

Pawnee High/Middle School Student Handbook 2018-2019

Message from the principals.....

On behalf of the faculty and staff, we would like to welcome you to Pawnee Middle School/High School for the coming school year. We are looking forward to assisting you in fulfilling your educational goals. You can benefit from everything our school has to offer by being actively involved in your classes and the programs offered. If you encounter difficulties, we will do our best to help you. We are here to make your years in school as successful, yet educationally challenging, as possible. Take time to go over these pages with your parents and keep it for reference throughout the year. Remember, your success in school will be directly proportional to your efforts.

Sincerely,

Mr. Bobby Miller, High School Principal/Athletic Director

Mrs. Stacy Womack, Middle School Principal

OUR MISSION STATEMENT

Believing that all children can and do want to learn, we at Pawnee Middle School/High School enthusiastically accept the responsibility of providing a safe and orderly environment for that learning to develop. We view education as a life-long process in which we play a vital role in preparing the student to make sound decisions defining his/her place academically, physically, socially, vocationally, morally, and culturally in an increasingly complex, yet compact international community. We are convinced that this should be a cooperative venture, linking the needs of home, school, and the community to the aspirations of the student.

OUR GOALS IN THIS ENTERPRISE ARE TO:

1. Promote classroom instruction as a means by which the student can learn skills to use as career building blocks.
2. Develop each student's confidence in communication skills by adapting instruction to satisfy their educational needs.
3. Encourage students to take challenging steps toward ever higher-order thinking skills.
4. Help students to determine acceptable behavior and to accept responsibility for their acts.
5. Instruct students in the proper care and treatment of the human body essential to sustaining a healthful life.
6. Prompt students to see the necessity of becoming informed of, and involved in, the democratic process.
7. Demonstrate to our membership the value of a culturally diverse society by enlisting the varied resources of our own community.
8. Foster in students a view of education as a fulfillment in itself as well as a means toward a productive end.

SCHOOL MASCOT

The Pawnee High School mascot is the Black Bear. School colors are red and black.

SCHOOL SONG

**On, O' Pawnee, On, O' Pawnee
Speed right down that line.
Run a race, a mighty race, a victory sure is fine.**

**On, O' Pawnee, On O' Pawnee
Fight Bears for your fame.
Fight, Black Bears, fight, and we will win this game.**

MOMENT OF SILENCE

In accordance with Oklahoma State Law (SB815), Pawnee Middle School/High School will observe one minute of silence daily so that each student may exercise his or her individual choice to pray, reflect, or simply spend a moment of quiet time prior to the start of a new school day.

PLEDGE OF ALLEGIANCE

In accordance with Federal Law 36 U.S.C., Section 172, Pawnee Middle School/High School students will recite the Pledge of Allegiance at the beginning of each school day and periodically at school assemblies and other activities. Students are to stand and recite the Pledge or stand and remain quiet while the pledge is given.

PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

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.

Absences / Tardies

An absence is defined as any time a student misses more than one-half of a class period. **Absences should be reported by the parent or guardian on the day the student misses school.** Failure to do this within 1 day will result in the student's unexcused absence remaining. An optional attempt to notify a parent/guardian of any absence will be provided by the school automated messenger system. All students must be in attendance 90% of the time in each class to remain eligible and to receive credit. When calculating perfect attendance all absences, except bereavement and school-related absences **will** count against a student's attendance record.

Types of absences are:

- **Bereavement (EB):** Any absences to be recorded as bereavement must be requested through the principal by the student or parent/guardian.
- **Excused (AE & ED):** Any absence to be recorded as excused due to illness, doctor's appointment, or serious illness. Students must go to the teachers and request missed assignments. The number of days absent plus one will be allowed for every consecutive day missed to finish assignments. In the event of an extended illness, arrangements may be made through the counselor's office to receive assignments. For an absence to be recorded as **ED**, a doctor's note must be turned in to the office the day the student returns to school, this will be the only time a doctor's note will be accepted. **AE & ED** absences will count against exemptions. **AE & ED** absences will not count against 90% attendance rule.
- **Explained (AE):** Any absence to be recorded as an explained (not an absence due to illness, doctor's appointment, or serious illness or death of a family member) is when a parent or guardian takes the student out of school with the principal's prior knowledge and approval. **Students will be required to get assignments for classes to be missed and an assignment form completed prior to leaving the school. The assignments will be due before the student leaves or on the day the student returns to school.** Failure to follow this policy will result in the absence being recorded as an unexcused absence.
- **School-Related (EA):** Any absence in which a student is involved in an approved school-sponsored activity will be counted as school-related and the student will not be charged with an absence. The student must go to the teachers and request make-up work. The number of days absent plus one will be allowed. Assignment sheets will be provided at student request but is not required for participation in the activity. A total of ten (10) absences per year are allowed, exclusive of administration approved state and national sanctioned events. Students who have been injured while participating in a school sanctioned activity **must request** the absence be school related through the principal.
- **Truancy (AU):** An absence from the classroom without the knowledge or approval of the school or the parent. A student who is truant will receive **no credit (0's) for class work missed** and will be disciplined according to the school policy.
- **Unexcused (AU):** An absence in which the student is out of school that does not qualify as bereavement, excused, explained, or school-related. The student will be brought to the office for disciplinary action and **will receive no credit (0's) for all class work missed.**

- Absences will count against the 90% attendance rule with the exception of bereavement days approved by the principal, school- related absences, and any absence of an emergency nature deemed unavoidable by the school principal. Incomplete grades will be given until the student meets the 90% attendance rule through summer school.
- It is the student's responsibility to get an admit slip **before 8:10 A.M.** on the day he/she returns to school, failure to do so will result in an unexcused tardy

- **Tardy:** Each subsequent tardy will result in an office referral.

TE – TARDY EXCUSED / TU - TARDY UNEXCUSED

- Students arriving to school late (regardless of what time it is) must report to the office for a admit slip. The tardy will be explained if a parent calls prior to student being tardy or sends a note; however, students will only be allowed three (3) explained/excused tardies to school per semester. After the third explained/excused tardy, the tardy will be considered unexcused and d-hall will be assigned. An excused tardy to school is only given if the tardiness is due to illness or a doctor's appointment.
- **A student will be considered "tardy" when he/she is not inside the classroom when the bell ceases ringing.** Unless the student is ill or was detained by a member of the faculty and has a signed note from the teacher, no excuses will be accepted. On the 1st and 2nd offenses, the teacher will record the tardy and will assign discipline as warranted. On the 3rd offense, the teacher will refer the student to the office and record an absence. Three tardies equal an unexcused absence. Each subsequent tardy will result in an office referral.

ACCESS TO HIGH SCHOOL BUILDING

Access to the high school building may be granted at the main doors located on the north side by the offices, and from the courtyard double doors located next to the auditorium. Access to the Annex will be through the main doors located next to the courtyard on the east side of the building. Access to the auditorium basement will be through the single door located next to the auditorium and in the northwest corner of the courtyard. Press the call button adjacent to the door, listen for the click, and then open the door.

ALCOHOL USE OR POSSESSION

Any student caught using alcohol, under the influence of, or having alcohol in his/her possession during school time or at school events will be suspended from school for ten (10) consecutive days for the first offense and eighteen (18) consecutive weeks on the second offense. While under suspension the student will receive a zero for all work in the classes missed. Suspension from participating in and attending extracurricular activities will be enforced according to the school extracurricular drug and alcohol policy.

