-both academically and socially- by being in school. But as always, our top priority is the safety of our students.

● HOW DO WE MAKE OUR DECISION?

1. Please understand that we make the decision to open or close the schools in bad weather based on a careful analysis of all relevant factors, such as:
2. Information on road conditions from transportation and the superintendent start driving bus routes at 4:00 AM. We must give careful consideration to the most dangerous roads in the district. Even if your street looks clear, travel elsewhere in the district may be dangerous. Also, we must consider that some high school students drive to school.
3. Amount of snow and ice accumulated.
4. Whether precipitation is continuing.
5. Building conditions such as whether we have electricity and heat.
6. Parking conditions. Administrators talk to maintenance and custodial staff members who are responsible for clearing and treating school parking lots and sidewalks.
7. Temperature and wind chill. Please remember that some of our students walk to school and some must wait outside for the bus.
8. Weather predictions. We prefer not to make our decision based on weather predictions, which are not always accurate. But sometimes this is unavoidable.
9. What other school districts are doing. We also share information with other local districts and check whether they are opening or closing.

● WHO MAKES THE DECISION?

As Superintendent of schools, I am responsible for the final decision, based on the above factors and recommendations from the director of transportation and the director of buildings, grounds, and maintenance.

● WHEN IS THE DECISION MADE?

I must make the decision by 5:30 AM or earlier and notify radio and TV stations and post the decision on our Website. If I wait longer to announce a closing, some parents may have left for work leaving their children unsupervised.

● HOW IS THE PUBLIC NOTIFIED?

Tune to local TV stations (KTUL 8, KOTV 6, KJRH 2, FOX 23) and local radio stations for up-to-date information on school closings. You can also check our district Web site <http://www.pawhuskadistrict.org> for information on school closings.

● WILL WE CLOSE SCHOOL IF CONDITIONS WORSEN?

Keep in mind that, even if weather conditions worsen, we cannot reverse our decision in the morning without endangering students. Once we make our decision to open the schools, many parents rely on it to leave for work. If we then send students right back home, many will return to unsupervised bus stops and empty houses. If conditions get worse during the school day, we may need to have an early dismissal, but we will give adequate notice to all parents first.

Although my staff and I do our absolute best in the process, we know that often no perfect decision exists. If you do not feel as though it is safe for your child to attend school, use your best judgment on whether he or she should attend. Also, discourage teenagers from driving in bad conditions and offer them alternatives if weather conditions worsen.

We hope that this explanation helps everyone understand the process that our district staff uses to make the best possible decisions for all in our district.

ADMINISTRATION FOR PAWHUSKA PUBLIC SCHOOLS

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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.

Our board policy states that if you have questions or complaints that the lowest level of the chain of command must be followed. The first contact must be with the teacher and principal.

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

**PAWHUSKA PUBLIC SCHOOLS
PHILOSOPHY**

MISSION STATEMENT

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

Board Policies: AEA

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@ppshuskies.org 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 re-inspection of our buildings that contained asbestos building materials.

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

The management plan and the results of the re-inspection 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.

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/sufficiently satisfied all class requirements 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).

The 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 or guardian 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 a foreseeable (planned) absence, the parent or guardian 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 or guardian 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 or guardian 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 or guardian will then be notified in writing of the committee's decision. The committee's decision shall be final.

Elementary Students (PK-6)

When a student must miss school for any period of time, it is the responsibility of the parent or guardian 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 (PK-6) students will be allowed nine (9) excused absences each semester, three tardies equal one absence. 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 5 absences, the school will attempt to contact the parents or guardian. When a student reaches 9 absences a letter will be sent to the appropriate agencies (e.g., District Attorney, Child Protective Agencies, etc.)

Pre-K students are allowed 9 absences per semester. If absences are exceeded, student may be dropped from the Pre-K program. Please contact the school principal if your child exceeds 9 absences per semester.

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' and their parents or guardian 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). 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 require a copy of a doctor's note, court document, etc.* The school requires notification by a parent or guardian no later than 10:00 a.m. the day of the absence; otherwise the student may be considered truant. **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 may 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).

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 excused or unexcused.

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. 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. 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 trancies 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 – Students are expected to do their 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
12. Drugs or illegal substances

WEAPONS-FREE SCHOOL

It is the policy of the Pawhuska Board of Education that possession of dangerous instruments or weapons on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fire-works, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the police will be notified.

Adults in possession of a valid concealed handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act shall be authorized to carry the handgun into or upon technology center school property so long as the weapon is carried or stored as required by law and is NOT removed from the vehicle while on technology center school property without the prior written consent of the technology center school administrator.

REFERENCE: [21 O.S. § 1277](#) and [§1280.1](#)

NOTE: "School property" means any publicly or privately owned property held for purposes of elementary, secondary, or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational. For the purposes of participating in any Oklahoma Department of Wildlife certified hunter training education course, the superintendent may authorize firearms or other weapons to be brought onto school property and used in such training course. 21 O.S. §1280.1 provides that any person violating this statute, upon conviction, will be guilty of a felony punishable by a fine not to exceed five thousand dollars (\$5,000.00), and imprisonment for not more than one (1) year.

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

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 one full calendar year or longer.

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.

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 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 firearm or weapon as defined in Title 21, Section 1272, below:

"...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 is concealed or unconcealed."

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 the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to 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. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2, below.)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

REFERENCE: 18 U.S.C. §921

[21 O.S. §1271.1, §1280.1](#)

[70 O.S. § 24-132.1](#)

NOTE 1: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

NOTE 2: Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the principal or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities. Although state law allows weapons on school premises, federal law dictates that students in possession of a firearm on school premises are to be suspended for one calendar year. The administration may modify this on a case-by-case basis.

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 bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

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

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities

12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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.

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 wellbeing 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.

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 Kristi DeLapp, 918-287-1265 or Dr. Janet Neufeld, Superintendent, Pawhuska Schools, 918-287-1265.

Board Policies: FLD; FL-R

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 7:45 a.m. Breakfast is served at 7:45 a.m. for 3-6 and 7-12. Indian Camp PK-2 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 or other beverages may be purchased in the dining hall, if desired. Vending machine ("junk food") items shall not be consumed in the dining hall.
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 except in the event of an emergency. Not more than five meals may be charged.
6. A guest must be cleared through the food service supervisor by his/her host to be eligible to eat in the cafeteria.
7. Use of dining room facilities by non-district organizations or individuals must have approval of the superintendent.
8. The food service supervisor will develop in-service training programs, approved by the superintendent, for the food service staff.
9. 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.
10. 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 the current school year. See each school site for individual site compacts.

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. Parents are encouraged to access their child's grades online via the Parent Portal, www.pawhuskadistrict.org.

Progress reports will typically be available on the Thursday of the week following the close of each grading period. In 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.

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, or denied course credit, will be used in this school district.

Students 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 one through eight 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 math, language arts, science, reading, and social studies.

1. Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through

screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.

2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below proficient on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.

3. a. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade, the student may qualify for automatic promotion to the fourth grade upon scoring at the "limited knowledge" level on the reading portion of the statewide third-grade criterion-referenced test.

b. Prior to promotion, however, the district shall provide notice to the student's parent(s) and/or guardian(s) that the child is not yet reading at grade level and provide the parent(s) and/or guardian(s) of the child the option for retention should they so desire. The notice shall contain, at a minimum, the most recently identifiable grade level on which the student is actually proficient, the opportunities for summer reading programs, school and/or community based reading tutoring, vendors which provide reading tutoring and the rights to the continuing intensive remediation pursuant to this paragraph.

c. A student so promoted shall be entitled to intensive remediation in reading until the student is able to demonstrate proficiency in reading at the grade level in which the student is enrolled. An intensive remediation plan shall be developed by a "Student Reading Proficiency Team" composed of:

- (1) the parent(s) and/or guardian(s) of the student,
- (2) the teacher assigned to the student who had responsibility for reading instruction in that academic year,
- (3) a teacher in reading who teaches in the subsequent grade level,
- (4) the school principal, and
- (5) a certified reading specialist, if one is available.

4. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered that meet the acquisition of reading skills criteria, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

5. a. For the 2013-14 and 2014-15 school years, a student not qualified for automatic promotion under paragraph 4 of this subsection may be evaluated for "probationary promotion" by a "Student Reading Proficiency Team" composed of:

- (1) the parent(s) and/or guardian(s) of the student,
- (2) the teacher assigned to the student who had responsibility for reading instruction in that academic year,
- (3) a teacher in reading who teaches in the subsequent grade level,
- (4) the school principal, and
- (5) a certified reading specialist.

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school district superintendent and the superintendent approves the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act.

6. Beginning with the 2015-16 school year, students who score at the unsatisfactory level on the reading portion of the statewide third-grade criterion referenced test and who are not subject to a good cause exemption as provided in subsection K of this section shall be retained in the third grade and provided intensive instructional services and supports.

7. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law.

A third grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

- (1) Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
- (2) Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- (3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- (4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
- (5) Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and
- (6) Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade for a total of two years.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;
2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

In the elementary and middle 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.

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(s) or guardian, 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(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board

Board Policy: EIA-R4

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 has properly completed his/her school work.

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

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 to 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	Disrespect for the bus driver
Horseplay or loud talk	Profanity
Disfiguring the bus	Throwing objects
Bothering others	Fighting

Board Policy: FFFFE

EMERGENCY PROCEDURES

Emergency drills (i.e., fire, tornado, etc.) will be held periodically.

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.
1. 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.
1. An **Emergency Care Consent form** should be signed on all students allowing us to provide medical care.

POLICY ON DISPENSING MEDICATION

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

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

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

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

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

2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

E. Definitions:

- 1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
- 2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
- 3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only

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

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 AND INTERNET SAFETY POLICY

The Pawhuska Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

C. Do not assume that a sender of email is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her email address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

D. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

4. **Cyber Bullying** - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- 1 Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- 2 Spreading rumors about others through email, IM, or text messages.
- 3 Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).
- 4 Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
- 5 Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Pawhuska Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using _____PALA ALTO for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
 - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information

Board Policy: EFBCA

WIRELESS TELECOMMUNICATION DEVICES

Policy FNG

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while 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 the student's parent or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of or using a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including, but not limited to confiscation of the device pending parent/guardian conference, detention, or suspension. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, police authorities may be contacted.

