



2023-2024  
JH/HS Handbook

## FOREWORD

The primary purpose of this handbook is to serve as a guide for students and parents regarding Pioneer High School and to present the opportunities that the school offers. We strive to help make Pioneer High School one of the best, and we hope you will want to share in its experiences and achievements.

This handbook provides specific information with which each student should become familiar and will serve as a reference to school and state policies and regulations for both students and parents.

### ***P.H.S. Vision Statement***

The PPV school district will utilize a creative, rigorous, and all-encompassing curriculum that will inspire students to reach their full potential as life-long learners, communicators and productive citizens.

Pioneer-Pleasant Vale will have the highest expectations for students, parents and staff to model and attain Excellence in all we say and do.

The staff will strive to hold themselves to the highest professional standard by maintaining a willingness to learn and adapt to new challenges.

School Colors

**MAROON AND WHITE**

School Emblem

**MUSTANGS**

### **SCHOOL SONG OF PPV H.S.**

P-I-O-N-E-E-R P-I-O-N-E-E-R

A Pioneer Mustang is what I am proud to be.

I wanna be, gotta be, have to be the best there ever was.

P-I-O-N-E-E-R P-I-O-N-E-E-R

(Pause for drum music)

Let's give a rising cheer, fans, for Pioneer High

And loyal spirit that shall never die (shall never die)

Come on let's fight together, fight till the end

On your feet for P-H-S, were out to win

FIGHT, FIGHT!

## TABLE OF CONTENTS

School Calendar	5
<b>WELCOME</b>	
Principal's Welcome	6
Superintendent's Welcome	6
Philosophy of Education	7
Objective of Education	7
<b>ORGANIZATION AND ADMINISTRATION</b>	
Board of Education	7
Administration	8
Faculty	8
<b>ACADEMICS</b>	
Statement of Rights (FERPA).	9
Parents, Children and Teachers: Working Together to Improve Test Performance	9
Oklahoma School Testing Program (OSTP)	9
Reporting to Parents	10
Test Preparation	10
Special Classes	10
Concurrent Grade Policy	10
Oklahoma's Promise / Oklahoma Higher Learning Access Program	11
Entrance Requirements	11
Requirements for Graduation	11
Honors Program	12
Oklahoma Academic Scholar	12
Report Cards/Grading Scale	12
Units and Credits	12
Dropping a Subject	12
Study is Essential	13
Student Aides	13
<b>ATTENDANCE</b>	
Student Absences	13
Excused Absences	14
Unexcused Absences	14
Saturday School	14
Tardy Policy	14
Leaving School Early	14
Truancy	14
Truancy Policy	15
Make-up Work	15
Late Work	15
College Visitation Policy	15
Extracurricular Activities Policy.	15
<b>CONDUCT</b>	
School Spirit	16
Courtesy	16
Bullying Prevention Policy	16
Wireless Device Policy	19
Discipline	20
Control and Discipline	20
Corporal Punishment Policy	20
Dress Code	20
Guidelines for Dress for all Students	21
Suspensions	21
Out-of-School Suspension	21
In-School Suspension	22

Detention	23
Due Process Procedure	23
Conduct Off School Premises	23
Disruptive Acts At the End Of The School Term	24
Expulsion	24
Weapons/Gun-Free Schools	24
Tobacco	24
Alcoholic Beverages & Drugs	24
Reporting Students	25
Conduct in Halls	25
Searches of Students	25
Public Display of Affection	25
Sexual Harassment Policy	26
<b>VEHICLES</b>	
Vehicle Registration	27
Parking Permits and Decals	27
Driving and Parking Lot Rules and Requirements	27
<b>LIBRARY/MEDIA CENTER</b>	
Library	27
Rules and Regulations	27
Borrowing Privileges	28
Library Fines	28
Forfeit of Library Privileges	28
Library Computer Use	28
Student Agreement - Internet	29
<b>GENERAL INFORMATION</b>	
Weather Closing Information	30
Driving Exams	30
Illness at School	30
Medication	30
Authorized Self-Medication of Inhaled Asthma Medication	31
Meningitis	31
Contagious Disease	32
Withdrawal From School	32
Use of School Building After Hours	32
Change of Address and Phone Number	32
Student Locker Use	32
Telephone Use	33
Lunchroom	33
Announcements	33
Moment of Silence	33
Pledge of Allegiance	33
Buildings	33
Lost and Found	33
Daily Schedule	33
Soliciting	33
Safety Drills	33
Asbestos Building Inspection	34
<b>ACTIVITIES</b>	
Activities and Trips	34
Rules for Bus Riders and Sponsors on Activities and Trips	34
Transportation Policy	35
Eligibility Requirements	35
Activity Student Drug Testing Policy	35
Equipment	37
Oklahoma State Honor Society	37