ALTERNATIVE EDUCATION

Alternative education classes will be held in Room 29 of the Annex building, with classes beginning at 8:15 A.M. and ending at 12:00 P.M. **Before school, during the school day, between classes, lunch, and after school, students will not be permitted to access any building, hallway, concession area or bathroom other than the Annex, unless specified by the principal or alternative education teacher, with the exception of during Grab-N-Go.**

ASBESTOS NOTIFICATION

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the superintendent's office and at each campus.

Pawnee Public Schools annually notifies all parents, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and/or using newspaper notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

For questions or concerns, please contact the superintendent's office.

AUDITORIUM SEATING FOR ASSEMBLIES

| | |
|--------------------|--|
| Seniors..... | East side of center section in the front |
| Juniors..... | West side of center section in the front |
| Sophomores..... | East side of center section behind seniors |
| Freshmen..... | West side of center section behind juniors |
| Eighth Grade..... | East section in front |
| Seventh Grade..... | West section in front |
| Sixth Grade..... | West section behind seventh grade |

AUTOMOBILE/MOTORCYCLES DRIVING/RIDING/PARKING

Student drivers will adhere to the following administrative policies throughout the school day:

- Students who are allowed to drive on campus must have a copy of their driver's license on file in the principal's office.
- Students will always lock their vehicles upon arrival.
- Students may drive to school, but will not be allowed to drive a motor vehicle once they have arrived at school until they are dismissed at 3:20 P.M. without prior permission from the principal. Students may not drive or ride as a passenger in any vehicle. **The only exception is when the student and parent complete the contract for 7th hour athletics transportation to off-campus athletic sites. This must be taken care of through your coach.**
- **Students will not sit in/on the vehicles nor loiter in the parking lot during school time or after arriving on campus.**
- Students are not allowed to ride in the back of a pickup or exceed the maximum number of persons allowable in a vehicle.

- Students will park their vehicles/motorcycles in the designated parking lot areas provided.
- All vehicles must be parked straight and in a mannerly fashion. Handicap zones, entrances, exits, and other student cars are not to be blocked at any time. Students are not to park on the grass.
- Excessive stereo/exhaust (muffler) noise from vehicles will not be tolerated.
- Pawnee Schools assume no responsibility for student vehicles or the contents within them.
- Pawnee Public Schools and their representatives are released from all liability while student driver is en-route to and from school.

The purpose of any vehicle policy is to protect property and students from harm. Many younger students walk on our campus every day, and as a mature young adult, it is the student driver's responsibility to look out for the younger students.

A reprimand concerning ones driving practices administered by a teacher, administrator, or the police will be regarded as sufficient grounds for disciplinary action. No warning will be given. The first incident will result in detention. The second incident will result in a loss of driving privileges for a time to be determined by the principal. Any further action will revoke the student's driving privileges on school grounds for the current semester.

BELL SCHEDULES FOR HIGH SCHOOL & MIDDLE SCHOOL

| | |
|----------------------------------|---------------|
| 1 st Period..... | 8:15 - 9:05 |
| HRM (Grab n Go)..... | 9:05 - 9:20 |
| 2 nd Period..... | 9:25 -10:15 |
| MS - 3 rd Period..... | 10:20 - 11:07 |
| HS - 3 rd Period..... | 10:20 - 11:10 |
| MS - Lunch..... | 11:07 - 11:43 |
| HS - 4 th Period..... | 11:15 - 12:0 |
| MS - 4 th Period..... | 11:48 - 12:35 |
| HS - Lunch..... | 12:05 - 12:35 |
| 5 th Period..... | 12:40 - 1:30 |
| 6 th Period..... | 1:35 - 2:25 |
| 7 th Period..... | 2:30 - 3:20 |

BICYCLE RIDING AND PARKING

Students who ride bicycles to school are to park them in a designated area in middle school parking lot and leave them at once. Once parked, bikes are not to be sat on or ridden again until school is dismissed for the day.

BOOK BAGS AND BACKPACKS

Book bags and backpacks must be small enough to be placed in the student's locker when not being carried. No bags are to be left in the halls or on the floor during school.

BULLYING/HARASSMENT *(Oklahoma School Law 70-24-100.2)*

- All students share the right to attend school without being subjected to threat (physical, verbal, written--including electronic messaging and cyber-bullying) of any kind. Incidents of threats, physical assault, or severe emotional intimidation will not be tolerated. Any student who interferes with, threatens, harasses (including actions directed against another person based on race, gender, ancestry, religion, disability, etc.), intimidates, or injures another student, faculty member or school employee, either at school, during school functions, en route to or from such functions or at home may be suspended out of school for the semester in which the offense occurs and the following semester. The student may not return to school until it is determined that the student no longer poses a threat to self, other students, faculty members and employees. Such person or persons may also be charged with violating applicable school regulations, municipal, state, and even federal laws.
- **Cyber-bullying** will be dealt with under the provisions of the Child Internet Protection Act. It is the policy of Pawnee Public Schools that threatening behavior, harassment, intimidation, and 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 at home, en route to or from such function, 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. Threatening behavior, harassment, intimidation, and 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.

- **Harassment** is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability. As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures or written, verbal or physical acts, or electronic communications. Such behavior is specifically prohibited.

The complete harassment policy and further information regarding (a) our school’s procedures to be followed in an effort to determine the severity of an incident and the potential to result in future violence; (b) our school’s stand on harassment, intimidation, and bullying, (c) our policy on administering discipline, punishment, and corrective actions, and (d) our investigative and reporting procedures can be found on our school website, pawnee.k12.ok.us.

CAFETERIA POLICY

- Enter the cafeteria through the north door and exit through the south door.
- ***No food or drink is to be taken in to or out of the cafeteria.***
- Always stay in line. No crowding in.
- Only use tables in your designated area. Permission to sit elsewhere must be approved by the teacher on duty.
- Collect tray and milk before going to your seat. Remain seated until you have finished eating.
- No loud talking or other loud noises.
- Always take empty milk cartons and other scraps off the table when you leave. Leave the area where you ate clean.
- Do not throw food or other items.
- No hats allowed in the cafeteria.
- Push up chairs when you leave.
- Be polite to other students and to the cooks.
- Go through the line in single file.
- When you return for seconds, do so in an orderly manner.
- Books, backpacks, bags, etc. are not to be taken to the cafeteria.
- While walking to and from the cafeteria, students must follow these rules: Do so in an orderly manner; do not go to the cafeteria unless you are eating there; stay off private property by using designated sidewalks; never get into a vehicle or stop to visit with someone in a vehicle.
- On days of inclement weather, bus transportation to and from the cafeteria will be provided.