REFERENCE: [70 O.S. §24-101.1](#), et seq.
[70 O.S. §24-102](#)

Adopted: February 8, 1996

Revised: June 19, 2017

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.

7th grade students must show proof of the Tdap immunization before enrollment.

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 INDIAN CAMP ELEMENTARY AND ELEMENTARY
SCHOOL DAY**

THE SCHOOL DAY AT PAWHUSKA INDIAN CAMP ELEMENTARY: K-2 begins at 8:15 a.m., PreK @ 8:20 and ends at 2:30 p.m. Kindergarten dismisses at 3:15 and 1st and 2nd grade dismiss at 3:20 p.m. Breakfast begins serving at 7:45. Children should not be in the building before 8:00 a.m. unless eating breakfast.

THE SCHOOL DAY AT PAWHUSKA ELEMENTARY will begin at 8:05 a.m. and will end at 3:15 p.m. Children should not be in the school building before 7:45 a.m. Please have your children arrive before 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.

If a student leaves school before the designated end of day for the grade level it is considered a ½ day absence.

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. Indian Camp Elementary Tardy bell will be 8:10 a.m. daily.

Three Tardies (T) equal 1 day absence.

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, bare midriffs or muscle shirts 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.

No Flip Flops, No open toe sandals.

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. ALL LEFT OVER LOST & FOUND ITEMS WILL BE DONATED TO A CLOTHES CLOSET.

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 nine weeks. Other conferences will be held when needed. Five-week progress notices will also be sent. Parents may request conferences.

PAWHUSKA INDIAN CAMP 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
 Not Keeping hands, feet & Objects to self
 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
 Breaking of Level I rules
 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

 Stealing
 *Depend on the situation
 Excessive

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

Contact Parents

Form 3 with team

Level 2

Office

1st Warning

2nd Assignment to fit rule broken

3rd Parent Meeting

4th Suspension

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

INDIAN CAMP ELEMENTARY PARENT-SCHOOL COMPACT

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students, and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out and to support student success in school and in life.

As a STAFF MEMBER, I will provide your child with every opportunity to learn and grow by:

- Maintaining a quiet and organized workplace;
- Having a high expectation of myself and my students;
- Giving instruction and assignments appropriate for the skill and development required by state and district standards;
- Monitoring student work on a daily basis to ensure success and progress; and
- Reporting regularly to parents with returned work, written notices, and conferences.

As a STUDENT, I will keep my focus on what is important in meeting my goal of learning by:

- Being in class on time, every day, with my homework in hand and prepared to work;
- Allowing the teacher to teach and everyone in class to learn;
- Completing my work on time and accurately;
- Keeping my hands, feet, objects, and comments to myself; and
- Respecting others and their property.

As a PARENT/GUARDIAN, I will support Indian Camp Elementary School's programs and activities that give my child the optimum opportunity for learning by:

- Expecting my child to complete daily homework assignments independently and discuss his/her results for improved learning, and check for a timely return to school;
- Accentuating the positive events at school and help my child resolve issues of concern and conflict;
- Supporting the discipline policy and reinforcing the highest expectations of the school staff;
- Reading to and listening to my child read daily as a way of building a lifelong interest and joy of reading;
- Seeing that my child gets adequate rest and is in school on time with a positive outlook;
- Attending conferences to discuss my child's progress and attending events which showcase my child's work and learning experiences; and
- Providing and maintaining accurate information on my child's records for contact.

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 8:15 a.m. for K – 2.

	Playground*	Cafeteria	Classroom
Pre-K		11:00	11:20
Kindergarten	10:55	11:05	11:40
1st grade	11:00	11:20	11:50
2nd grade	11:10	11:30	12:00

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

Flower or Candy deliveries may be made to the office. Deliveries that will fit in a students backpack may be taken home by the student. Deliveries too large for the backpack require parents to come to the school and pick up. No Balloon deliveries allowed.

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

Pre-K, Kindergarten, First and Second Graders are not permitted to ride a bicycle to or from school.

DROP-OFF AND PICK-UP PROCEDURES

Pre-K: Pre-K students may arrive at 8:20. Students will enter the double doors to the Pre-K classroom. Students may not arrive before 8:15. Pre-K students will be dismissed at 2:30 p.m. daily. Parents or person designated to pick up students must remain in car and circle through front drive for drop off and pick up. For the safety of students, all drivers please remain in your vehicle and students will be loaded into your vehicle.

Kdg-2nd Grade: Drop off location for students in Kindergarten, First and Second Grade is located in the circle drive located on 21st street. Students will exit vehicles and walk through gate and enter the cafeteria. Students may arrive between 7:45-8:00. Students will be considered tardy if not in assigned location at 8:15 a.m. each morning.

Pick up for Pre-K: Students will be main entrance of the Indian Camp Elementary facing East Boundary. Pre-K students may not ride the bus to or from school. Transportation must be provided by the parents.

Kdg Pick up: Kindergarten students will be dismissed at 3:15 p.m. each day. Students will be picked up at the main entrance to Indian Camp Elementary facing East Boundary. Kindergarten students who ride the bus will be dismissed with teacher to appropriate bus line. Parents or person designated to pick up students must remain in car and circle through front drive for drop off and pick up. For the safety of students, all drivers please remain in your vehicle and students will be loaded into your vehicle.

1st-2nd Grade Pick Up: First and Second grade students will be dismissed at 3:20 p.m. in the circle drive located off of 21st street. For the safety of the students, all drivers please remain in vehicle and students will be loaded in vehicle. Parking is not available in the circle drive and cars may not be unattended.

Walkers: Students who walk from the school will be dismissed at 3:20 p.m. each day.

Bus Students: Will be dismissed to buses by the classroom teacher at 3:20 each day.

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.

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 may bring cell phone to school. It should be turned off. 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. In the event the phone rings during class period, parent/Guardian will be notified to pick up the phone in the office. Phone will not be allowed back at school until approved by classroom teacher &/or principal.

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.

PBIS at Indian Camp Elementary: A General Overview

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at Indian Camp Elementary School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Proactive Approach to School-Wide Discipline

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

1. Behavioral Expectations are Defined - A small number of clearly defined behavioral expectations are defined in positive, simple rules:

- Respectful
- Responsible

- Ready to Learn
- Positive

2. Behavioral Expectations are taught - The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:

- Respectful means being polite to others and school property.
- Responsible means being safe and following school rules.
- Ready to Learn means being the best student you can be.
- Positive means treating others how you would like to be treated and being happy at school.

Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given an opportunity to practice the “right way” until they demonstrate fluent performance. Remember to focus on procedures and routines to manage behavior rather than crime and punishment.

3. Appropriate Behaviors are acknowledged - Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. Indian Camp Elementary has designed a formal system that rewards positive behaviors. Huskie Cash are immediate forms used by the individual teacher, at their discretion, as a tool of encouragement and a student motivator. Use Huskie Cash to encourage and reinforce positive behaviors demonstrated on a consistent basis. Teachers can award Huskie Cash to students, whether they teach them or not. Huskie Cash are also turned in to the office to enter students and teachers in drawings for tangible rewards.

4. Behavioral Errors are Corrected Proactively - When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified. Office Discipline Referral forms are used to document and record minor incidents managed by the teacher in the classroom, as well as refer major incidents or chronic disruptions to the administration. A minor incident is when a student engages in non-serious, brief or low-intensity inappropriate behaviors. A major incident is when a student in serious or high-intensity inappropriate behaviors. The Student Behavior Management Process Flowchart is used to help teachers distinguish major from minor behavioral incidents.

5. Decisions about Behavior Management are Data-Based - One of the most important features of PBIS is the use of the web-based data management system called SWIS. The SWIS database tracks what types of discipline incidents are occurring, where, what time of the school day and who is involved in them. SWIS eliminates guesswork from the decision making process about what is and is not working in a building’s behavior management system. It allows decision makers to create reports that enable them to devote resources and time to the precise place, parts of the school day and people that need them

PAWHUSKA 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 Pawhuska Elementary School, I pledge to do my best, treat others as I would like to be treated, and make this a great day. Uh!!!!!!!!!!!!!!

BEHAVIOR

Students at Pawhuska Elementary 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 – Students should do their utmost to keep their 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, but not be limited to: 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

CELL PHONE/ELECTRONIC APPLIANCE PROCEDURES

Cell phones are a convenient and useful device and are allowed at school. However, it is our intent to provide and promote a positive, productive learning environment. Obviously, misuse of cell phones and other electronic devices can be detrimental to a quality learning environment. Therefore, we will seek to promote, provide, and maintain a quality learning environment by invoking the following procedures regarding cell phone/electronic devices:

Cell phones/electronic devices are to be turned off (not on "silent," vibrate, etc.) and properly stored (out of sight) during school hours. However, students may, with permission, be allowed to use their cell phones at certain times. Off and put away is the standard procedure. Cell phones/electronic devices are to be off and put away during detention time, tutoring, and at other appropriate meetings that might occur outside of the normal school day.

For students who violate the cell phone/electronic device procedures, the following protocol will be followed:

- 1) **First offense:** The teacher/staff person will confiscate the phone/device. (If a staff person other than the students' teacher confiscates the device, s/he will give it to the student's teacher.). The teacher will retain the phone/device for the remainder of the school day. The student may recover the phone/device at the end of the school day. The student will be expected to make a commitment to no further violations.

- 2) **Second offense:** The staff person will confiscate the phone/device and turn it over to the principal (or his designee). The student may recover the phone/device at the end of the school day.
- 3) **Third offense:** The staff person will confiscate the phone/device and turn it over to the principal (or his designee). The phone/device will be retained until the student's parent retrieves it. Additional consequences may be applied (e.g., missed recess/detention, etc.)
- 4) **Fourth offense:** The staff person will confiscate the phone/device and turn it over to the principal (or his designee). The phone/device will be retained until the student's parent retrieves it. The student will be considered guilty of persistent defiance. The student will not be allowed to possess or use a cell phone/electronic device for the remainder of the current semester or more. If the student violates this directive, more severe consequences will ensue which may include suspension from school.

CONTROL AND DISCIPLINE

The following policy on method of control and discipline for students attending Pawhuska Elementary 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: teacher/pupil conference, administrator/teacher/pupil conference, parental conference, make up time (detention), before or after-school detention, 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 his/her consequences, 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 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:

1. **Minor infractions** are: running in the hallways, pushing and shoving, 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, loss of recess or other privilege, In School Suspension, 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.