## **AWARDS and HONORS**

Queen Candidates

37

Valedictorians

38

Equal Opportunity Employer Statement

39

# PIONEER PLEASANT VALE | 2023-2024 CALENDAR

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Christmas Break/  
No School  
2 Teacher In-Service  
3 Start of 2<sup>nd</sup> Semester  
15 Virtual Day

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14-15 Teacher InService  
16 1<sup>st</sup> Day of School

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19 Virtual Day

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Virtual Day  
4 Labor Day/No School

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 Virtual Day  
11-15 Spring Break/  
No School  
22 Virtual Day  
29 Virtual Day

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12 Virtual Day  
13 Fall Break/No School  
16 Fall Break/No School

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5 Virtual Day  
12 Virtual Day  
19 Virtual Day  
26 Virtual Day

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20-24 Thanksgiving  
break/No School

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Virtual Day  
5 Graduation  
8 Last Day of School  
9 In-Service

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20-29 Christmas Break  
/No School

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

16 Father's Day

## **PRINCIPAL'S WELCOME**

To the Student Body:

Welcome to Pioneer High School. I look forward to an outstanding school year here at PHS! I sincerely hope that each and every one of you is ready to jump in and do your part to make PHS a great place to be in 2023-2024!

Our success will always be dependent upon the support of our parents and patrons and the dedication of our students and staff as we strive to reach our academic and extracurricular goals.

As always, we must be willing to work extremely hard in the classroom and in our activities. As “Mustangs”, we will always strive to be exceptional in all areas and do our best to make this the best year ever at PHS!

Sincerely,  
Tom Betchan  
Pioneer High School Principal

## **SUPERINTENDENT’S WELCOME**

Parents,

I would like to take this opportunity to welcome you to Pioneer Pleasant Vale Public Schools. We have one of the finest schools in the state of Oklahoma, and I am honored to be part of this school and community. The staff of Pioneer Pleasant Vale Public Schools is a great collection of hardworking professionals that have your children’s best interests as their primary focus. I hope your experience this school year is a positive one.

We will continue to strive to make Pioneer Pleasant Vale Schools something our parents and community can be proud of and encourage you to be involved in that process. The Pioneer community has a long tradition of providing key support and encouragement to its school system. We thank you for your support and will continue to proudly represent this community.

Go Mustangs!  
Brent Koontz, Superintendent  
Pioneer Pleasant Vale Public Schools

## **PHILOSOPHY OF EDUCATION**

We believe that education is the foundation of our democratic society and should be designed to fit the needs of the people. We recognize that the individual necessities of individuals vary; regardless of any variable, each student should be given the opportunity to develop to the fullest extent those abilities and qualities which are essential to his becoming a worthy contributor to his fellow man.

We believe that education must be flexible to keep pace with an ever-changing society; that activities are necessary supplements to classroom participation and should aim toward:

- the enrichment of moral, social and religious concepts, an appreciation of fair dealing,
- an awareness of human dignity,
- an introduction of living in a competitive society.

We believe that the personal goal of educators should be one of excellence in example, as well as high standards in performance.

## **OBJECTIVE OF EDUCATION**

To provide a competent staff qualified by professional training and distinguished by personal integrity;

To make available adequate physical facilities and instructional materials; To offer curriculum designed:

- To prepare students to further their education and/or training for the many vocations and/or professions;
- To provide the opportunity for students to practice active citizenship and social living in a supervised situation;
- To challenge them...and help and guide them toward self-determination in meeting challenges.

Pioneer High School Faculty  
Tom Betchan, Principal

## **ORGANIZATION AND ADMINISTRATION**

### **BOARD OF EDUCATION**

Clee Jay Hedges	President
David Loesch	Vice President
Randy Gabriel	Clerk
Michael Koehl	Member
Eric Hofferber	Member

## ADMINISTRATION

Brent Koontz  
Tom Betchan  
Larry Coonrod

Superintendent  
Principal  
Principal

## FACULTY

Stetson Broce	Spanish/ Coach	Michelle Reese	English / STUCO
Karl Butt	8th & 9th Science / Coach	David Riesen	Social Studies / Coach
Mike Deckman	U.S. History/ O.K. History / Coach	Tim Riesen	Social Studies / Coach
Sherri Fast	JH and HS Band	Terre Strickland	English / BETA
Rhonda Fox	Mathematics / STUCO	Cathy Thomas	Art / Band
Laura Fuxa	Yearbook / Library Media Specialist	Anita Trojan	Guidance Counselor
Jeanny Gunning	Special Education	Sam Young	Computers / Quiz Bowl
Angi Koontz	Child Nutrition / Testing	Nicholas Payne	Mathematics
Pat Markes	Technology Education		
Lianna Mueller	High School Science / Coach		
Charolette Ott	Family and Consumer Science		
August Overstreet	Science / Coach		
Gerald Parker	Mathematics / A.D.		
Jessica Phipps	Special Education		

## ACADEMICS

### STATEMENT OF RIGHTS

The Pioneer Pleasant Vale Schools hereby notifies each student and their parents of their right to inspect and review student education records under the Federal Family Educational Rights to Privacy Act (**FERPA**).