CELL PHONES / WIRELESS TELECOMMUNICATION DEVICES

- Cell phones must be **turned off** during the school day (**first bell to last bell**) unless there is an emergency and the student has prior permission from the office. The phone being turned on in the mute/silent/vibrate mode is not considered turned off. Phones are to be concealed and should not be worn or displayed in any way. Cell phone numbers must be on file in the office. It is the student's responsibility to notify the office immediately of a change in phone number.
- Students are not permitted to possess electronic paging devices on the Pawnee Public Schools campuses or in transit under the school authority, or while attending any functions sponsored or authorized by the school or while attending any functions sponsored or authorized by the school (HB1008, OK Legislature 1989).
 - ❖ **First violation:** Phone, pager, or electronic receiving or transmitting device will be confiscated and given back to the parent/guardian during a conference with the principal. The student will be assigned five (5) days detention.
 - ❖ **Second violation:** The device will be confiscated and given back to the parent/guardian during a conference with the principal. The student will be assigned five (5) days In-School Suspension. Five (5) days of In-School Suspension will be assigned for each additional violation.
- Students are not to bring radios, CD players, MP3 players, head phones, ear buds or other audio/visual devices to school. Such devices will be turned in to the principal's office. The only exception is when a student is traveling to an activity, has permission from the sponsor in advance, and the device is concealed during the regular school day
- **Watches may be worn as a means of telling time. All other functions should not be accessed.**

CHILD FIND

- Pawnee Public Schools is continuing its search for handicapped persons, age 21 and younger, who are not presently being served by the Pawnee School, but who are living in the Pawnee School District.
- This search is part of the Child Find Project that finds children with mental and physical handicaps, visual and hearing impairments, learning disabilities, multiple handicaps, and serious emotional disturbances.
- Anyone who knows of a handicapped child, age 21 or younger, who is not currently receiving district services, is encouraged to call 918-762-3676 for more information.

CLASSIFICATION

Student classification is determined by the number of credits earned when school begins in the fall. Student classification status will not change at the semester. Students who have earned 4 credits or less will be enrolled as freshmen, students who have earned 9 credits or less will be enrolled as sophomores, and students who have earned 16 credits or less will be enrolled as juniors. Only students who have earned 17 or more credits will be enrolled as a senior.

CLASS OFFICER REQUIREMENTS

Before a student can run for a HS / MS class office, he/she must meet **ALL** of the following requirements:

- 15 discipline points or less during the school calendar year prior to the student running for office.
- if a student is serving an ISS assignment on the day of the class elections, he/she will not be allowed to run for an office.
- no grade below a C during the school calendar year prior to the student running for office.
- a student must be in attendance 90% of the time during the school calendar year prior to student running for office.
- A student who is ineligible after serving one semester as a class officer will be removed from office and a new election will be called to fill that position

Class office positions for the middle school shall be as follows: President, Vice-President, Secretary/Treasurer, Class Reporter, and two Student Council Representatives (one boy, and one girl).

CLASS PARTIES

There will be no parties in the middle school or high school except those approved by the administration.

CLASS SYLLABUS

Every classroom instructor at Pawnee Middle School/High School provides a class syllabus for his/her class. Within this syllabus students and parents will find the content areas to be taught, grading categories, and grading weights. Students can use this information to understand exactly what material will be covered and how grades are determined.

CLOSED CAMPUS POLICY FOR MIDDLE SCHOOL STUDENTS

- The campus will be closed for Middle School students from the first bell of the morning until the last bell in the afternoon. Students are not allowed to leave the school premises during the school day unless:
 - A parent/guardian signs the student out at the office.
 - The student leaves the campus under the supervision of a school employee.
 - Approval is granted by the administration when the request is made in advance by the Parent / Guardian.
- Students going to the cafeteria for lunch will use the east/west sidewalk in front of the high school and cross the street using the marked crosswalk. Students will proceed to the cafeteria using the east sidewalk adjacent to Seventh Street between the high school and elementary school. Students must return using the same route. Upon returning to the middle school

grounds, students must remain in the area south of the middle school building or in the gym lobby. On days of inclement weather, bus transportation to and from the cafeteria will be provided. Students are not to take milk cartons, food items, etc. from the cafeteria.

- Students not eating at the cafeteria have the following lunch options:
 - Students who bring their lunch will use the gym lobby or benches located south of the Middle school. Vending machines are located in the gym lobby. The gym lobby (landing room) closes at 11:30 A.M.
 - After the gym lobby closes, students must return to the south yard of the middle school unless they have written permission from the office or a teacher.
 - Students going home for lunch must have a parent or guardian sign them out at the office.
- Students violating provisions of the Closed Campus Policy will be disciplined according to school policy.
- Any deviation from this procedure must be approved by the principal.

CLUBS AND ORGANIZATIONS **PURSUANT TO HOUSE BILL 1826**

- Statement of Purpose: Pawnee Public Schools' philosophy is based on the idea that the purpose of clubs and organizations is to provide a continuation of essential learning. It is our ultimate goal to supply each student participant with a positive experience beyond their opportunities offered in the classroom. This will aid our youth in becoming self-sufficient individuals mentally, physically, socially, and morally so they can meet the demands of a rapidly changing society. It is essential to instill in each student participant the importance of individual worth and to create a positive self-image through the personal development of initiative, commitment, resourcefulness, and responsibility. It is our intent to lead students toward being disciplined, productive, informed, and fulfilled individuals while working with others to meet common goals.
- Club, organizations, and sponsors are as followed. **HS Softball** - Torri Wilde, **MS Softball** - Kendra Castleberry, **HS Football** - Russell Cook, **MS Football** - Christian Supernaw, **HS / MS Basketball** - David Page & Torri Wilde, **HS / MS Wrestling** - Daniel Kendle, **HS / MS Golf** - Mark Palmatary, **HS / MS Track** - Russell Cook & Mike Brock, **Baseball** - Christian Supernaw, **HS / MS Cheerleading** - Liz Mitchell, Melissa Dvorak, Sara Roberts, Kendra Castleberry, **Band** - Sean Gartner, **FFA** - Cary Shell, **4-H** - Trinity Brown, **HS Student Council** - Nicole Eastman, **MS Student Council** - Kena Fritsche / Tina Baker, **FCCLA** - Melanie Graham, **Beta Club** - Jackie Young, **Drama & Stage Right Productions** - Caryn Brock, **NPIC** - Vicki Pratt, **HS / MS Honor Society** - LeEllen Waren, **HS Academic Bowl** - Carla Edwards, **MS Academic Bowl** - Caryn Brock, **Yearbook** - Jackie Young.
- Club, organizations, and sponsors may be amended or suspended in part or in whole by a majority vote of the Pawnee Board of Education at any regular meeting. The board of education of each school district shall have full power and authority to regulate, control, or prohibit any fraternity, sorority, secret society, club or group composed in whole or in part of students enrolled in the school district if it deems it advisable and in the best interest of the school program to do so.

COLLEGE/CAREER DAY

SENIORS will be allowed two (2) College Days when a request is made through the counselor 2 days in advance and all make-up work and assignments are completed, turned in, and/or arranged with each of the student's teachers.

COMPUTER USAGE\CHROMEBOOK\LAPTOP\DESKTOP

*******SEE POLICY GUIDELINES*******

Students must sign the internet access agreement before being allowed to access the internet services provided by Pawnee Schools. Teacher supervision is required any time students are using the internet. Students are not to access unapproved non-educational web sites during school and/or while using a computer registered to Pawnee Public Schools. Computers are monitored by a technology specialist throughout the school day. Any violation of this policy may result in the loss of all computer privileges.

CONCURRENT ENROLLMENT

- Qualifying high school students may arrange to take concurrent enrollment college classes. Students are responsible for all fees. All other students must be enrolled in a full seven-period day. The liability release form must be signed and turned in to the principal before the student leaves campus to attend concurrently enrolled classes.
- **Concurrent enrolled classes may be used to meet either academic or elective credit at Pawnee High School.** Concurrent enrolled students are not to be on the school campus except during the classes in which they are enrolled at Pawnee High School. Concurrent students are required to provide the counselor their college transcript at the end of each semester. See Senate Bill 290 relating to concurrent enrollment for additional information.