PAWHUSKA ELEMENTARY PARENT-SCHOOL COMPACT

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students, and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out and to support student success in school and in life.

As a STAFF MEMBER, I will provide your child with every opportunity to learn and grow by:

- Maintaining a quiet and organized workplace;
- Having a high expectation of myself and my students;
- Giving instruction and assignments appropriate for the skill and development required by state and district standards;
- Monitoring student work on a daily basis to ensure success and progress; and
- Reporting regularly to parents with returned work, written notices, and conferences.

As a STUDENT, I will keep my focus on what is important in meeting my goal of learning by:

- Being in class on time, every day, with my homework in hand and prepared to work;
- Allowing the teacher to teach and everyone in class to learn;
- Completing my work on time and accurately;
- Keeping my hands, feet, objects, and comments to myself; and
- Respecting others and their property.

As a PARENT/GUARDIAN, I will support Pawhuska Elementary School's programs and activities that give my child the optimum opportunity for learning by:

- Expecting my child to complete daily homework assignments independently and discuss his/her results for improved learning, and check for a timely return to school;
- Accentuating the positive events at school and help my child resolve issues of concern and conflict;
- Supporting the discipline policy and reinforcing the highest expectations of the school staff;
- Reading to and listening to my child read daily as a way of building a lifelong interest and joy of reading;
- Seeing that my child gets adequate rest and is in school on time with a positive outlook;
- Attending conferences to discuss my child's progress and attending events which showcase my child's work and learning experiences; and
- Providing and maintaining accurate information on my child's records for contact.

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.

Flower or Candy deliveries may be made to the office. Deliveries that will fit in a student's backpack may be taken home by the student. Deliveries too large for the backpack require parents to come to the school and pick up. No Balloon deliveries allowed.

WALKING TO SCHOOL OR CARPOOLS

No student should arrive at school 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 any time. Children must not be picked up in the bus area after school. Buses 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 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.

CAFETERIA

Both breakfast and lunch are served in the elementary cafeteria. Breakfast is served at 7:45 a.m. until 8:10 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 cheese sandwich until they have achieved a positive balance. Please do not expect us to carry a balance owed for lunches.

MISCELLANEOUS

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. Ipod, toys, trading cards, etc. These items may 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 Elementary 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.

CONTROL AND DISCIPLINE

The following policy on method of control and discipline for students attending 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 timeouts, 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.

OUT-OF-SCHOOL SUSPENSION

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/her 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.

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 gradebook/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, bandanas and headgear.
6. Sagging pants.
7. No Flip Flops or open toe shoes.

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.

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.

Typically, detention is held at lunchtime. When a student is assigned to detention, s/he is expected to report to the detention room on time. Students are expected to use their time in detention productively by working on assignments, reading, etc. Students who miss 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. When detention is assigned during the lunch period, students will be afforded the opportunity to eat lunch.

DRUG FREE SCHOOL STANDARDS

The Drug Free Schools and Community Act, which states that drugs, alcohol, and tobacco products are harmful to one's physical and/or mental wellbeing, 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 reentry 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.

ATTENDANCE AT ATHLETIC AND OTHER EXTRACURRICULAR EVENTS

It is assumed that students attend athletic and other extracurricular events (e.g., band concerts, etc.) for the purpose of observing the event and supporting their team/classmates. Students are expected to conduct themselves in an orderly and respectful manner and observe good sportsmanship. Further, students are expected to leave the premises immediately at the conclusion of the activity. School rules are applicable.

PAWHUSKA JUNIOR HIGH & 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.

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 schoolwide 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 ongoing 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** 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 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.**

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.

LEAVING CAMPUS AND/OR RETURNING TO SCHOOL DURING THE DAY

SIGN-OUT -

Students reporting to school after 8:05 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 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.

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. A second and subsequent tardies to a class will result in noon detention. Three (3) tardies per class period equals one (1) absence.

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 makeup 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 work/tests. Daily assignments or 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 makeup. 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 makeup test schedule of the exam missed and verify the appointment with the teacher. Students who miss the scheduled makeup 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 makeup 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 makeup 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 re-calculated and recorded.

SAFE SCHOOL ENVIRONMENT RESPONSIBILITY

Any student who overhears or has knowledge of any type of gang activity, threat to the life another student or students, or bullying 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 teachers 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 re-submit 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 vice principal 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 disciplinary 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 wellbeing of persons of 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 disciplinary action is necessary the administrator shall follow the policy under the disciplinary actions. Any harassment of a racial nature toward any ethnic group will result in automatic suspension from school grounds to be determined by school administration.

DRUG FREE SCHOOL STANDARDS

The Drug Free Schools and Community Act, which states that drugs, alcohol, and tobacco products are harmful to one's physical and/or mental wellbeing, 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, including electronic cigarettes

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 suspension.

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. School uniforms worn at school activities will be exempt.

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Revealing or sexually provocative clothing, or clothing of extreme style may not be worn.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. The student will remain in the office and not be allowed to return to class until the dress code standards are met. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

The following are specifically prohibited:

1. Tank tops or muscle shirts (less than shoulder width).
2. Fishnet, see-through or mesh garments.
3. Bare midribs, low-cut necklines, halter tops or other shirts or blouses that do not touch or overlap skirts or trousers. Shirts should cover the chest.
4. Writing or pictures on clothing or patches that suggest obscenity or vulgarity, drugs or alcohol, anything immoral or illegal, or affiliation with a gang or gang activities.
5. Indoor wearing of hats, caps, or bandanas.
6. Indoor wearing of spiked or cleated shoes.
7. Gym shorts, gym clothes or sweats.
8. Shorts, skorts must be a minimum of fingertip in length. Skirts, dresses must be a minimum of 1" longer than fingertip in length.

Board Policy FNCA-R

AUTOMOBILE – DRIVING/PARKING POLICIES

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.

Student parking is on the south side of the High School. 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. "Pawhuska High School is not responsible for any damage to vehicles or any items lost or stolen from vehicles while parked on school property."
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. "Parking on school property constitutes consent to search your vehicle."
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.
11. Students may not park at the ag. building and may be subject to towing at owner's expense.
12. Parking violations: First offense - 10 days off campus parking.
Second offense - 30 days off campus parking.
13. Reckless driving or speeding violations will be 30 days off campus parking.

STUDENT OUT-OF-SCHOOL SUSPENSION – EXCLUSION FROM SCHOOL

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

Violations of policy or regulations

Possession of an intoxicating beverage, low-point beer (See policy [FNCE](#))

Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities

Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies [FNCE](#) and [FNCGA](#))

Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy [FNCGA](#))

Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property

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

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:

Violations of policy or regulations

Possession of an intoxicating beverage, low-point beer ([37 O.S. §163.2](#)) (See policy [FNCE](#))

Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities

Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies [FNCE](#) and [FNCGA](#))

Possession of a firearm may result in out-of-school suspension of not less than one year (See policy [FNCGA](#))

Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property

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

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy [FNCGA](#).)

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

Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

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

Appellate Procedures

Suspension Appeals Committee

A suspension appeals committee is hereby established which will consist of three (3) administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the

superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

Appellate Procedures

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

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

E. Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

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

public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

DETENTION

Students may be assigned detention by a classroom teacher, vice principal, and/or principal.

NOON DETENTION

Detention Rules:

1. Be on time. Bring academic work to complete. No electronic devices of any sort are allowed in detention. No food and/or drink is allowed in detention. No talking is allowed in detention. No restroom breaks are allowed during detention.
2. If detention rules are not followed, the detention officer has the authority to assign an additional day of detention or ISD.
3. If you do not complete the assigned detention or fail to show, 1 day of ISD will be assigned.
4. Once you have reached your 5th detention, 1 day of ISD will be assigned.
5. Once you have reached your 10th detention, 3 days of ISD will be assigned.
6. After the 10th detention, punishment is at the discretion of the Administration. Out of school suspension is a possibility.

Detention Time: 12:20 – 12:40

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

Schedule changes will not be made after five (5) days of the start of each semester.

Any student needing to make a schedule change must initiate this with the counselor. If the counselor and principal deem the schedule change necessary, a change will be made. Schedule changes will be initiated only for appropriate placement of student in keeping with academic abilities or for the purpose of leveling classes.

Dropping Classes

Withdrawals will be limited to necessary changes. When a student must drop a class, the student must first consult with the guidance counselor. The counselor will initiate a schedule change request form that must be signed by all teachers concerned with the change, administration approved, and returned to the counselor as soon as possible. All class changes are subject to final approval by the administration. Students dropping a class will be ineligible for three (3) weeks.

SEMESTER EXAMS

Semester exams will be given to ALL STUDENTS in grades (9) nine through (12) twelve. Exams will count as 10% of the final semester grade. 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. 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 a zero. The zero will be 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 six (6) or more units of high school credit to be a sophomore.

Junior: Students who have earned at least twelve (12) 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 eighteen (18) 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 2019)	23 Credits
Juniors	(Class of 2020)	23 Credits
Sophomores	(Class of 2021)	23 Credits
Freshman	(Class of 2022)	23 Credits

GRADUATION REQUIREMENTS

The Pawhuska Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 23 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option. The "college preparatory/work ready curriculum" will include the following:

4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 units science, limited to Biology, Physical, Environmental, Chemistry, Physics, or any course with content and/or rigor equal to or above Biology or Physical Science

3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of US History, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

2 units of the same foreign or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding courses;

For those graduating prior to July 1, 2018, 1 additional unit selected from the above categories or career and technology education courses approved for college admission requirements. For those graduating after July 1, 2018, 1 additional unit selected from the above categories or career and technology education courses, currently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

Science

3 units or sets of competencies required for those graduating prior to July 1, 2018 as follows:

1 unit of Biology I
and

2 units which may include:

Chemistry I
Physics
Biology II
Chemistry II
Physical Science
Earth Science
Botany
Zoology
Physiology
Astronomy
Applied Biology/Chemistry
Applied Physics
Principles of Technology

Contextual science courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education

Science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education

Other science courses with content and/or rigor equal to or above Biology I

A science, technology, engineering and math (STEM) block course.