1. Student's parents and eligible students have the right to inspect and review the student's education records.
2. It is the intent of the PPV School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.
3. Student's parents or eligible students have the right to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. Any person has the right to file a complaint with the Department of Health, Education and Welfare if the PPV School District violates the FERPA.
5. Parents and eligible students should come to the principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the elementary principal's office, middle school principal's office, high school principal's office and the superintendent's office.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

### PARENTS, CHILDREN, and TEACHERS: WORKING TOGETHER TO IMPROVE TEST PERFORMANCE

TESTING! When we just read or hear the word testing we can imagine all kinds of testing situations we have experienced. Some of the tests were at school, or maybe we remember the time we took the test to get our first driver's license - or we could have thought of simple tests that occur in our daily lives and on the job. Our lives are constantly filled with tests of some kind.

It will not be as difficult to convince the students that tests - even if difficult and distasteful - are for their own good. Students can be guided to understand that the purpose of testing is not just to assign grades and check mastery, but to help them profit by their own strengths and overcome their weaknesses.

Educators alone cannot ensure that students understand these purposes. They must work with and be helped by the most important person in that child's life - and that is you - the parent.

This information is designed to give students, parents, and the general public basic information about the meaning and use of tests. Additional information is included to assist parents and students with test preparation.

### THE OKLAHOMA SCHOOL TESTING PROGRAM (OSTP)

Students in grades three through eight take criterion-referenced tests. These tests measure public school students' academic skills in Oklahoma's core curriculum, the **Oklahoma Academic Standards**. Unsatisfactory performance on any content skill requires opportunities for remediation. Beginning in the 2018-2019 school year, students will take assessments in English Language Arts, Mathematics and Science in compliance with the Every Student Succeeds Act that are aligned with the Oklahoma Academic Standards. State law also requires students to be tested in US History once during high school.

Beginning with students entering the ninth grade in the 2017-2018 school year, each student is required to take the assessments included in the statewide student assessment system (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade) as adopted by the State Board of Education in order to graduate from a public high school with a standard diploma. Each student will also be required to meet any other high school graduation requirements adopted by the State Board of Education. 70 O.S. 1210.508

Standardized test results represent a "snapshot" of a student's academic performance at a particular week in the school year. Such results will provide an educational profile on individual students at that particular time and can indicate general strengths and weaknesses in their achievement level. Like any snapshot, it will not show you the whole picture. There are other factors that are important to that student's total educational profiles that do not appear in one picture or in one test.

Tests are aids to better instruction. As with other such aids, the usefulness of tests will depend upon the extent to which the test results are interpreted with wisdom and caution. Test results should be used to supplement - not to replace - teacher judgment. Test scores should be used in conjunction with everything else the teacher knows about the student to meet individual instructional needs.

Some of the specific purposes and reasons for testing are listed as follows:

1. Tests are a way of finding out what kind of schoolwork a student is capable of, and what he or she is presently achieving in the basic skills.
2. Combined with other information such as course grades and teachers' comments, tests can help give a picture of the total child.
3. Tests can help the school compare the performance of their students as a group to national norms to detect strengths and weaknesses in group performance. Such information assists with determining the need for curriculum changes or other instructional emphases that will benefit the students.
4. Tests can be useful in identifying students' specific needs and talents. Such information can help adults guide the best kind of programs that will utilize each student's specific strengths to assist in improving the areas in which students need help.
5. Tests - and the appropriate use of test results - can help parents gain a better understanding of their child's ability and performance in school.

The weeks of testing in each school district are selected by the superintendent or dependent school principal for his or her own district from a state-mandated test window.

#### **REPORTING TO PARENTS**

The Oklahoma School Testing Program has provided your school with additional information about your child's achievement. A copy of the test results is given to the school and parents are provided with online access to test scores. Individual schools will provide parents with information on how to access the scores. If you have questions about this report and would like to review the results, please contact your child's teacher, counselor, or principal.

#### **TEST PREPARATION**

Students need to realize that preparation for any test, especially standardized tests requires systematic study throughout the entire school year. Being academically prepared is ultimately the responsibility of the student. However, this responsibility must be shared by teachers and parents. Teachers prepare the appropriate content and skills instruction, parents must provide support and encouragement to their children.

Parents need to show a non-threatening interest in their child's learning, by demonstrating concern about what they are doing in school. It is important that students share their schoolwork with their parents whether it is good or bad.