DETENTION HALL

- Detention Hall for **high school** students will be held daily at 7:55 A.M. in high school office, and 12:25 P.M. room 29. High school students must sign in and out. Failure to do so will result in no credit received.
- Detention Hall for **middle school** students will be held daily at 7:55 A.M. in room 110 and at 11:30 A.M. in room 108. A list will be kept in the offices designating who is to serve detention each day, as well as indicating the amount of time to be served by each individual.
- Unexcused absences and tardies may result in the student being assigned to detention hall or ISS. Zero tolerance for failure to attend assigned detention. Students will have 1 day of school to complete each day of assigned detention. Missed detention will result in suspension, ISS or swats if approved by parents. Near the end of the year, if there are not enough days left for a student to complete his/her obligation, then suspension, ISS, or swats will replace the detention.

DISASTER DRILLS

All rooms have a posted sign indicating where students exit during drills. Students should read the signs so that they will know exactly how to react confidently during drills. Students are to follow the designated procedure, calmly and quickly moving to the assigned area, and are not to stop for books, personal items, or friends. Students are to remain in assigned areas with teachers until the principal indicates it is safe to return to class. Practice drills are conducted at various times throughout the school year.

DISCIPLINE

One of the most important lessons students learn is good discipline. If a student chooses to disregard school policies, he/she will be held accountable for his/her actions. When a student is referred to the office for behavior problems, the student will be disciplined according to the Pawnee Middle School/High School Discipline Plan, a copy of which is attached hereto and made a part of this handbook.

DRESS CODE

- All students are expected to dress appropriately for school. Any form of dress which is considered distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Students are expected to wear normal clothing as it was manufactured to be worn. All students have a right to attend classes free of disruptions.
- Questionable attire will be subject to the principal's discretion. There will be no organizational initiations which require unfavorable dress unless approved by the administration. Students who are inappropriately dressed or who are violating the rules of good grooming will be called to the office. Parent/guardian will be contacted and the student will be required to change clothes or do whatever is necessary to be presentable before returning to class. The time missed will be considered *an unexcused* absence.
- There will be no bare midriffs or backs. (Students may lift arms straight out extending from the body to see if their shirt is appropriate.) Students will not wear see-through clothing or underclothing as an outer garment. Students will not be permitted to wear tight spandex sportswear, biker pants, bandannas, or colors and color combinations that are worn for purposes of gang or cult membership. Clothing or jewelry displaying gang related slogans, pictures, or symbols are not appropriate. Clothing or jewelry displaying tobacco products, illegal drugs, drug paraphernalia or alcoholic beverages is not appropriate.
- Halter tops, tank tops, tube tops, crop tops, and short shorts are not considered appropriate dress. Girls' sleeveless shirts must have a two-inch wide strap at the shoulder. Boys may not wear tank tops, headbands or sleeveless shirts. Pants must be worn at the waistline (top of hip). No sagging. Hats, gloves, and sunglasses may be worn to and from school, but they are not to be worn in the building and are to be kept in lockers during the school day. Shirts displaying pictures and/or words in poor taste are not acceptable. Shirts must be tucked in or not extend beyond the finger tips when standing.

- Students may wear shorts to class, but must be of an acceptable length. Holes in shorts or pants must be below the wearer's finger tips when standing.
- Female students will be allowed to wear leggings. Pajama bottoms will not be allowed.
- All students shall wear footwear. No house shoes will be allowed.
- Only females are allowed to wear earrings. Boys wearing an earring may cover such items. Body piercing is NOT allowed.
- Tattoos are to be covered so they are not visible
- Each individual student will be responsible for maintaining personal cleanliness and maintain good grooming habits. Students with poor hygiene that distracts other from learning will be sent home and may return when corrected. Hair will be kept out of the eyes so vision is not impaired. Hair and eye contacts that are not similar to a natural color are distracting and are not appropriate. Students will not be allowed to wear green, orange, purple, blue, or a multitude of hair colors that are not similar to a natural color. Lipstick that is not similar to natural lip color, such as shades of black, blue, etc., is NOT acceptable.
- Dog collars, thick metal chains, wallet chains, metal- studded wrist bands, hand cuffs, etc. are not permissible.
- Blankets or trench coats are not to be worn. If you are in need of a jacket or coat, please see Mrs. Waren.

DRUG USE OR POSSESSION

- Any student caught using drugs, under the influence of drugs, or having drugs in his/her possession during school time or at school events will be suspended from school for eighteen (18) consecutive weeks on the first offense and for thirty-six (36) consecutive weeks on the second offense. While under suspension, the student will receive a zero for all work missed in the classes. Students will be dropped from all extracurricular activities for the remainder of the school year or the length of the suspension, whichever is the longer period of time.
- Senate Bill 720 also allows schools the right to refuse to enroll a suspended student from another district. Each student will be granted a hearing with the superintendent at the end of the first three (3) days of suspension.
- The superintendent's decision on the suspension may be appealed to the Pawnee Board of Education under Section 383 of the Public School Law.
- The Pawnee Board of Education has approved using drug sniffing dogs periodically.
- All prescription drugs, medications, etc. must be kept in the office and distributed by school personnel.

ELIGIBILITY

- The Oklahoma Secondary Schools Activity Association Eligibility Policy applies to ***all students grades six through twelve who participate in extracurricular activities.***
- **Attendance:** All students must attend class 90% of the time for the semester in order to maintain eligibility. A request for waiver of the attendance eligibility policy must be made by a coach/sponsor.
- **Semester Grades:** A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester attended.
- **Eligibility during a Semester:** Grades will be checked at the end of the third week of each semester and each week thereafter. Students must be passing in all subjects. Students not passing all subjects at the end of a week will be placed on probation for the next one-week period. If a student is failing one or more classes at the end of the probationary week, he or she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday. A student may regain eligibility by passing all subjects at the next grade check period.
- **A Senior** may maintain eligibility by passing the classes required for graduation...the number of classes can be no fewer than four...athletics cannot be included in the four.

EMERGENCY PROCEDURE INFORMATION

All students must complete Emergency Procedure information indicating the order of desired action in cases of emergency, illness, or accident to the student. The "EP" information will be filed in the office.

If an accident, illness, or emergency situation should occur, it must be reported immediately to the supervising instructor or to the office. Parents will be notified and the requested emergency procedure action will be followed. ***It is extremely important to keep contact information updated.***

EXTRACURRICULAR DRUG AND ALCOHOL POLICY

Drug and alcohol use of any kind is incompatible with participation in interscholastic athletics or any other extracurricular activity on behalf of the School District. For the safety, welfare, and best interests of the students of the School District and to promote drug free lives both during and after high school, the Pawnee School District has adopted a drug and alcohol education and testing program for use by all students participating in extracurricular activities at the middle school and high school level. A Drug and Alcohol Use Detection Policy Consent Form will be provided to students at the beginning of the school year and must be completed, signed, and returned to the school office prior to enrollment in an extracurricular activity.

FERPA POLICY

- It is the policy of Pawnee Public Schools not to release copies of student records to outside agencies for record keeping, documentation, verification, or other purposes when such information is available to the outside agencies from the parents or guardians of students. Agencies are directed to request this information directly from the parents.