For those graduating after July 1, 2018,

3 units or sets of competencies of laboratory science approved for college admission requirements:

1 unit or set of competencies of life science, meeting the standards for Biology I:

1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics;
and

1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology I or Physical Science.

Language Arts

4 units or sets of competencies

1 unit of Grammar and Composition
and

3 units which may include

American Literature

English Literature

World Literature

Advanced English Courses

Other English courses with content and/or rigor equal to or above grammar and composition

Social Studies

3 units or sets of competencies

1 unit of United States History

½ to 1 unit of United States Government

½ unit of Oklahoma History

½ unit to 1 unit which may include:

World History

Geography

Economics

Anthropology

Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma

Mathematics

3 units or sets of competencies

1 unit of Algebra I ¹

and

2 units which may include:

Algebra II

Geometry ¹

Trigonometry

Math Analysis or Precalculus

Statistics and/or Probability

Calculus

Computer Science I and II

Intermediate Algebra

Mathematics of Finance

Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education

Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education

Other mathematics courses with content and/or rigor equal to or above Algebra I

A science, technology, engineering and math (STEM) block course.

The Arts and Computer Education

2 units or sets of competencies for those graduating prior to July 1, 2018. Those graduating after July 1, 2018 will be required to earn 1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes

Electives

8 units or sets of competencies

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of foreign language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of seven periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefore shall be reported to the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Students who start ninth grade prior to or during the 2016-2017 school year will be required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing Program or an alternate assessment as approved by the superintendent. The

highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

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

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

Valedictorian is awarded to the senior with the highest weighted GPA at the end of 7 semesters. Salutatorian is awarded to the senior with the second highest weighted GPA at the end of 7 semesters.

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)

HONORS GRADUATE

This honor is awarded to seniors that have a 7 semester weighted 4.0 GPA who do not qualify for valedictorian or salutatorian.

GRADE POINT AVERAGE (GPA)/CLASS RANKING

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.

Diploma Requirements Beginning 2017– 2018

As of July 1, 2016, HB 3218 repeals End-of-Instruction tests and Achieving Classroom Excellence (ACE) graduation requirements as previously in place. To replace EOIs, students are required to take the ACT or SAT and a science test. Districts are required to report assessment score(s) and/or business/industry certification(s) on student transcripts beginning with the 2016 – 2017 school year.

HB 3218 Requires an annual assessment in English Language Arts, Science and Math for students in Grade 8. Writing tests for Grade 8 will be integrated into the ELA assessment.

Concurrent Enrollment

In accordance with the policy of the board of education, this regulation shall govern the concurrent enrollment of any student who wishes to attend college during his or her senior or junior year(s).

In order to enroll concurrently in college coursework, students must meet the following requirements:

1. Be a senior enrolled in sufficient credits to complete graduation requirements by the end of the school year.
2. Be enrolled less than full-time. (Fewer than six credit courses).
3. May not exceed full-time college workload of 19 semester credit hours. (One-half high school unit shall equal three semester credit hours.)
4. Must be enrolled in a full daily schedule of at least four units (hours).
5. Must have the written permission of a parent or legal guardian.
6. Achieve a composite American College Test (ACT) or Scholastic Aptitude Test (SAT) score using Oklahoma norms as follows:
 - A. Comprehensive universities: ACT/SAT 75th percentile
 - B. Regional universities: ACT/SAT 62nd percentile
 - C. Two-year colleges: ACT/SAT 46th percentile

Eleventh grade students must meet the following requirements:

1. Be enrolled in sufficient credits to be eligible to satisfy graduation requirements no later than the spring of the senior year, as attested by the high school principal.
2. Achieve a composite score at or above the 90th percentile on the ACT using Oklahoma norms, or a combined verbal and mathematical score on the SAT at or above the 90th percentile using national norms. If a student's ACT or SAT composite score is not at the 90th percentile, but a subscore is at the 90th percentile, the student may enroll in coursework in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

Other students not qualified by grade level might be considered for full enrollment or concurrent enrollment under the Opportunity Admission Category.

Students wishing to exceed the workload limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The collegiate portion of the student's workload must be taken from regular faculty members of the institution and may be provided off campus if approved by the State Regents, and may use alternative delivery systems if approved by the State Regents. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment. High school students enrolling concurrently in off-campus classes may enroll in only liberal arts and science courses.

A student who is otherwise eligible under these regulations may enroll in a maximum of nine semester credit-hours during a summer session or term at a college or university of the state system without the necessity of being concurrently enrolled in high school classes during the summer term. Students wishing to exceed this limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term.

The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. (Students may enroll only in curricular areas where the student has met the curricular requirements for college admission.) Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.

Following high school graduation, a student may continue enrollment at the institution to which the student has been admitted or may transfer to another institution in the state system, provided that during the provisional enrollment period the student has achieved a college grade point average of 2.0 or above on a 4.0 scale and meets the entrance requirements of the receiving institution, including the high school curricular requirements.

Starting in the 2014-2015 school year, Pawhuska Public Schools will adhere to guidelines regarding concurrent enrollment as described in Oklahoma Senate Bill 290.

In addition, the following local guidelines will be followed:

1. Course work taken for college credit will be awarded a "weighted" grade for the courses listed below. Grades will be recorded on the student's high school transcript utilizing a five-point system.
2. The following college courses can be taken in place of the high school graduation requirement for core courses:

College Algebra	1 unit High School Algebra II
General Biology	1 unit High School Biology II
General Botany	1 unit Botany
English Composition I (1st sem.)	½ unit High School English IV (1st sem.)
English Composition II (2nd sem.)	½ unit High School English IV (2nd sem.)
Chemistry I	1 unit High School Chemistry
American History Survey to 1877 (1st sem.)	½ unit High School US History (1st sem.)

American History Survey from 1877 (2nd sem.)	½ unit High School US History (2nd sem.)
Introduction to Geography	½ unit High School World Geography
American Federal Government	½ unit High School US Government
World History Survey (1st sem.)	½ unit High School World History (1st sem.)
World History Survey (2nd sem.)	½ unit High School World History (2nd sem.)
Introduction to Speech	½ unit High School Speech

3. College elective courses can be taken in place of high school elective courses and upon successful completion will receive 0.50 elective credits toward high school graduation requirements.

4. College courses taken as a core course requirement and dropped after 10 days will result in no core credit. Students will be enrolled into a basic elective course at their high school for the remainder of that semester.

5. Any expenses related to concurrent enrollment courses are the responsibility of the student's parent or legal guardian. Pawhuska Public Schools will not be liable for expenses incurred while attending concurrent enrollment classes.

Students will be required to provide an official college transcript in order to have the credit properly included in their high school transcript.

Beginning with the 2014-2015 academic year, all concurrent enrollment courses will be factored in the student's grade point average. These courses will also apply to the calculation of the valedictorian and salutatorian awards.

CELL PHONE POLICY

Cell phones are not allowed to be used during instructional time.

1ST Offense – Phone returned at end of the day.

2nd Offense – Parent must pick up at end of the day.

3rd Offense – Parent pick up at end of day & 1 day ISD.

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.

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

Students are not allowed to bring food or drink into 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:

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

Failure to observe these guidelines may result in restricted use.

FLOWERS AND GIFTS

Flower or Candy deliveries may be made to the office. Deliveries that will fit in a students backpack may be taken home by the student. Deliveries too large for the backpack require parents to come to the school and pick up. No Balloon deliveries allowed.

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. Violators will be subject to disciplinary action. Students are expected to be only at the area designated by the pass. **Teachers are responsible to ensure 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:

- 1.
2. • Membership dues in student organizations or clubs and admission fees or charges for attending
3. extracurricular activities when membership or attendance is voluntary.
4. • Security deposits for the return of material, supplies or equipment.
5. • Items of personal use such as student publications, class rings, annuals and graduation announcements.
6. • Any authorized student health or accident benefit plan.
7. • A reasonable fee, not to exceed the annual maintenance cost for the use of musical instruments and uniforms owned or rented by the District.
8. • Items of personal apparel which becomes the property of the student and which are used in extracurricular activities.

9. • Parking fees and fees for identification cards if applicable.
10. • Fines assessed for lost, damaged or overdue library books.
11. • 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 287-1265 to set up conferences.

VALUABLES

The school STRONGLY recommends students not bring cell phones, tablets or any other valuable electronic devices to school. Based on the school's strong recommendation, if these items are lost, stolen, or damaged, the school is not responsible for the replacement or recovery of these items. If you wear prescription glasses, wear a watch, or carry money 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, headphones, sports balls, skateboards and rollerblades.
7. Electronic or tobacco cigarettes of any kind
8. Lighters or matches.
9. Water guns or water balloons.
10. Laser lights or other devices, which may cause a disruption in the classroom or at a school activity.

11. 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.

H.B. 1826-School Clubs and Organizations, effective November 1, 2009

Annual Notification to parents about clubs and organizations sponsored by our under the direction and control of the school. This amendment to the law places responsibility for the parent to notify the school if they are withholding permission for a student to participate in any of the clubs or organizations.

<i>Club/Organization</i>	<i>Sponsor</i>	<i>Mission</i>
Agriculture	Jared Lemmons	Agriculture Education
Alternative Ed.	Luke Broadbent	At risk students
Annual/Yearbook	Sharon Holloway	Publish School Yearbook
Arts/Crafts	Mike Lynn	Promote the arts
Band	Charles Jeffery	Competitive Marching Band
Basketball, Boys	Jake Christenson	Competitive Sport
Basketball, Girls	Luke Broadbent	Competitive Sport
BPA	Sharon Holloway	Business Student organization
Builder's Club		Inactive
Cheerleaders	Cindy Javellas	School Spirit/Competitive
Cross Country	Shelly Hurd	Competitive Sport
Desktop Publishing	Sharon Holloway	Creative Design/Publications
Elementary	Byron Cowan	Support Elementary projects
Elementary Media Center		Replacing Library books/reading
FCA		Character Education
FFA	Jared Lemmons	Promote Ag. Education
Football	Matt Hennessy	Competitive Sport
General Activity	Jan Neufeld	Support District & Student Projects
Golf		Competitive Sport
Indian Camp		Support Indian Camp projects
Key Club		Leadership, Service, Character Ed.
Mu Alpha Theta	Shelly Hurd	Math Critical Thinking Skills
NASA		Promote Indian culture and heritage
National Honor Society		Leadership, Scholarship, Service, Character
Refund	Jan Neufeld	Replace lost or damaged textbooks
Soccer	Giovanni Soliano	Competitive Sport
Softball	Tara Malaske	Competitive Sport
Special Olympics		Showcase Special Needs students
Student Council		Leadership in Student activities
Tennis	Shelly Hurd	Competitive Sport

Track, Boys	Mark Frye	Competitive Sport
Track, Girls	Mark Frye	Competitive Sport
Vending	Lauri Lee	Support High School projects
Wrestling		Competitive Sport

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.