Parents can influence their children to do better on tests. They can encourage children to be serious about the tests.

Some children become nervous and anxious when told they will be taking district-wide test. Parents should try to reduce this anxiety and help their child feel comfortable so that a more accurate picture of your child's performance level can be obtained.

#### **SPECIAL CLASSES**

Concurrent College Classes:

Credit will be given for all college concurrent classes that are successfully completed and will be entered on Pioneer High School Transcripts.

Students are required to allow the college or university to release grades and records to Pioneer High School. Grades for concurrent classes will be included in the determination of High School G.P.A. and for eligibility purposes. Pioneer High School will need access to grades on a regular basis throughout each semester.

Concurrently enrolled students are still required to be enrolled and in attendance in six (6) courses that count toward graduation, including concurrent classes, regular classes at Pioneer High School, and classes taken at Autry Technology Center.

Grades Concurrent Classes - PHS transcripts will reflect the grade provided by the concurrent transcript.



### **Concurrent Grade Policy pertaining to Valedictorian and Salutatorian Graduation:**

Beginning with the Class of 2022, all graduation Pioneer Pleasant Vale graduates will be awarded Valedictorian and Salutatorian honors based on the following criteria:

1. A student must have attended Pioneer Pleasant Vale Public Schools for a minimum of two full years and has earned a class rank in the top two overall GPA's.
2. Students who transfer to Pioneer Pleasant Vale Public Schools who have received a B/3.0 in an advanced secondary class (AP or Pre-AP) at another school, will be given weighted value of A/4.0 in regards to this policy. A C/2.0 will be weighted as a B/3.) and so on.
3. Students who attend concurrent enrollment at an accredited university, will also receive a weighted value in any course work they complete. As stated above, a B/3.0 will be given a weighted A/4.0 value and so on.
4. At no point will an A/4.0 in an advanced course or concurrent course place that student above a student who has achieved a A/4.0 at Pioneer Pleasant Vale exclusively.
5. Any discrepancies or omissions of this policy shall be dealt with by the administration.

### **OKLAHOMA'S PROMISE/OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP)**

The Oklahoma Legislature has provided a fund that will pay a student's college tuition if the student's parents total yearly income is not more than \$60,000 for 1 or 2 dependent children; \$70,000 for 3 or 4 dependent children; and \$80,000 for 5 or more dependent children. . The program is called the Oklahoma Higher Learning Access Program (OHLAP). Once a student has completed the OHLAP's goals, it will pay tuition at a public two-year college, four-year university, or at a public vocational-technical school that offers college credit for certain programs. It will also pay part of the tuition at an accredited private college or university.

Students may enroll during the 8th, 9th, 10th or 11th grade. The students are locked into the requirements for the year in which enrollment occurred. Students who qualify are encouraged to enroll. Applications are available in the counselor's office or on-line.

### **ENTRANCE REQUIREMENTS**

For admission to Pioneer High School, a student must be a resident of the school district or a legal transfer, (must be living with parents or legal custodian) and must be willing to abide by the rules and regulations set forth for our school.

### **REQUIREMENTS FOR GRADUATION**

Students who do not meet all requirements for graduation will not be permitted to participate in the graduation exercises with the exception of students needing one credit may be allowed to go through exercises, but will not receive diplomas until the requirement is fulfilled.

To be eligible for graduation from Pioneer High School, a student must have four credits of English; three credits of mathematics, rigor Algebra 1 and above; three credits of science, one of which must be Biology 1, one of which must be Physical Science, Chemistry or Physics; three credits of history, including one-half credit of Oklahoma History, one to one and one-half credits in American History, one-half credit of government; one-half to one credit of World History. Recommendations by the Oklahoma State Regents for Higher Education should be followed by college-bound students. A total of 23 units will be required for graduation. (See Oklahoma requirements for state graduation and college admission - available from the high school counselor.)

Beginning with students entering the ninth grade in the 2019-2020 school year (Class of 2023), each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. 70 O.S. 2320.508-4

All students shall be required to meet the state requirements for financial literacy, and 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.



## HONORS PROGRAM

In order to be nominated for selection as an academic honors student, a student must meet the following requirements:

1. G.P.A. must be 3.65 or higher at the end of seven semesters beginning with the first semester of the freshman year.

## Honors Program (to be enacted for the Class of 2025)

In order to be nominated for selection as an academic honors student, a student must meet the following requirements:

1. GPA must be a 3.65 in core academic courses (Math, History, English, Science and Foreign Language/Computer) as well as a cumulative GPA of 3.65 at 7 semesters beginning with the first semester of the freshman year.
2. A student must make a grade of C or better in any semester for any course.
3. A student must score proficient on all College and Career Readiness Assessments and/or a 21 on the ACT.
4. The PPV administration has the ability to deny Honors status from any student during the 8<sup>th</sup> semester with due cause.