- In such instances where the parent or guardian has not had access to the requested information, Pawnee Public Schools will send copies to requesting agencies after written parent or guardian permission is received by the school. Records will be copied at the price of twenty-five (25) cents per page, pre-paid. Records will be copied in a timely manner, not to exceed 30 working days from the date the request is received.
- The school district proposes to designate the following personally identifiable information contained in a student's record as directory information and it will disclose that information without prior written consent: (1) The student's name, address and telephone listing; (2) The names of the student's parents; (3) The student's date of birth and place of birth; (4) The student's class designation (6th grade, 9th grade, etc.); (5) The student's extracurricular participation; (6) Electronic mail address; (7) The student's achievement awards, degrees or honors received; (8) The student's weight and height (if a member of a school team); (9) The student's photograph; (10) The school or school district the student attended before he/she enrolled in Pawnee School District; (11) Major field of study; (12) Dates of attendance; (13) Student ID number, user ID, or other user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (student's SSN, in whole or in part, cannot be used for this purpose.)
- After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

FIELD TRIP INCENTIVE PLAN

All HS / MS students must meet the following requirements in order to participate in field trips:

- 15 discipline points or less during the semester the field trip is to be taken
- A student serving an ISS assignment on the day of the field trip will not be allowed to participate in the field trip.
- Students must meet the 90% attendance rule in order to attend field trip
- **All Fees must be paid to attend**

FIGHTING

Fighting on school property, during school time, or at school-sponsored events is a serious violation. Fighting will not be tolerated. Fighting may result in out of school suspension and possibly involvement of police or legal action. The principal will determine the appropriate action.

FLAGS

Only American and Oklahoma Flags may be displayed on school property.

GRAB – N – GO

- **MS** dismiss at 9:02 A.M.; **HS** dismiss at 9:05 A.M., with bell.
- Students will have extended time between the end of 1st hour and the beginning of 2nd hour.
- Grab –N- Go breakfast **MUST BE** consumed by 9:30 A.M.
- Students will be allowed to consume grab-n-go breakfast in their 2nd hour classroom.
- Please dispose of grab-n-go waste accordingly.

GRADING SYSTEM

The Pawnee Middle School/High School grading scale is:

| | |
|---|------------------|
| A | 90 - 100 |
| B | 80 - 89 |
| C | 70 - 79 |
| D | 60 - 69 |
| P | Passing |
| F | Failing-Below 60 |
| I | Incomplete |

It is the student's responsibility to make arrangements with the teacher to make up missed work. Missing work not made up will be recorded as a zero and grades will be averaged accordingly.

GRADUATION REQUIREMENTS FOR HIGH SCHOOL STUDENTS

In accordance with State Law—Title 70 O.S./11-103.6, Pawnee High School offers the “core” track and the “college” track to graduation. The requirements for each as follows:

- **Core track.** This includes four units of English, three units of mathematics, three units of Science (Biology is required), three units of Social Studies (U.S. History, Oklahoma History and Government are required), one unit of Fine Arts (drama, speech, band, art or Ag communications), 1 unit of Computer Technology, eight units of Electives, Personal Financial Literacy, and CPR.
- **College track.** This includes four units of English, three units of mathematics, three units of Science (Biology is required), three units of Social Studies (U.S. History, Oklahoma History and Government are required), two units of Computer Technology or Foreign Language, one additional unit from any of the core classes listed above, one unit of Fine Arts (drama, speech, band, art or Ag communications), six units of Electives, Personal Financial Literacy, and CPR.
- A student will be automatically enrolled in the “college” track unless a parent or legal guardian approves the student to enroll in the “core” track. A standard diploma is issued for both tracks. Oklahoma Promise students must be enrolled in the “college” track. For more information, please contact the counselor.

- To help with class scheduling and providing instruction for all AP classes, students who are enrolled in an AP class on the first day of school will remain in that class for the entire school year unless the change is specifically recommended by the administration. **All AP students should prepare to take the AP test at the end of the year.**

GUM, CANDY, DRINKS, AND OTHER REFRESHMENTS

Vending machines are located in the gym lobby for the convenience of all. The best way to show appreciation for them is to keep the premises clean and orderly so the machines can be retained.

Gum, candy, drinks (such as cups, cans, or glass bottles, flasks, canteens, etc.), and other refreshments are **not** permitted in the halls or in the classrooms. No soda, fruit drink, energy drink, coffee, etc. Clear, plastic bottled water will be permitted. Breath mints and throat lozenges are permissible unless they are a distraction. Pawnee Public Schools will adhere to all federal wellness policies.

GROUP ACTIVITIES

Groups meeting on school premise before, during, or after school hours must have approval from the administration and must be supervised by an adult sponsor.

GYM – WRESTLING ROOM

GYM, WRESTLING ROOM, LOCKER ROOMS, WEIGHT ROOMS

Students will not be in the gym, wrestling room, locker rooms or weight rooms at any time before school, at lunch, or after school unless coach giving access to these areas is providing immediate supervision at all times, by a Pawnee Public School Employee.

HALL PASSES

Students are not permitted in the halls during class without a hall pass issued by the office. All passes should be properly dated and signed. Students may enter the building before school and during lunch without a hall pass if the purpose is for office business or requested by teacher.

HALLWAY POLICY

Middle school students are not to be in the high school hallways before school, during class hours, during class breaks, at lunch, and after school.

The only exceptions are:

- Going to a class in the high school building.
- Visiting the library, office, or a teacher in the high school building. Written approval is required.
- Using the south entrance and hallway to move to a class in the gym, junior high building, or Band / agriculture building.
- Group movement to the auditorium at times of inclement weather. Use sidewalk north of high school when weather permits.

When approved to be in the high school building, middle school students are not to stop at lockers or in the halls to visit. Be quiet and do not create a disturbance. **High school restrooms are not to be used by middle school students without approval.**

HEADLICE POLICY

Pawnee Public School does not tolerate head lice. Head lice checks will be performed by school personnel, when necessary. If a student has live lice and/or nits, the parent will be contacted. The parent will need to take the child home and treat the head lice. The entire home and other family members will likely need to be treated in order to avoid re-infestation. After the appropriate treatment is given, the parent must bring the child to the office with a note from a health care professional stating that the lice has been treated and removed. Health care professionals can include a doctor, nurse practitioner, nurse, or physician's assistant. **The clearance may come from a doctor's office or a health department.**

HEALTH SERVICES

Pawnee Middle School/High School is interested in the health and wellbeing of all of its students. Pawnee Schools will administer first aid to any student as needed. Health services are provided by Pawnee County Health Department.

HIGH SCHOOL LUNCH

Before school and during lunch high school students may assemble in the gym lobby or courtyard. High School students are not allowed to assemble in front of high school building or alley before school or during lunch.

- High School students going to the cafeteria or downtown for lunch will use the sidewalks running north/south and parallel to Seventh Street in front of the high school. Students will cross all intersections using the marked crosswalks. Students will not be permitted to use alleys, trespass on personal/ private/business property. Students must return using the same route. Upon returning to the high school campus, students shall remain in the designated campus areas.
- High School students not eating at the cafeteria or downtown have the following lunch options:
 - Students who bring their lunch or purchase items provided by vendors or vending machines will use the gym lobby or picnic tables/benches located in the courtyard.
 - Students going home for lunch **must have** a parent or guardian sign them out at the office. *NOTE-Any deviation from this procedure must be approved by the principal.
 - A student may be signed out in the office by a parent or guardian and ride/drive to lunch with the parent or guardian in such vehicle.