PAWHUSKA HUSKIES ATHLETIC PHILOSOPHY

The Pawhuska High School Athletic Department provides students with opportunities in interscholastic athletics in accordance with the mission of Pawhuska Public Schools. It is our belief that interscholastic athletics greatly enhance the educational experience of all students involved, provide lifelong learning experiences, and develop leadership qualities in our students, which are all important to a student's education.

Participation in athletics at Pawhuska Public Schools is a privilege. With this privilege comes the expectation of exemplary moral character displayed through good sportsmanship and respect for one's school, coach, teammates, opponents, officials, facilities, and equipment. To this end, we expect athletes and coaches to understand and embrace PPS's athletic philosophy. Moreover, every athlete is required to agree and adhere to the Huskies Athletic Code of Conduct. In return, the athletic department is truly student-centered with the best interests of the student-athletes always at the forefront. Coaches are role models and mentors, and this responsibility should be reflected in all of their actions.

Every sport, coach, and individual student-athlete will be treated fairly by the Athletic Administration at PPS, and new opportunities for our student-athletes will be constantly pursued. Diversity is embraced within the Huskies Athletic Department, and no student-athlete or coach will be discriminated against or subject to harassment of any form.

The Huskies Athletic Department will follow all rules and regulations established by the Oklahoma Secondary Schools Activities Association and the Pawhuska Public Schools Board of Education and Administration.

STUDENT-ATHLETE PRIORITIES

1. Family
2. Academics
3. Athletics

MISSION STATEMENT

To provide student-athletes with the opportunity to compete at the at the highest level while fostering and contributing to the development of high athletic standards in the course of personal growth and development through leadership, competition and sportsmanship. Student-athletes will be developed into well rounded, healthy and productive citizens to

be the BEST in school and beyond. This will be done at all facilities and environments where we compete/practice all day, every day, and for life.

PARTICIPATION REQUIREMENTS

In order to participate in athletics at Pawhuska Public Schools, a student must:

- Be enrolled in Pawhuska Public Schools
- Have an up to date **physical examination** must be on file with the Athletic Director. Physical examinations are required for students each year. All physicals given for OSSAA participation must be given no earlier than May 1st of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) must sign the **parental consent form** each year before the student participates in any organized athletic practice session including contest participation.
- The following forms must be completed and on file at the Athletic Director's office.
 - OSSAA Eligibility Form
 - Pre-Participation Signature Forms
 - Concussion and Head Injury Acknowledgement Form
 - PPS Drug Contract and Policy
 - OSSAA Recruiting Acknowledgement Form
 - OSSAA Sudden Cardiac Arrest Acknowledgement Form
 - General and Medical Information Form
 - Emergency Contact Information
 - Insurance Release

There is no doubt that participation in athletics can enhance the overall educational experience for every student through the development of teamwork, leadership, and sportsmanship. However, participation in athletics is strictly voluntary, and thus, it is a **privilege** and **not a right!** Therefore, all student-athletes are expected to abide by the Code of Conduct and exhibit and model five basic traits:

1. Exemplary moral character IN AND OUT OF UNIFORM.
2. Respect for self, team, sport, other programs, and the school.
3. Confidence in self, team, and coaching staff.
4. Commitment to academics, athletics, and the school community.
5. Good sportsmanship, which includes fair play and courteous treatment of teammates, opponents, and officials, while representing the school and community in a respectful manner.

OBJECTIVES AND OUTCOMES OF PARTICIPATION

Athletics enhance a successful curriculum by strengthening opportunities that:

- Foster student leadership development.
- Support future academic or career options.
- Promote involvement in the school and the community.

As a result of their participation in interscholastic athletics, student-athletes will be able to:

- Demonstrate good sportsmanship and ethics of competition.
- Respect the integrity and judgement of officials, coaches, and school personnel.
- Develop desirable personal health habits.
- Demonstrate mastery of basic fundamentals to complex motor skills in the related activity.
- Identify and apply strategies necessary to successfully compete at their level of competition in the related sport.
- Demonstrate the ability to work with others toward common goals and objectives.
- Demonstrate high levels of skill and health related fitness appropriate to their developmental state.

- Most importantly, enjoy the involvement and participation in interscholastic athletics.

ACADEMIC ELIGIBILITY

Athletes are responsible for meeting academic standards. In compliance with the OSSAA and BOE policy FM, eligibility will be determined after the third week of a semester and weekly thereafter on Friday at 8am. Each subsequent week until the end of the semester, a probation and ineligible list will be issued. The weekly ineligibility period will begin Monday and continue through Sunday.

STUDENT ABSENCES

If a student misses school because they are absent or suspended, they cannot practice or participate in contests on that day. The only exception to this is if a student has an excused absence, such as a funeral or a doctor's appointment. In order to be eligible to participate in a contest, an excused absence must be approved by the Athletic Director prior to the date of absence.

Additionally, a student must be in attendance for at least 4 periods to be able to participate in contest on that day.

STUDENT ACTIVITY ABSENCES

In accordance with the policy of the Board of Education, the following regulations shall govern student attendance and activities within this public school system.

Students will be allowed a maximum of ten absences from each class period during the school year to participate in approved activities. Absences for activities that are of a state and national nature, as defined by the criteria of earned right to compete, shall not be considered an absence for the purpose of this regulation.

The following activities are not included in the above category. Therefore, absences caused by participation shall be counted toward the maximum:

1. Athletic contests other than OSSAA play-offs. (Includes initial qualification)
2. Shows and contests that are not defined as state contests.
3. District contests for concert band and marching band.
4. Field trips sponsored by clubs or organizations.
5. Band trips, chorus trips, and speech and drama trips.

The following activities will NOT be counted against the permissible ten (10) day absence regulation:

1. OSSAA sponsored state play-offs that require earned qualification to participate.
2. Assemblies that are school sponsored and required.
3. Participation in school approved testing programs.
4. State band, chorus, and speech contests.
5. FFA state shows and state fairs.
6. Legislative page.
7. If a student is enrolled in an activity class and is away from school during the time the class is scheduled.

STUDENT-ATHLETE EXPECTATIONS

As stated previously, athletics at PPS are a privilege and not a right. With this privilege come high expectations. We expect our student-athletes to pursue excellence in their athletic endeavors. High school sports are extremely competitive, so we have some expectations across all sports that will help our teams and individuals excel:

- **Represent PPS with class, dignity, and sportsmanship at all times** – Pawhuska is bigger than any one individual or team, and any unsportsmanlike behavior reflects negatively on the entire school. Our

student-athletes are expected to promote a positive image of the school at all times through their actions and language both in victory and defeat.

- **Daily attendance at practice** – In-season practices are mandatory and should not be missed except for additional academic work, illness, or family emergency. Missed practice time will have consequences.
- **Participation in off-season and summer workout programs when conflicts do not exist** – The current landscape of high school athletics will not allow our teams to be successful if our student-athletes only work on their sport in-season. Student-athletes must work year around to improve their skills in every sport in which they participate whether that is on their own or through PPS off-season programs. **Participation in off-season or summer programs does not guarantee a student-athlete will make that team when the season tryouts occur. The workouts are meant to improve the skills of those involved to give them a better chance of making the team.**
- **Follow all OSSAA, school, athletic department, and team rules** – The OSSAA, school, and athletic department policies are the same across the board, and each team develops its own set of rules that all student-athletes are expected to follow. Violations of any of these rules and policies will result in consequences that are outlined in the OSSAA rules, the PPS student handbook, and the team rules, respectively.

Adherence to these expectations does not guarantee playing time. Due to the competitive nature of our athletic programs, there are no requirements for all athletes to receive playing time. All playing time decisions are left to individual coaches. No other factors go into the decisions than rewarding those student-athletes who give the team the best chance to win and are meeting all expectations of the coach in terms of attitude, work ethic, teamwork, and leadership.

PARENT EXPECTATIONS

Parents will demonstrate good sportsmanship by displaying the following behaviors:

- Providing support for coaches and officials to foster a positive, enjoyable experience for all student-athletes.
- Recognizing that student participation in athletics is a privilege.
- Using good sportsmanship as spectators and conducting themselves in a manner that reflects well on both the team and the school.
- Promoting the team by being supportive and helpful of the school program.
- Refraining from coaching their student from the stands or sidelines.
- Expecting consistent student attendance at practices and games.
- Being supportive of PPS athletic programs in public.

Parents will create a positive and supportive environment to promote their student-athletes' well-being by:

- Supporting good conditioning and healthy lifestyle habits.
 - Placing the emotional and physical well-being of their child ahead of personal desire to win.
 - Expecting their child to play in a safe and healthy environment.
 - Supporting their son/daughter in planning how to meet their academic responsibilities, given the demands of training and practice.
 - Being a role model for other parents by remaining positive at sporting events.
-
- The Athletic Department highly suggests parents to review the free online National Federation of State High School Associations course titled, *The Role of Parents in Sports*. Please go to www.nfhslearn.com and take the course.

**CODE OF CONDUCT
CROWD CONTROL
ATHLETIC EVENTS
(BOE Policy GKB)**

It is the policy of the Pawhuska Board of Education that there should be in place at the start of the school year a well-planned crowd control program for the interscholastic athletic program. Personnel to be included in developing the plan are the building principal, athletic director, coaches, supervisor of the cheerleaders, and a member of the local police department.

Printed copies of the crowd control procedures developed should be distributed to all personnel involved in any way with the conduct of the event. The program should be developed to include crowd control procedures for before, during, and after the contest.