## OKLAHOMA ACADEMIC SCHOLAR

Graduating seniors who meet all of the following requirements shall be recognized by the PPV School District and the State Board of Education as an Oklahoma Academic Scholar. The students receiving this honor will have a gold seal on their diplomas and a notation on their high school transcripts.

1. Accumulate over grades 9, 10, 11 and the first semester of grade 12, a minimum grade point average of 3.7 on a four-point scale **or** be in the top 10 percent of their graduating class.
2. Complete (or will complete) graduation requirements.
3. Score a 27 on the American College Test (ACT) **or** 1,180 combined score on the Scholastic Assessment Test (SAT). The ACT or SAT must have been taken on a national test date before the date of graduation.

## REPORT CARDS/GRADING SCALE

Progress reports for deficiencies will be distributed during the fifth week of each semester. Mid-term reports will be distributed during each semester. The grading system used at Pioneer High School computes letter grades on the following scale:

A -- Superior Work	90-100
B -- Good Work.	80-89
C -- Average Work.	70-79
D -- Below Average.	60-69
F -- Failure	Below 60

## UNITS AND CREDITS

Subjects in which a full year's work is required for credit are called unit subjects. Subjects which may be completed in half a year or one semester are called one-half unit subjects or credit subjects except for designated concurrent courses.

Any subject listed in the high school curriculum for credit will be counted toward graduation. Credit will be given for physical education at the rate of one half unit per year.

## DROPPING A SUBJECT

If it seems wise for a student to drop a subject:

1. He should have a conference with the counselor and see if there is an alternative course available.
2. If the counselor approves, he should discuss the change with his parents.
3. Obtain permission slip to be signed by both teachers and parent/guardian concerned and return to principal's office.
4. No subject will be dropped or replaced after the first full week of school without special circumstances approved by the administration.

## **STUDY IS ESSENTIAL**

Sell yourself on the idea that study is essential, and the battle is half won. Are you thinking of your high school diploma as a stepping stone leading to a college campus, or as your No. 1 recommendation for a job? Either way, it is of real worth to you only if, along with your diploma, you have acquired a background of information essential to further learning of certain skills, which you can use on a job.

Being willing to study and having a desire to know the content of the assignment at hand, clear the way for concentration, and learning should follow readily. This willingness to study and a desire to learn are the first steps toward profitable study. Make them a part of your personal philosophy, your thinking, as you make your daily preparations.

Don't let yourself harbor resentments and objections concerning your assignments because this negative attitude will make your work more difficult for you. You will not learn as readily.

Other suggestions for effective study:

1. Have the assignments clearly in mind.
2. Get together the necessary things for preparation.
3. Begin at once on the work to be done.
4. Concentrate on the job, without interrupting your own work unnecessarily.
5. Try to stay with it until you finish.

Thinking again about your high school diploma, it may help you get into college or on a job, but your own information and skill will determine how long you will stay there or how much progress you will make. Your own store of knowledge, know-how, and personality are in the making as you study. Sounds important, doesn't it? It is!

## **STUDENT AIDES**

Teachers are responsible for their student aides. Aides will remain in their assigned room unless on official business for the teacher. Aides must have a hall pass from the teacher when it is necessary for the aide to be out of the room. Aides should not have access to the teacher's grade book or grade cards. The work of aides will be considered as a service to the school and not as a personal favor to the teacher. Teachers should not allow aides generally to have cokes or other refreshments in the classroom or during the period. Teachers will usually be allowed a maximum of one student aide each class hour and normally will not be assigned an aide during a planning period. Student Aides are required to have a cumulative GPA of 2.5 as well as be approved by the teacher whom the student requests to aide. If a Student Aide has a failing grade in any subject, they will be placed in a Study Hall during their 'aide' hour until their grade reaches passing."

## **ATTENDANCE**

**General:** Every student shall attend school regularly. Regular attendance is necessary for students to successfully progress in and fully benefit from the education experience. It teaches students the necessity of regular attendance in preparation for work and teaches students to be personally responsible.

**Participation and Credits:** A student must be in attendance 90% of each semester to receive credit in class. If a student exceeds that amount per class period, a NO CREDIT will be posted in place of a letter grade. Exceptions to this policy may be made only in extreme situations or if extenuating circumstances occur. An appeal committee will review the merits of each case individually. The decision of the committee is final and will not be appealable. All documentation that is/was received by the office that includes but is not limited to letters, doctor's notes, court documents, receipts, invoices, or travel documentation will be included in the review. Additionally by State rule, for athletic participation a student must be in attendance 90% of the time, in each class in which they are enrolled for the semester to remain eligible.