- High School students will not be permitted in the halls before school or during lunch without a signed hall pass issued by the teacher or unless permission has been granted for office business or inclement weather.
- Students violating provisions of the high school lunch rules will be disciplined according to school policy.

HONORS PROGRAM

- Pawnee High School has an Honors Program. Seniors graduating with a weighted grade point average of 4.0 and above will receive a gold medallion and “Highest Honors” designation. Seniors graduating with a weighted grade point average of 3.750 to 3.999 will receive a silver medallion and “High Honors” designation. Seniors graduating with a weighted grade point average of 3.5 to 3.7499 will receive a bronze medallion and “Honors” designation. Grades will be calculated from the seven semester transcript to designate this honor. The only classes with weighted grades will be Advanced Placement classes and college-level classes.
- Since Pawnee High School does not designate valedictorians, any student with a 4.0 on the non-weighted scale (all A’s and no lower grades) may qualify for scholarships designated for valedictorian.

IN-SCHOOL SUSPENSION

- This form of discipline is utilized in an attempt to keep students in school who otherwise might be suspended from school. In-school suspension (ISS) is supervised by a teacher. Assigned students must bring work from every class.
- These students will be prohibited from interacting with other students that are on school grounds. In addition, ISS students will not be allowed to attend special school functions (assemblies, game activities, etc.) or extracurricular events.
- Office discipline referrals while in ISS will result in ISS days added or Out of School Suspension (OSS) for a period of time as determined by the principal.

INSPECTION OF EDUCATIONAL RECORDS

Under the provisions of the Family Educational Rights and Privacy Act, the parent or legal guardian of a currently enrolled student, or the student him/herself, if eighteen (18) years of age, has the right to inspect and review for accuracy the student's school records and to request amendment to those records if inaccurate. Such parent/guardian or student of legal age may also consent to the disclosure of personally identifiable information contained in those records. Parents should also be advised that educational institutions may exchange student information for enrollment purposes without requiring parental consent. Directory information will be given unless parent or guardian requests, in writing to the superintendent, that it not be disclosed. All inactive student educational records will be destroyed after five (7) years. Request for these records should be made before that time.

LANDING ROOM/GYM LOBBY POLICY

- Hats are not to be worn in the landing room.
- Always leave the area where you ate clean. Deposit trash in trash cans.

- Disorderly conduct will not be tolerated.
- Middle School Students: Use alley or west edge of parking lot to go to and from the landing room. Stay out of parking lot, gym, high school hallways, and other parts of the high school campus.
- Middle School Students: Be out of the landing room by 11:30 A.M. and go directly to the south yard of the middle school. Remain there until the bell sounds.

LEAVING SCHOOL DURING THE DAY

Students are not permitted to leave school during school hours except for emergencies or other reasons approved by the principal or superintendent. No one, other than a student's parent or guardian may check the student out of school. If it is necessary for a student to leave school before regular dismissal time, parents should call or send a written request **prior** to the student being dismissed; stating the reason and exact time the student should leave school. Students will not be allowed to leave the school if parental contact cannot be made. This protects the child as well as the parent. When the principal determines a student needs to leave school, a green slip will be issued to the student. Students leaving without a green slip will be disciplined appropriately. Upon returning to school, the student will report to the office to receive an admit before returning to class. Green Slips will not be accepted as an admit when returning to class.

LIBRARY

LIBRARY PASS/HALL PASS REQUIRED BEFORE ENTERING THE LIBRARY

- Books may be checked out for two (2) weeks, with renewal privileges.
- There will be a five cents fine for each day a book is overdue.
- All books damaged beyond reasonable wear and all lost books shall be assessed against the borrower.
- Each borrower is held responsible for all books drawn in his/her name and for all fines on same.
- Students may check out only two (2) books at a time.

LOCKERS

- Lockers will be assigned to each student at the beginning of each school year. Students are responsible for the care of their assigned locker and its contents at all times. Lockers should be free of signs (adhesives) which adhere to the paint, questionable pictures, or other objectionable items. Assigned lockers should be kept locked at all times. The school does not assume liability for any lost or stolen items. Only locks issued by Pawnee Schools are to be used. Lost locks will cost \$5.00.
- State law (Section 24-102 of Title 70) allows school personnel access to lockers, desks, and other school property in order to properly supervise the welfare of students.

LOST AND FOUND

Students who have lost personal or school-owned articles may ask about them at the high school or middle school office. Students finding articles in or around the school are encouraged to bring them to the office. The school is not responsible for personal belongings left at school, even in a locked compartment or room. All lost and found items left at the school will be given away or disposed of one week after the final day of school in May.

MEDICATION

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent/guardian must be presented to the office. All medication will be kept in and dispensed through the office. A copy of the medication permission policy will be provided to all parents at the beginning of each school year.

MERIDIAN TECHNOLOGY CENTER

Meridian Technology Center offers many classes for juniors and seniors. These classes count as four credits per year. Students are required to ride the bus to and from MTC unless prior permission to drive is arranged by parents through the principal. Students driving/riding to MTC without permission will be suspended out of school and from attending MTC, one (1) day for each violation.

MIDDLE SCHOOL READING AND MATH LAB CRITERIA

Middle school students can be placed in a reading and/or math lab if they meet any or all of the following criteria:

- teacher recommendation
- consideration of past core curriculum test scores
- grade in reading or math
- STAR reading test results
- When pre-enrollment papers are sent home in the spring, students that meet any of the above mentioned requirements will be placed in a reading and/or math lab.
- Parents must sign a release if they **DO NOT** want their child to be placed in either of the labs.

SEMESTER TEST/EXEMPTION POLICY

- A semester test will be administered each semester. Students will not be allowed to take tests early. The only exception would be in cases of emergency and must be approved by the principal and teacher. Students who are absent from a test will take the test immediately upon their return to school unless prior arrangements have been made with the teacher and principal.
- To encourage regular attendance, promote good grades and overall classroom performance, every Pawnee student, grades 6th – 12th, has the opportunity to qualify for exemption from taking semester tests. In an effort to raise a final grade, any student may take a semester test even though he/she may be exempt, and in so doing it cannot be used to the student's detriment. A semester test counts as one-fourth (1/4) or 25 % of the semester grade.