In order to maintain order, the superintendent or designee shall have the authority to remove spectators who are interfering with the peaceful conduct of the athletic event including, but not limited to:

1. Projecting in any manner an object that could cause bodily harm to another person;
2. Entering the physical boundaries designated for the conduct of a sanctioned athletic event for the purpose of materially and substantially disrupting or interfering with the event;
3. Threatening to kill or do bodily harm to any person with apparent ability to carry out that threat during the period of a sanctioned athletic event; or
4. Using violent, obscene, indecent, or profane language in a manner that materially and substantially interferes with the peaceful conduct of a sanctioned athletic event.

If the person fails to leave the premises as directed, the building principal shall apply to the district court for an order enjoining the individual from entering or remaining upon the premises during the period of a sanctioned athletic event for the remainder of the school year or for so long as the court may provide. The procedure governing the application for injunction shall be the procedure for civil procedure for civil injunctions set forth in Title 12 of the Oklahoma Statutes.

FAN/PARENT CODE OF CONDUCT FOR PAWHUSKA SCHOOL EVENTS:

Booing, taunting, deriding opponents, officials, coaches, other fans, or school administration will not be tolerated by Pawhuska Schools.

In the event a spectator is ejected from an event for any reason, home or away, the spectator will not be allowed admittance to any future events until these criteria have been completed:

1. Letter of apology to the school and/or offended person or persons.
2. Completion of course provided by the Oklahoma Secondary Schools Activity Association and the National High School Federation on the topic of "Positive Sport Parenting" and must have certificate of completion on file the Athletic Director.

During the school year the same spectator is ejected for a second time at any event the spectator would forfeit the privilege to be admitted to any events for the remainder of that school year.

PARENT/STUDENT-ATHLETE/COACH RELATIONSHIP

Both parenting and coaching are extremely challenging. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to student-athletes. As parents, when your son/daughter becomes involved in our program, you have a right to understand what expectations are placed on him/her. This begins with clear communication from the coach of your child's team.

Communication Parents Should Expect from Their Child's Coach

- A pre-season parent meeting.

- A copy of the team rules.
- Expectations the coach has for your child as well as all the players on the team.
- Location and times of all practices and contests.
- Team requirements, such as fees, special equipment, and off-season conditioning.
- Violation of team rules that results in denying your child's participation.

Communication Coaches Expect from Parents

- Concerns expressed directly to coach in accordance with the policy outlined below.
- Notification of any schedule conflicts well in advance.
- Any medical or injury issues that need to be monitored with your child.

Athletic Issues Policy

As your child becomes involved in the programs at PPS, he/she will experience some of the most rewarding moments of his/her life. It is important that there also may be times when things do not go the way you or your child wish. At these times, a discussion with the coach is encouraged. In these rare occurrences, we ask that you follow these steps:

1. Student-athlete requests a meeting with his/her level coach.
2. Parent/guardian requests a meeting with the level coach; student-athlete is in attendance.
3. Parent/guardian requests a meeting with the AD; level coach and student-athlete are in attendance.

Please follow these steps in order! We are teaching our students to be leaders and responsible adults who can advocate for themselves; so, they need to initiate contact with their coach if they feel there is a problem that needs to be addressed. **As a parent/guardian, please do not jump right to calling the coach or AD directly.** Also, **no student-athlete or parent/guardian should ever approach a coach right after a game.** Emotions can be too high, and no good can come from discussing playing time right after a game.

Appropriate Concerns to Discuss with Coaches

- The treatment of your child mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

It is very difficult to accept your child is not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other areas, such as those listed below, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss with Coaches

- Playing time
- Team strategy
- Play calling
- Other student-athletes

Although we have this policy, it is important to realize that playing time is the sole decision of the coach staff. No parent or student-athlete should ever approach a coach and ask why he/she is not playing. Instead, a meeting or conversation should focus on what areas the student-athlete needs to improve upon in order to increase playing time. Also, no other student-athletes will be discussed in any meeting. Only the student-athlete involved in the situation will be discussed.

We truly believe that any conflicts can be resolved by following the steps above. Please take note that every step involves the student-athlete. The only time it would be acceptable to skip steps or not involve your child is if there is an abuse or inappropriate conduct accusation against a coach that necessitates going straight to the Athletic Director.

HUSKIES ATHLETIC CODE OF CONDUCT

Pawhuska Public School offers an extensive and diverse athletic program to provide additional learning opportunities to students. Involvement in athletics is a privilege, and students choosing to participate take on extended responsibilities as representatives of their school and community. These extended responsibilities justify holding students who choose to participate in the athletic program to a high standard of conduct as a condition of participation. PPS particularly expects student participants to meet high standards with regard to morality, honesty, school citizenship, sportsmanship, and leadership. Students who choose to participate in the athletic program are responsible for behaving in accordance with this code, and those whose behavior or conduct does not meet this standard will lose the privilege of participating in athletic programs. The expectations for the behavior of our student-athletes are very clear, and all violations of this Code of Conduct are detailed below.

The Huskies Code of Conduct is in effect 24 hours a day, 7 days a week, 12 months a year, both inside and outside of school and/or school-related activities. All student-athletes and their parents/guardians must sign the code each year of participation in athletics. In order for the student to participate after that date, the participant and parent must once again sign said form, which in turn will commit the participant and parent must once again sign said form, which in turn will commit the participant just as stated above. Code violations and consequences do, however, carry over from one year to the next.

EXPECTATIONS OF STUDENT-ATHLETES

Students may be suspended from participation in athletic activities for misconduct including, but not limited to, the following. All student-athletes MUST:

- Not possess or use tobacco, alcohol, illegal drugs, or controlled substances. (The word “possess” used in this code includes knowingly being in the presence of a product, even if it is not directly on your person.)
- Not host a party or have the participant’s parent/guardian or family member host a party at which the following are permitted for minors: illegal consumption of alcohol, use of controlled substances, steroids, or look-alike drugs.
- Practice good citizenship in all environments by respecting the property and rights of others. (Poor citizenship includes actions such as stealing, vandalism and other illegal acts.)
- Display proper sportsmanship.
- Not utilize social media and other websites in an inappropriate manner.
- Not engage in hazing or bullying.
- Realize the existence of and be held accountable for the individual rules as outlined by the coach or sponsor, other than those outlined in the athletic code.

CONSEQUENCES FOR VIOLATIONS

The consequences for violating this Code of Conduct shall be based on a student's participation in sanctioned athletics during all four years of high school. Offenses and consequences are carried over from one sport to the next and from one school year to the next until the entire penalty is served. Furthermore, the student must finish the season in good standing. A suspended student-athlete may practice with the team (as long as he/she is not suspended from school) but is not allowed to dress for contests during his suspension. Coaches may set a stricter policy as long as it is clearly conveyed during the pre-season parent meeting. Parents may also extend the length of their child's suspension from contests.

Violation Related to the Huskies Code of Conduct

1st Offense: The student-athlete shall be suspended for 20% of the scheduled athletic contest for his/her current sport season or, if he/she is not in season at the time of the offense or does not complete the suspension during his/her current season, for the next sport season in which he/she will participate. Suspensions will carry over into state series playoffs if necessary.

2nd Offense: The student-athlete shall be suspended for 50% of the scheduled athletic contests for his/her current sport season or, if he/she is not in-season at the time of the offense or does not complete the **Violation Related to the Huskies Code of Conduct** suspension during his/her current season, for the next sport season in which he will participate. Suspensions will carry over into state series playoffs if necessary.

3rd Offense: The student-athlete shall be suspended for 75% of the scheduled athletic contests for his/her current sport season or, if he/she is not in-season at the time of the offense or does not complete the suspension during his/her current season, for the next sport season in which he will participate. Suspensions will carry over into state series playoffs if necessary.

Violations Related to Sportsmanship

All PPS athletes must display good sportsmanship and respect for their school, coaches, teammates, opponents, officials, facilities, and equipment at all times. Any instance of poor sportsmanship will be handled by the Head Coach or Athletic Director on an individual basis, based on the expectations established in that specific sport's team rules and/or the student-athlete handbook.

Any student that is ejected from a contest will, at a minimum, be subject to the OSSAA sport specific manuals stating the penalty to the athlete. There are NO EXCEPTIONS to this rule. Moreover, the Head Coach will report all such ejections to the Athletic Director. The Athletic Director will review all facts from the incident, and she has the discretion to impose a stiffer penalty than the OSSAA penalty, including (but not limited to) a longer suspension or removal from the team.

Violations Related to Social Media

Student-athletes are responsible for their actions on social media and other websites, including but not limited to Facebook, Twitter, Snapchat, and YouTube. Any photos, comments, or other evidence that suggests a Code violation has occurred will be investigated by the Athletic Director. Any photo that shows a student-athlete in possession of tobacco, alcohol, drugs, controlled substances will fall under the consequences of a violation related to tobacco, alcohol, drugs, controlled substances, and citizenship as outlined above.

Any inappropriate postings to any social media or blog sites by a student-athlete will be handled on an individual basis by the Athletic Director. Inappropriate postings include, but are not limited to, obscene or vulgar language; graphic images or videos; sexually explicit language, imagery, or videos; threats; and unkind or inflammatory remarks about Pawhuska Public Schools, its faculty, staff, and administration, coaches, and students, or other high schools and their coaches and athletes.

Violations Related to Hazing (Bullying)

Hazing will not be tolerated and will be subject to disciplinary action up to and including permanent ban from athletics, suspensions/expulsion, and police involvement if warranted. Each incident will be handled on an individual basis by the administration of PPS. Any student who is witness to or is the subject of hazing should immediately report the incident to his/her level coach, the Athletic Director, or any other school personnel.

Additional Violations

Any inappropriate action that is not specifically listed above is still subject to athletic suspension for student-athletes. For instance, disciplinary action for behavior in violation of school rules as described in the PPS Student Handbook may also subject participants to disciplinary action under the Athletic Code and Drug Policy. Additionally, conduct resulting in the participants arrest or conviction of an ordinance violation or crime may result in disciplinary action under the Athletic Code and Drug Policy. In these cases, the Athletic Director will decide the consequences.

All coaches have team rules for their individual programs. Any violation of team rules that are not also covered by the Huskies Code of Conduct will be dealt with by the coach of that sport.

PROCESS FOR DETERMINING VIOLATIONS AND CONSEQUENCES

Student-athletes who are alleged to have violated the Huskies Athletic Code of Conduct shall meet with the Athletic Director to explain the incident prior to any consequences being applied. The Athletic Director will then decide on the consequences based on the code and the facts at hand.