**Notifications/State Law:** If a student is absent without valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the District Attorney's office. (School Laws of Oklahoma, Section 232)

**Parent/Guardian:** If a student is absent from school, the parent/guardian should call the school office by 8:30 a.m. If a timely call is not received, the absence will be considered an unexcused absence until verification is provided by parent/guardian. This verification including doctor notes must be received within one (1) week.

#### **EXCUSED ABSENCES**

An absence due to personal illness, death in the immediate family, family crisis situation, court, doctor or dental appointments, or religious holidays may be considered excused. The school reserves the right to request written documentation to verify the absence. An excused absence does not mean that the student will not be counted absent. It does mean that the student has an acceptable reason for not attending and that all work missed will receive full credit if made up in a timely manner. This is necessary to comply with *State Law, Article 1, Section 11: Oklahoma School Code (70-1-111)*. (School Activity Absences are absences due to participation in school-sponsored activities, though similar to excused absences, are considered a separate category and are covered under the section titled, **Extracurricular Activities Policy**.)

#### **UNEXCUSED ABSENCES**

Any absence not covered in the above criteria (excused absences) will be considered unexcused. This includes, but is not limited to, absences such as trancies and other unapproved absences. (Any student who leaves school without properly checking out through the office will be given an unexcused absence.) Make-up work is required but will receive reduced credit for an unexcused absence as determined by the administration.

**However, remember that both excused and unexcused absences will ALL count towards the students 90% attendance requirement.**

#### **SATURDAY SCHOOL**

Students who need to make up time for absences will be required to attend these sessions. Saturday School will be held from 8:00 a.m. to 12 noon on Saturdays when needed at Pioneer High School. Any failure to attend will be referred to the administration for possible disciplinary action.

#### **TARDY POLICY**

Students are considered tardy if they arrive after the designated bell or defined starting time for a class unless excused by the administration. If the student is more than ten (10) minutes late, he or she is considered absent for that class period. Likewise, if the student missed more than ten (10) minutes (including early release) of any class, he or she is considered absent. Tardies are considered excused or unexcused by the same criteria used for absences.

Unexcused tardies during a semester will result in the following consequences:

- 1st tardy - student received verbal warning
- 2nd tardy - parent/guardian is notified
- 3rd tardy - student receives detention, plus 3 tardies equal 1 absence
- Additional tardies - student receives detentions, suspensions, and/or make- up of time as determined by the administration

#### **LEAVING SCHOOL EARLY**

A student leaving during the school day after 8:10 a.m. and before 3:30 p.m. must use the following procedure:

1. Have his/her parent call the high school office
2. Make arrangements with the office and teachers.
3. Sign out at the office

Failure to follow proper procedures for reporting to and leaving school may result in disciplinary action against the student. The attendance policy for absences and tardies will apply.

#### **TRUANCY**

A student absent without the consent of his/her parent/guardian and administration is truant. This is an unexcused absence.

Work will be made up, but no credit or reduced credit will be given as determined by the principal. Repeated truancy may be cause for disciplinary action, suspensions or legal action. Examples of truancy include but are not limited to:

1. Leaving school without permission from the principal and not signing out in the office.
2. Being absent from class without prior permission from parents/guardians and administration.
3. Are absent from class without permission (skipping).
4. Obtain a pass to go to a certain place and do not report there.
5. Become ill and go home or stay in the restroom instead of reporting to the office.
6. Come to school but do not attend class.
7. Go to car without permission during the school day.
8. Do not come back after lunch and the parent has not called the office by 1:30 that afternoon to confirm the valid reason as listed earlier.

#### **TRUANCY POLICY**

Truancy violations will be subject to disciplinary action by the administration and/or turned over to the District Attorney for prosecution of parent and/or students.

#### **MAKE-UP WORK**

Students may have one day for each day missed for make up work due to any excused absences including school related activities. Previously assigned work or long term assignments with scheduled due dates may be required by teachers to be turned in prior to leaving for the activity. Students should communicate with teachers in advance for known absences due to activities and appointments. If this advance communications and planning does not occur, students may be required to turn in make-up work the first day back from the absence. Students may be expected to take scheduled tests upon returning from these absences, providing appropriate review and preparation is obtainable.

#### **LATE WORK**

Late work will be accepted for reduced credit for limited time periods according to established policies of the administration and faculty.

#### **COLLEGE VISITATION POLICY**

A student who plans to attend college after graduation is allowed one (1) visitation day as a sophomore, and two (2) visitation days each year as a junior and senior to visit or enroll in the college of their choice. These days will be considered school-sponsored absences only if the following requirements are met:

1. All visits must be set up and approved by the counselor and principal. The student must notify teachers of the arranged date for the college visit **at least three (3) school days in advance** of the visit utilizing the approved form.
2. Students must have a written verification from the college upon his/her return to school.
3. College days must be taken before May 1.
4. Students must meet the entrance requirements for the college he/she is planning to visit.
5. Parent and/or school staff member attendance is generally required.