- **The preferred semester testing schedule will be:**

Day 1 Testing – 5th, 6th, and 7th hours only are modified

| MS | |
|--|--|
| 8:15 to 9:05.....1 st Hour | |
| 9:05 to 9:20.....Homeroom | |
| 9:25 to 10:15.....2 nd Hour | |
| 10:20 to 11:07.....3 rd Hour | |
| 11:07 to 11:43.....Lunch | |
| 11:48 to 12:35.....4 th Hour | |
| 12:40 to 1:10.....5 th Hour | |
| 1:15 to 1:45.....6 th Hour | |
| 1:50 to 3:20.....7 th Hour Test | |

| HS | |
|--|--|
| 8:15 to 9:05.....1 st Hour | |
| 9:05 to 9:20.....Homeroom | |
| 9:25 to 10:15.....2 nd Hour | |
| 10:20 to 11:10.....3 rd Hour | |
| 11:15 to 12:05.....4 th Hour | |
| 12:05-12:35.....Lunch | |
| 12:40 to 1:10.....5 th Hour | |
| 1:15 to 1:45.....6 th Hour | |
| 1:50 to 3:20.....7 th Hour Test | |

Day 2 Testing – MS & HS

| |
|--|
| 8:15 to 8:30.....Grab & Go |
| 8:30 to 10:00..... 1 st Hour Test |
| 10:10 to 11:40.....3 rd Hour Test |
| 11:40 to 12:35.....Lunch |
| 12:40 to 2:10.....5 th Hour Test |
| 2:15.....Buses Run |

Day 3 Testing – MS & HS

| |
|--|
| 8:15 to 8:30.....Grab & Go |
| 8:30 to 10:00.....2 nd Hour Test |
| 10:10 to 11:40.....4 th Hour Test |
| 11:40 to 12:35.....Lunch |
| 12:40 to 2:10.....6 th Hour Test |
| 2:15.....Buses Run |

Exempt from first and second semester test will be students meeting the following semester requirements:

- “A” student with no more than 3 absences; “B” student with no more than 2 absences; “C” student with zero absences.
- Exempt students must have displayed good citizenship on campus and in the classroom.
- **All fees must be paid before Day 1 Testing in order to be exempt.**
- When determining exemptions, more than three (3) excused or unexcused tardies during the semester will count as one absence in that class. Teacher or school related tardies will not count against the student.
- All absences during a semester are counted with the exception of those recorded as school related or bereavement. Absences cannot be waived or After School Tutoring when calculating exemptions.
- Students who do not need to attend all test sessions on a day of testing may follow the testing session schedule and will be responsible for providing their own study/resource/review material while not testing.
- Students beginning a testing session and taking a semester test will be required to remain in the classroom for the entire class period and will not be allowed to leave unless there is an emergency, extenuating circumstances or administrative approval.

Before Day 1 Testing, teachers are required to turn in to the office a list of exempt students.

Students not attending an actual class or designated testing session will not be allowed to hang out or loiter on campus.

NONDISCRIMINATION

Pawnee Public School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

OUT-OF-SCHOOL SUSPENSION

When a student's behavior results in an out-of-school suspension (OSS) by the principal, the student forfeits the privilege of participating in and attending school extracurricular activities. While under suspension the student will remain at home during regular school hours or must be placed in a structured environment by the parent/guardian. When away from home during school hours, the student will be directly supervised by a parent/guardian. As long as the parent/guardian will pick up and return school work, teachers will provide class work addressing completion of credit in core curriculum subjects which consist of English, math, science, social studies, and Fine Arts required by the Oklahoma State Department of Education. The student will receive a maximum 75% credit for course work completed during the time of suspension. Failure to abide by the terms of the suspension will result in zero credit for course work missed. Note: Students suspended for possession of a dangerous weapon or controlled dangerous substance will receive no credit for school work missed. Students suspended out-of-school for ten (10) days or less may appeal the suspension to the principal. Suspensions for more than ten (10) days may be appealed to the superintendent and the board of education. In both cases, the request for appeal must be made within five (5) calendar days after the principal's decision for suspension.

PERJURY POLICY (PROVIDING FALSE INFORMATION)

Any student who knowingly reports and/or intentionally lies while providing false and inaccurate information in an effort to penalize or victimize the innocent will face the same consequences as if they were in violation of such inappropriate behavior. According to the Pawnee Public School Discipline Plan, the consequences may include in-school suspension or out-of-school suspension.

PERSONAL RELATIONSHIPS

Student relationships in halls, classrooms, and on school grounds are expected to be in good taste and should go no further than holding hands. Repeat offenders must face the consequences for their total disregard for the rules and regulations of Pawnee Middle School/High School. Any irresponsible actions off campus during the lunch time or while attending a school activity will result in disciplinary actions by the principal.

PROFANITY

Profanity infractions involving oral, audible, or written obscenities using the "f" word or the symbolic sign of the finger by any student will be treated as followed: The first offense will carry a minimum of three days out-of-school suspension. The second offense will result in five days out-of-school suspension. Subsequent offenses will result in long-term suspension at the discretion of the principal.

PROFICIENCY BASED PROMOTION

Proficiency based promotion awards credit for a student's knowledge in the core curriculum areas through an assessment process. Guidelines and registration/testing information can be obtained from the counselor.

REPORT CARDS

Students will receive report cards at the end of each semester. Parents/guardians may check their student's grades and progress reports on-line at the school website, click on gradebook (top right corner of home page). For log-in information, you may contact the middle school or high school office.

SCHEDULE CHANGES

- If a subject is to be dropped, it must be dropped before the end of the first three (3) days of class for the fall & spring semester. If it is dropped later than the specified time, the student will receive an "F" in the course, and it will be recorded on his or her permanent record as such unless the change is specifically recommended by the principal or counselor.
- The high school/ middle school counselor will conduct pre-enrollment during the spring semester. Students with a parental signed, pre-enrollment form will have priority placement for classes which they pre-enrolled. Due to the limited number of electives and class sections being offered schedule changes will only be considered as a result of **extremely** extenuating circumstances.

SECURITY

For security purposes, any individual entering Pawnee Public Schools property, grounds, and/or facilities may be subject to surveillance by the use of metal detectors, video security camera system, or a sound recorder.

STUDENT CONDUCT

- Students are expected to conduct themselves in a manner that exemplifies Pawnee Middle School/High School. All students are expected to represent themselves with an attitude that reflects the philosophy of Pawnee Schools. This manner is expected in class, in the hall, on campus, at extracurricular activities, or any other event that may be a representation of Pawnee Schools.
- Loud talking, milling, grouping, or disorderly conduct in the halls will not be permitted during the breaks. Students should be moving to their right of center with no more than two (2) students wide (side by side).
- The most affection students will be allowed to show is that of holding hands. Horseplay will not be tolerated. Students are expected to remove caps, headbands, or hats when entering the building. The only exceptions are for medical reasons. Students are not allowed in the cafeteria except during the breakfast or lunch periods.

- Pawnee Middle School/High School students are expected to be responsible and respectful to faculty members and the school property and grounds. Students must be accountable for their decisions and must be willing to accept the consequences for their actions.

STUDENT INFORMATION

Phone number, address and email information should be updated *anytime* there is a change.

STUDENT FEES

All student fees will need to be paid. Student's fees must be paid before being exempt from 1st and 2nd semester test. Also, fees must be paid before being allowed to participate in a variety of special events such as Middle School events; JR/SR Prom; Senior Trip; Winter Formal; Beta Convention; National FFA Convention; Band, NPIC, Title VI field trips; STUCO.

TELEPHONE

Because of the limited phone accessibility, parents/guardians are asked not to call a student unless absolutely necessary. Students will not be called to the telephone from class except in cases of emergency. Only messages from parents/guardians will be accepted and delivered to students. Students will not be released from class to make a non-emergency call.

TEXTBOOKS

Textbooks are furnished by the school district and must be used for several years. Reasonable care should be taken by the students to insure that students who follow will have the opportunity to use books that are clean and in good condition. Students are responsible for any undue damage or loss of books. **Students will be charged for lost or damaged textbooks.** Charges will be made accordingly.