Student-athletes and parents/guardians who wish to appeal a consequence administered under this Code may ask in writing a review of the Athletic Director's determination and consequence by requesting a review by the Principal within five calendar days of the determination of the consequence. The appeal request by the student/parent must stipulate the reason(s) for the appeal. Pending the outcome of an appeal, the principal, at his discretion, may reinstate the student to the activity program or continue the suspension and/or removal from the activity program. The decision of the principal is final as the right of appeal to the Board of Education is not extended to cases of suspension and/or removal from co-curricular or extracurricular activities programs.

As we value the importance of leadership, we strongly encourage any student who has a lapse in judgement and violates the Code of Conduct or Drug Policy to self-report their violation, instead of trying to hide it from the school. A self-reported violation could result in a reduced suspension if it is the first offense.

EQUIPMENT

A great amount of money is spent every year to maintain and upgrade facilities and to purchase and maintain our equipment. You, your parents, your friends, alumni, and our community all play a role in financing our programs in some way. So please, take pride in the facilities and equipment and treat them with respect!

Also, student-athletes are responsible for all equipment and uniforms issued to them. Any lost or unreturned equipment/uniforms must be replaced at the expense of the student-athlete. Students will not be allowed to participate in another sport until all equipment is returned or all fees are paid for lost equipment. Seniors may have their diplomas held until their equipment is returned or fees paid.

LOCKER ROOM

Student-athletes are not allowed in the locker room with adult supervision. Moreover, the locker room should not be used as a hangout. Student-athletes should only use the locker room to change for practice and then exit the locker room. All belongings must be locked in the locker. PPS is not responsible for lost or stolen items that are not properly secured in a locker.

TRANSPORTATION

It is policy of the Pawhuska Board of Education to allow the use of school buses or other district-owned vehicles for the transportation of students participating in school-sponsored activities under the following conditions:

- Bus or district-owned vehicle use for educational field trips and by student organizations is accepted as an extension of classroom activities.
- When district-owned transportation is used, the student organization using the vehicles may be required to reimburse the district for all or part of the cost of transportation.

- Students participating in such activities must return in the same vehicle in which they departed unless permission is granted from the activity sponsors to return with parents.
- School patrons will not be permitted to ride school buses on any activity trip unless they are assigned as sponsors by a principal for non-athletic events, or the Athletic Director for athletic program activities.

INJURIES

Any student-athlete who is injured during a contest, practice, or workout at PPS should immediately see a member of the coaching staff. It is very important that a member of the coaching staff is aware of an injury before a student-athlete goes home.

CONCUSSION LAW/PROTOCOL

Pawhuska athletics will follow the BOE policy dealing with concussions. Concussions are serious injuries. A concussion is the result of a complex physiological process induced by the trauma of the biomechanical forces. Concussions are no longer categorized as “dings”, “bell ringers”, or as mild or severe. The severity of a concussion is now determined after the athlete has fully recovered, is no longer symptomatic, and has returned to full and unrestricted activity.

Concussions are cumulative injuries. This means that once an athlete sustains a concussion they are more likely to sustain another one. Often it takes less force to cause successive concussions. Unrecognized concussions or athletes who have not fully recovered and incur another concussion run the additional risk of developing Second Impact Syndrome (SIS). SIS is a catastrophic complication that occurs rarely but is devastating to the concussed athlete. When SIS occurs the brain swells rapidly after a person suffers a second concussion before symptoms from an earlier one have subsided. This deadly second blow may occur days or weeks after an initial concussion and even the mildest grade of concussion can lead to SIS. The condition is often fatal and almost everyone who does not die is severely disabled.

More commonly, concussed athletes will often have some difficulties with cognitive tasks such as academics and homework for variable amounts of time. Concussed athletes often exhibit difficulties with concentration and comprehension. Fortunately, these difficulties are often short lived and are transient symptoms. However, in some concussed athletes these symptoms can linger for weeks and even months and have adverse effects on personality and learning.

The medical research is still trying to understand exactly what is happening in the brain after a concussion. The current body of knowledge indicates that there is a complex physiological process induced by the trauma of the biomechanical forces. How long these physiological processes last hasn't been fully understood. This is one of the reasons why recovery from concussion can be variable and sometimes unpredictable. Concussions are a physiologic injury and not an anatomical injury. This is why brain imaging (CT or MRI scans) are almost always normal.

Because of the catastrophic potential for SIS, the potential for cognitive dysfunction that can be variable and persistent, and the continued search for answers in the medical world in regards to concussions the following guidelines and rule changes have occurred to help protect concussed athletes.

For 2010-2011 the NFHS rule book states: *Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.*

The 2010-2011 NFHS rule book suggested management of concussions state: *No athlete should return to play or practice on the same day as a concussion. Any athlete suspected of having a concussion should be evaluated by an appropriate healthcare professional that day. Any athlete with a concussion should be medically cleared by an appropriate healthcare professional prior to resuming participation in any practice or competition. After medical clearance, return to play should follow a stepwise protocol with provisions for delayed return to play based upon return of any signs or symptoms.*

To simplify: WHEN IN DOUBT, HOLD THEM OUT.

ALL athletes that are held out of a practice or competition because they are suspected to have sustained a concussion should be referred to a physician.

In addition to the NFHS rules and management suggestions, the following policies will be followed:

1. All concussions that involve loss of consciousness no matter how brief that loss of consciousness may have been will be referred to a physician immediately.
2. In an acute concussion scenario, no notes from emergency rooms or urgent care facilities that clear an athlete to return to activity will be accepted.

At the beginning of each academic school year each student-athlete along with their parent/guardian will be required to fill out and return a concussion awareness form, which will be kept on file in the Athletic Director's office.

Below are guidelines that will be followed when an athlete has been diagnosed with a concussion.

Cognitive Rest

If necessary, the athlete may need to stay home from school. Activities requiring concentration and attention may worsen symptoms and delay recovery. Additionally, the athlete should refrain from use of computers, texting, extended periods of TV viewing, or reading. This period of cognitive rest will be variable and based upon the individual's improvement in symptoms.

Physician Referral

All student-athlete's sustaining a head injury or concussion will be evaluated by a licensed physician trained in head injury management (per SB1700). The student-athlete should never be denied access to a physician. All athletes will need written consent before returning to play.

Return to play

Before a student athlete may return to practice or competition they must be a minimum of 7 days symptom free in order to start a return to play regime. Anytime during the symptom free period the athlete starts to show symptoms, the minimum of 7 days will start over. The student athlete must have a clear Sac test and be cleared by a physician. Documentation of clearance needs to be turned in to the Athletic Director's office.

Light exercise

This begins when the athlete has been cleared to do so by their physician. At this point the athlete should be asymptomatic. If there are any symptoms the athlete should NOT do any exercise that increases the heart rate.

Running or other aerobic exercise

This includes aerobic conditioning running, stationary cycling, Elliptical, or Stairmaster for 20-30 minutes.

Non-contact training drills

Weight training can be resumed at this time. Athlete can do non-contact drills, agilities, sport/position specific drills, and conditioning activities that are a part of the practice.

Full Practice – Competition

If the athlete becomes symptomatic as they progress through the return to activity protocol they will stop activity for that day, rest at least one day or as many days as needed to return to asymptomatic status, and repeat the previous step.

Authorization to return to play

If a student athlete is suspected of sustaining a concussion/head injury or has sustained a concussion/head injury, only a licensed healthcare provider may authorize a student athlete to return to play. The Pawhuska Board of Education has defined a licensed health care provider as follows: M.D. – Medical Doctor / D.O. Doctor of Osteopathy / A.R.N.P. – Advanced Registered Nurse Practitioner / P.A. – Physician’s Assistant / L.A.T. – Licensed Athletic Trainer.

SUDDEN CARDIAC ARREST INFORMATION

Definition: Sudden Cardiac Arrest (SCA) is a potentially fatal condition in which the heart suddenly and unexpectedly stops beating. When this happens, blood stops flowing to the brain and other vital organs.

SCA in student athletes is rare; the chance of SCA occurring to any individual student athlete is about one in 100,000. However, student athletes’ risk of SCA is nearly four times that of non-athletes due to the increased demands on the heart during exercise.

Causes: SCA is caused by several structural and electrical diseases of the heart. These conditions predispose an individual to have an abnormal rhythm that can be fatal if not treated within a few minutes. Most conditions responsible for SCA in children are inherited, which means the tendency to have these conditions is passed from parents to children through the genes. Other possible causes of SCA are a sudden blunt non-penetrating blow to the chest and the use of recreational or performance-enhancing drugs and/or energy drinks.

What causes Sudden Cardiac Arrest?

Conditions present at birth:

Inherited (passed on from parents/relatives) **conditions of the heart muscle:**

- **Hypertrophic Cardiomyopathy** – hypertrophy (thickening) of the left ventricle; the most common cause of sudden cardiac arrest in athletes in the U.S.
- **Arrhythmogenic Right Ventricular Cardiomyopathy** – replacement of part of the right ventricle by fat and scar; the most common cause of sudden cardiac arrest in Italy.
- **Marfan Syndrome** – a disorder of the structure of blood vessels that makes them prone to rupture; often associated with very long arms and unusually flexible joints.

Inherited conditions of the electrical system:

- **Long QT Syndrome** – abnormality in the ion channels (electrical system) of the heart.
- **Catecholaminergic Polymorphic Ventricular Tachycardia and Brugada Syndrome** – other types of electrical abnormalities that are rare but are inherited.

Non-Inherited (not passed on from the family, but still present at birth) **conditions:**

- **Coronary Artery Abnormalities** – abnormality of the blood vessels that supply blood to the heart muscle. The second most common cause of sudden cardiac arrest in athletes in the U.S.
- **Aortic Valve Abnormalities** – failure of the aortic valve (the valve between the heart and the aorta) to develop properly; usually causes a loud heart murmur.
- **Non-compaction Cardiomyopathy** – condition where the heart muscle does not develop normally.
- **Wolff-Parkinson-White Syndrome** – an extra conducting fiber is present in the heart’s electrical system and can increase the risk of arrhythmias.

Conditions not present at birth but acquired later in life:

- **Commotio Cordis** – concussion of the heart that can occur from being hit in the chest by a ball, puck, or fist.
- **Myocarditis** – infection/inflammation of the heart, usually caused by a virus.
- **Recreational/Performance-Enhancing drug use**
- **Idiopathic** – sometimes the underlying cause of the SCA is unknown, even after autopsy.