#### **EXTRACURRICULAR ACTIVITIES POLICY**

1. The maximum number of absences for activities, which remove a student from the classroom, shall not exceed ten for any one class period. Excluded from this number are state and national levels of school sponsored contests.
  - A. State and national level contests are those for which a student must earn the right to participate.
  - B. Sponsors should develop eligibility criteria that are consistent with the goals of the activity program and local community expectations. Criteria for earning the right to represent the school in any state or national level contest shall be submitted in writing by local school sponsors.
  - C. Exceptions will be considered only if extreme circumstances exist that create undue hardships upon the participating schools and after the approval of the appropriate agency.
  - D. The board of education shall, prior to the beginning of each school year, decide what contests are to be considered state and national levels of participation (taking into consideration Career Technology and Oklahoma Secondary Schools Activity Association (OSSAA) approved/sanctioned activities). These include:
    - Football -- any games beyond the regular scheduled games
    - Basketball – District, Regional, Area and State Tournaments
    - Baseball & Softball -- Regional and State Tournaments



- Track -- State Track Meet
  - Band -- State Marching and State Concert Contests
  - Family and Consumer Sciences -- State F.C.C.L.A. Convention
  - Academic Contests and Bowls
  - Golf - Regional and State Tournaments
  - Career Tech competitions that meet criteria
2. The Internal Activities Review Committee will be organized.
- A. The Internal Activities Review Committee should be at least a five (5) person committee which included at a minimum the following positions:
- Principal/Administrator
  - Regular classroom teacher (Core-Subject)
  - Athletic Director
  - Coach/Sponsor
  - Parent
- B. The Internal Activities Review Committee is responsible for reviewing and recommending any deviation of the activities attendance policy.
1. Any deviation from the ten day (class period) absence rule shall not exceed five days (class periods).
  2. Any absence exceeding the ten day (class period) rule, and not approved as a deviation without superintendent's approval by the Internal Activities Review Committee will result in the student being counted as not in attendance for that day.

## **CONDUCT**

### **SCHOOL SPIRIT**

School spirit means loyalty to all functions of the school. School spirit may be divided into three categories:

1. Courtesy – toward teachers, fellow students and the officials of school athletic events.
2. Pride – in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship – the ability to win and lose gracefully.

### **COURTESY**

Courtesy to teachers, school employees, other students and visitors is a tradition at our school. Each of us should strive to be considerate of all others, despite racial, religious or economic background. Treat all other adult employees of the school with courtesy and follow any request or direction given by them. These include custodians, cafeteria workers and office personnel. Rudeness will result in disciplinary action.

### **BULLYING**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or 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.

As used in the School Safety and Bullying Prevention Act, "bullying" is defined as a "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." Electronic communications include all types of digital files, including video content.

In administering discipline, consideration will be given to alternative methods of punishment to ensure 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 students 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 or to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs
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 students
5. Unwelcome physical contact

The Superintendent shall develop procedures providing for:

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

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

#### PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

#### Definitions

1. "Bullying" means a "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." Bullying includes, but is not limited to, gestures, written, verbal, or physical acts or electronic communications. "Electronic communication" means 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 communication device, or a computer, 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.
2. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another

person, that a reasonable person would believe indicated potential for future harm to students, school personnel, or school property.

### Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal.. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the
3. Superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
4. If, during the course of the investigation, it appears that a crime may have been committed the building principal, and/or Superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
5. If it is determined that the school district's discipline code has been violated, the building principal shall make a determination as to whether the conduct is actually occurring, if it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
6. Upon completion of the investigation, the Principal or Superintendent may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicated an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the
7. provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 or Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
8. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within seven days of the conclusion of the investigation.
9. Upon completing of any investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within seven days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

#### 1. Student and Staff Education and Training:

All staff will be provided with a copy of the district's policy on prevention of harassment, intimidation, and bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Pioneer Pleasant Vale Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for students behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition



of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

2. Pioneer Pleasant Vale Public Schools' Safe School Committee:

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding; identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Student Reporting

Students are encouraged to inform school personnel if they are the victims of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidation, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the Superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the Superintendent or his/her designee.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs.
2. Take advantage of opportunities to talk to their children about bullying.
3. Inform the school immediately if they think their child is being bullied or is bullying other students.
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms.
5. Cooperate fully with school personnel in identifying and resolving incidents.

**PPV WIRELESS DEVICE POLICY**

Beginning with the 2022-2023 school year, NO student cell phones, air pods, Bluetooth headphones, or smart watches will be allowed to be in use at school during the school day. Cell phones must be turned off and stored during the entirety of the school day. The only exception will be before school (until the first bell), at lunch, and after school. Any style of Bluetooth headphones will not be allowed in any of the school buildings including the cafeteria.