TOBACCO USE OR POSSESSION

Students will not be allowed to possess, smoke, vape, or chew tobacco of any kind on the school premises at any time during the school day or at any school-sponsored activity. Disciplinary measures will be taken, including possible suspension from school and/or activities. For further information, request to see the Dangerous Substance section in Pawnee Public Schools' Board of Education Policy Book.

VANDALISM

Carving or writing on desks, curtains, textbooks, walls, restrooms, or any part of the building or equipment will not be tolerated and may result in ISS or out of school suspension. Any person guilty of such vandalism will be held accountable to pay for the damages.

VISITORS

All visitors to the school system are to report to the office immediately upon arrival. Student visitation is not permitted during lunch or in classrooms. For the safety of all our students, school officials reserve the right to declare a trespass regarding unauthorized visitors to the campuses and to summon law enforcement officials to aid in the eviction.

WEAPONS

Any student found to be in possession of a dangerous weapon, including guns, knives, box openers, or any item used as a weapon, or facsimiles of such (cap, toy, water guns, paintball guns, etc.) while at school, during school time, or at school activities, may be suspended for a period not to exceed the current school semester and the succeeding semester. The penalty for bringing a dangerous weapon on school property, is suspension from school for the current and a succeeding semester. Any such suspension may be appealed to the Board of Education.

WEATHER INFORMATION

In the event of inclement weather, the following radio and TV stations will carry necessary information regarding school closing or cancellation.

Radio Stations: KSPI – Stillwater
 780 AM
 93.7 FM

Television Stations: Channel 4 Oklahoma City
 Channel 2 Tulsa
 Channel 6 Tulsa
 Channel 8 Tulsa

If possible, announcements will be made at 10:00 P.M. However, there may be times when weather conditions are not apparent until early morning hours. During these times, announcements will be given by school messenger to the contact information provided on student enrollment, via phone, text, or e-mail, if parental or guardian consent has been given (Federal Law TCPA 47 U.S.C. 227). Form to give consent is in student enrollment packet.

WITHDRAWAL FROM SCHOOL

When a parent/guardian anticipates the permanent withdrawal of a student from Pawnee Middle School/High School, he/she must notify the school office of those intentions. A student may secure the withdrawal form, but it is the parent/guardian's responsibility to authorize the release. **This form clears the student's records and fees** at Pawnee Middle School/High School and furnishes the receiving school with accurate records of the student's courses completed and those in progress at the time of withdrawal. Student's records will not be sent to receiving school until all fees are paid.

YARD POLICY
(MIDDLE SCHOOL/HIGH SCHOOL)

When students are on campus before school, during lunch, or after school, the following should be followed:

- Do not enter the school building prior to the bell without permission.
- Stay away from the bicycle rack and out of parking lots.
- Do not throw items.
- Roughhousing/horseplay that jeopardize the safety of others will not be tolerated.
- Do not litter the yard. Use trash barrels provided.
- Food/drinks are not allowed in the building.
- Balls, frisbees, yo-yos, etc. are not allowed. Hacky sacks are okay as long as they are used as designed to be used.
- Vandalizing tables, benches, or building will be dealt with according to policy.
- Deposit pop bottles, candy wrappers, etc., in the trash cans.
- Remove hats before entering.
- Stay out of the flower beds. Do not throw trash in the flower beds.

PAWNEE MIDDLE SCHOOL/HIGH SCHOOL DISCIPLINE PLAN

| CONSEQUENCE | LEVEL AND POINTS |
|---|--|
| Maximum suspension allowed by law. | <u>LEVEL TEN - 100 POINTS</u> Guns, arson, bomb threat, physical assault/battery against another student, faculty member, or school employee. |
| Long term to maximum suspension allowed by school policy or state law. | <u>LEVEL NINE - 75 POINTS</u> Possession of weapons, alcohol, drugs, or substances portrayed to be drugs ("turkey" drugs), or paraphernalia. Threatening behavior toward a school employee (written, verbal, or physical), extortion, false fire alarms, emergency false calls, possession of a caustic substance. Written or verbal death threats to other students or their family members. |
| Minimum of ten days in-school suspension to maximum long-term out-of-school suspension. | <u>LEVEL EIGHT - 60 POINTS</u> Defiance of authority, fighting, indecent exposure, possession/use of fireworks or stink bombs, major vandalism (with restitution), major theft (with restitution). Major is anything over \$50.00. |
| Minimum of three days in-school suspension to maximum of long term out-of-school suspension | <u>LEVEL SEVEN - 40 POINTS</u> Harassment, intimidation, bullying, cyber-bullying, or threatening behavior toward another student. Bullying will be dealt with pursuant to the terms of the School Bullying Prevention Act mandated by the State of Oklahoma. |
| Minimum of three days in-school suspension to maximum of five days out-of-school suspension. | <u>LEVEL SIX - 25 POINTS</u> Hitting, kicking, throwing items at others with intent to injure, or any other physical act used with the intention to inflict pain or cause bodily injury; gambling; disrespect or insubordination to a faculty member. |
| Minimum of ten days detention to maximum of seven days in-school suspension. | <u>LEVEL FIVE - 15 POINTS</u> Possession/use of tobacco, matches, or lighters. Possession of pagers, laser lights, and other electronic wireless telecommunication. Spitting on others; inappropriate behavior on field trips; disrespect to faculty/ staff. |
| Minimum of five days detention to maximum of five days in-school suspension. | <u>LEVEL FOUR - 10 POINTS</u> Graffiti, false calls, truancy, minor vandalism (with restitution), minor theft (with restitution). Minor is anything less than \$50.00. Actions that jeopardize the safety of others, such as throwing items; indecent materials or gestures; profanity; vulgarity. (Refer to student handbook regarding infractions involving "f" word.) Cell Phone violation. |
| Minimum of three days detention to maximum of three days in-school suspension. | <u>LEVEL THREE - 5 POINTS</u> Refusal to follow the reasonable request of a school official, disorderly conduct, rude to teacher, cheating, lying, cutting class, inappropriate cafeteria, bus, or assembly behavior, leaving school grounds without permission, misuse/waste of school materials, equipment, or property. |
| Minimum of consequences outlined in student handbook to maximum of ten days detention. | <u>LEVEL TWO - 2 POINTS</u> Disruption of school, class, halls, or assemblies; inappropriate behavior or horseplay; spitting; loitering; possessing electronic games, radios, CD or tape players; public display of affection beyond holding hands; violation of dress code; insulting others. |
| Classroom management or minimum of one day detention to maximum of three days detention. Teachers make assignment and notify office. No referral necessary. | <u>LEVEL ONE - 1 POINT</u> Sleeping, eating, lack of class materials, not doing class work, not dressing out for gym, gum chewing, littering, out of seat without permission, and other classroom violations. Repeat offenders will be sent to the office with a Level Two or higher referral. |
| CORPORAL PUNISHMENT MAY BE AN OPTION FOR LEVELS ONE THROUGH SIX. POINTS ACCUMULATE WITH EACH OFFICE REFERRAL THROUGHOUT THE END OF SCHOOL YEAR. | |

The principal will consider the students accumulated points combined with number of referrals in determining consequence. Policies and consequences detailed in student handbook will take precedence over these policies. In no way is this instrument inclusive of all inappropriate behaviors that may happen at school. Situations not covered will be dealt with at the discretion of the principal. Any deviation from the above Discipline Plan will require superintendent approval. (updated 6/18)