What are the symptoms/warning signs of Sudden Cardiac Arrest?

- Fainting/blackouts (especially during exercise)
- Dizziness
- Unusual fatigue/weakness
- Chest pain
- Shortness of breath
- Nausea/vomiting
- Palpitations (heart is beating unusually fast or skipping beats)
- Family history of sudden cardiac arrest at age <50

Any of these symptoms/warning signs that occur while exercising may necessitate further evaluation from your physician before returning to practice or a game.

What is the treatment for Sudden Cardiac Arrest?

- Time is critical and an immediate response is vital
- CALL 991
- Begin CPR
- Use an Automated External Defibrillator (AED)

What are ways to screen for Sudden Cardiac Arrest?

- The American Heart Association recommends a pre-participation history and physical including 12 important cardiac elements.
 - Personal History:
 - Chest pain/discomfort upon exertion
 - Unexplained fainting or near-fainting
 - Excessive and unexplained fatigue associated with exercise
 - Heart murmur
 - High blood pressure
 - Family History:
 - One or more relatives who died of heart disease (sudden/unexpected or otherwise) before age 50
 - Close relative under age 50 with disability from heart disease.
 - Specific knowledge of certain cardiac conditions in family members; hypertrophic or dilated cardiomyopathy in which the heart cavity or wall becomes enlarged, long QT syndrome which affects the heart's electrical rhythm, Marfan syndrome in which the walls of the heart's major arteries are weakened, or clinically important arrhythmias or heart rhythms.
 - Physical Examination:
 - Heart murmur
 - Femoral pulses to exclude narrowing of the aorta
 - Physical appearance of Marfan syndrome
 - Brachial artery blood pressure (taken in a sitting position)
- The Pre-Participation Physical Evaluation – Medical History form includes all 12 of these important cardiac elements and is mandatory annually.
- Additional screening using an electrocardiogram and/or an echocardiogram can be scheduled through your family physician.

What can I do to avoid cardiac arrest?

- A healthy diet, including fruits and vegetables, and avoiding foods high in saturated fat and sodium will help. You should also avoid drinks high in sugar, such as soda and energy drinks. There is no better fluid replacement than water to avoid or combat dehydration.
- Energy drinks will increase the heart rate, so you should always avoid drinking anything that promotes an effect of increased energy.

- Daily exercise is also recommended to maintain a healthy heart. There is no better way to avoid a cardiac event than to be knowledgeable in your own family history, and live a healthy lifestyle that promotes good heart health.

OKLAHOMA BULLYING LAWS

Bullying/Harassment

Statute 70-24-100.4, the School Bullying Prevention Act, requires each district board to adopt a policy for the control and discipline of all children attending a public school. The policy must specifically prohibit threatening behavior, harassment, intimidation and bullying by students at school and via electronic communication. The policy must also establish a procedure for reporting and investigation and reporting of incidents, address prevention and education, and establish procedures for referral to mental health care options. The Act requires the district board policy to allow a school to request the disclosure of any information concerning students that have received mental health care following a school referral, if there is a specific threat to the safety of students and/or personnel. Statute 70-24-100.5 requires each Safe School Committee to study and make recommendations to the principal regarding student bullying and harassment at school and the professional development needs of faculty and staff.

Cyber Bullying

Statute 70-24-100.3 includes acts of electronic communications its list of potential acts of “harassment, intimidation and bullying” in the school environment.” “Electronic communication” is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer. A specific electronic communication does not need to originate at a school or with school equipment to be included under this policy if it is specifically directed at students or school personnel and contains harassment, intimidation or bullying.

HAZING

Athletic hazing will not be tolerated. 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 organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, low-point beer, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

OKLAHOMA HAZING LAW

§21-1190. Hazing – Prohibition – Presumption as forced activity – Penalty – Definition

A. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.

- B. Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.
- C. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.
- D. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.
- E. Any individual convicted of violating the provisions of subsections A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.

OSSAA ELIGIBILITY RULES

You may find the OSSAA eligibility rules at http://www.ossaaonline.com/docs/2014-15/PoliciesRules/1415_rules.pdf.

NCAA/NAIA/NJCAA ELIGIBILITY

Information for students interested in playing college athletics after high school.

NCAA – <http://www.ncaa.org/>

National Collegiate Athletic Association – Indianapolis, IN

Resources:

- NCAA Eligibility Center – http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp
- NCAA Guide for the College-Bound Student-Athlete
- Initial Eligibility Virtual Presentation
- Initial Eligibility Resource Index
- 2.3 or Take a Knee – NCAA Division I Academic Standards
- How do scholarships work?
- Think you will play professionally? Check out the numbers
- Benefits of being a student-athlete
- Recruiting calendars
- Frequently Asked Questions
- NCAA Eligibility Center Contact Information: 877-262-1492

NCAA Divisions

- Division I
- Division II
- Division III

NAIA – <http://naia.org/>

National Association of Intercollegiate Athletics – Kansas City, MO

Resources:

- NAIA Eligibility Center
- The NAIA Guide for the College-Bound Student-Athlete
- High School Student Registration Checklist
- Register to Play NAIA (Video)
- Entering Freshman
- NAIA Eligibility Center Contact Information: 866-881-6242 / ecinfo@naia.org

NJCAA – <http://njcaa.org/>

National Junior College Athletic Association – Colorado Springs, CO

Resources:

- NJCAA Eligibility Corner
- NJCAA Prospective Student-Athlete Guide
- NJCAA Eligibility Contact Information: 719-590-9788

TRANSGENDER STUDENT ATHLETIC POLICY

For the purpose of this policy the following definitions will be in place:

Transgendered: a person whose gender identity doesn't match the sex assigned to him or her at birth.

Intersex: a person who is born with a reproductive or sexual anatomy and/or chromosome pattern that doesn't seem to fit the typical definitions of female or male.

Gender Identity: a person's deeply-felt internal sense of being male or female.

Gender Expression: a person's external characteristics and behaviors that are socially defined as either masculine or feminine (dress, speech, mannerisms, social interactions, etc.).

Guidelines in determining the gender-specific athletic teams on which a transgender student is permitted to participate:

- A female-to-male student who is not taking testosterone may choose to participate on either boys or girls teams. Once that choice is made, the student must consistently participate as that gender in any athletic activities at the secondary school level.
- A female-to-male student taking testosterone may only compete on boys teams.
- A male-to-female student who is not taking hormone therapy, or who has been taking hormone therapy for less than one year, may only participate on boys teams.
- A male-to-female student who has completed one year or more of hormone therapy may participate on girls teams.

Student requesting to participate on a team for the gender in which the student identifies must:

- Submit documentation demonstrating that the student is under the care of a licensed physician
- Hormone therapy – if prescribed how long the prescribed therapy has been administered
- Other relevant information to support the request

With consideration of the above provided information, the Board of Education will determine whether the student should be permitted to participate as requested.

If approved, OSSAA will be notified. In the interest of preserving the student's privacy, Pawhuska Public Schools will not disclose the identity of the student, or any of the other information relating to the request, to the OSSAA.

If the student is denied their request, they may appeal to the OSSAA’s Board of Directors. The identity of the student, and all discussions and written documentation submitted concerning the student, will be maintained as confidential by OSSAA unless the information already has been publicly disclosed or the student has consented to disclosure.

Areas of Awareness:

Have a plan in place to:

- Use correct names/pronouns – according to student’s self-identification
- Have gender appropriate restroom accessibility
- Have locker room accessibility
- Provide education training for teachers, counselors, coaches, administrators, and students on transgender sensitivity in relation to student
- Understand manner of dress according to gender identity
- Provide access to resources and accurate information

PAWHUSKA HIGH SCHOOL PARENT-SCHOOL COMPACT

Schools, families, and students benefit when they all take collective responsibility for quality education. When a partnership exists and each partner fulfills his/her responsibilities, student learning improves. The term school community refers to teachers, students, families, other school staff and community members. The signatures below indicate our support of and commitment to the following responsibilities:

Administrative Responsibilities	Teacher Responsibilities	Family Responsibilities	Student Responsibilities
<p>1. Through collaborative decision making, create with the involvement of staff, families, students and the community, a compelling school vision and quality educational program with high standards that are widely understood and embraced by the school community.</p>	<p>1. Through collaborative decision making with colleagues, families and students, create a school vision and quality educational program with high standards that are widely understood and embraced by the school community.</p>	<p>1. Through collaborative decision making, participate with school staff and students in creating a compelling school vision and quality educational program with high standards that are widely understood and embraced by the school community.</p>	<p>1. Through collaborative decision making, participate with parents and school staff in creating a compelling school vision and quality educational program with high standards that are widely understood and embraced by the school community.</p>

2. Provide instructional leadership to ensure appropriate instructional practices, high academic standards, student support, and the delivery of a quality core curriculum to all students.	2. Endeavor to motivate my students to learn. Provide appropriate and varied classroom instruction that actively involves students, and maintain high standards within each subject.	2. Communicate the value of education, and provide home support and monitoring of student academic work and progress in school.	2. Produce quality work that meets the high standards of each class.
3. Provide a safe, orderly and positive teaching/learning environment.	3. Provide a safe, orderly, and caring classroom environment conducive to learning	3. Establish a schedule with my child for study time, television viewing, peer activities and out-of-school time	3. Attend school regularly, on time, and with completed homework. Follow agreed schedule and home/school rules.
4. Provide appropriate professional development for staff, families and students to improve teaching and learning and to support collaborative partnerships with families and the community.	4. Participate in professional Development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.	4. Participate in training opportunities with staff that help to improve teaching and learning both at home and at school.	4. Participate in school activities with my parents and teachers that help to improve teaching and learning both at home and at school.
5. Maintain open two-way communication between the home and school	5. Establish two-way communication with families about student progress in school.	5. Communicate regularly with the school.	5. Tell parents honestly what is happening at school and help to maintain two-way communication.
6. Respect the school, students, staff and families.	6. Respect the school, students, staff and families.	6. Respect the school, staff, students and families.	6. Respect the school, staff, students and families.

Principal _____ Teacher _____ Parent/Guardian _____ Student _____
Returned and filed at school this _____ day of _____, 20____.