If there is a medical reason for a student to use their cell phones, that may be allowed per the students health plan, with the approval of the school.

We understand that it is difficult to feel out of touch, but parents can call the office to relay messages to students or reach their



student by use of school email. Some of the difficulties we face with hundreds of cell phones being used by students include the possibility of:

- Students taking pictures in the classroom of other students without permission and posting on social media.
- Students continually taking phones out during class.
- Students taking pictures/videos and posting on TikTok, Snapchat, Instagram, or other social media platforms.
- Students preoccupied by cell phones or other devices instead of focusing on instruction and learning.

Consequences for violating this policy will include:

- 1<sup>st</sup> Violation: Parents will be required to come to school and pick up cell phone or electronic device
- 2<sup>nd</sup> violation: Parent will be required to come to school and pick up cell phone or device and student issued a Saturday School (8:00 – 12:00)
- 3<sup>rd</sup> Violation: Parent pick up device and student issued a suspension
- 4<sup>th</sup> Violation: Disciplinary action based on discretion of administration

## **DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole education structure. It is training that develops character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

With the understanding of the purposes of discipline in a school, you may form a correct attitude toward it and not only do your part in making your school an effective place of learning, but also develop the habit of self-restraint which will make you a better person.

## **CONTROL AND DISCIPLINE**

*School Law of Oklahoma Sec. 808:*

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from school district or classroom presided over by teacher.

## **CORPORAL PUNISHMENT POLICY**

1. Corporal punishment may be used by public schools as authorized by Oklahoma Statutes whenever the administrator determines that such action is necessary to enforce school discipline. Corporal punishment may only be administered with administration approval.
2. In the event that corporal punishment is to be administered to a student, the student will be removed from the class to a place of privacy and informed of the reason for the imposition of corporal punishment. The explanation as well as the administration of corporal punishment should take place in front of a certified employee. In addition a record of the administration of corporal punishment should be made and signed by the person administering the corporal punishment and the witness.
3. Any parent who does not want corporal punishment administered to his/her child or children should notify the principal of that school in writing annually, and that request will be honored.

If parents do not want corporal punishment, then the student may receive a three-day suspension. The student will be expected to make up the missed work, with reduced credit as determined by the administration, and may be tested with the rest of the class. One of the student's parents will be required to accompany the student when the student is readmitted in school.

## **DRESS CODE**

Good standards of dress and appearance reflect good judgment and poise, increase maturity and help create the business-like and purposeful atmosphere at a good school. Another reason why it is important for students to take pride in their personal appearance is because many employers request the school to provide information concerning personal appearance of a prospective employee.

Pioneer has become known as one of the systems that have a marked absence of students of sloppy appearance, and this is the type of reputation that is highly desirable. To keep this high standard the following items of appearance and dress must be understood and followed.

A student's appearance should not distract classmates from the important task of learning. Because a relationship between one's appearance and behavior does exist and because an appropriately dressed student is better accepted by his peers, attire for students must be reasonable, modest and in such style as it will not cause distraction.

Hair must be clean and well groomed and should remain out of the student's eyes during normal activities. Hair dyed any color besides a natural color will not be allowed. Extreme, unusual, or unnatural haircuts including shaved or designed sections of the head are unacceptable.

The sponsors of extracurricular activities may set their dress code more strictly than those listed, as long as the code is reasonable. They must have their code approved by the principal and superintendent. Exceptions to the dress code guidelines due to medical related circumstances must be approved by the administration.

Final authority on any dress code matter or policy rests at the discretion of the building principal. When a student has violated the school dress code he or she will be subject to the following disciplinary action:

- First Offense: Required to change or sent home with an unexcused absence to change.
- Second Offense: Students will face possible detention and parents will be contacted.
- Third Offense: Students will face possible detention or suspensions and parent will be contacted.

#### **GUIDELINES FOR DRESS FOR ALL STUDENTS**

1. Shirts and blouses must overlap or be tucked in trousers or skirts at all times.
2. Shorts for both boys and girls MUST come down to the top of the knee. Shorts will not be allowed to be worn at school from Fall Break through Spring Break.
3. Tank tops, muscle shirts, see through shirts or blouse, and sleeveless shirts are not allowed. Tank tops are defined as having shoulder widths of less than the size of a dollar bill.
4. Clothing displaying disruptive or suggestive lettering and/or symbols is considered inappropriate and will not be permitted. Items advertising alcoholic beverages or related to drug and tobacco products or skulls and bones will not be permitted.
5. Clothing considered or sold as undergarments must not show, i.e. boxers, bras straps, etc.
6. Hats, caps, beanies, and sunglasses will not be permitted to be worn in the school building during school hours.
7. Tight fitting pants, such as yoga pants, tights, stretch pants, etc can be worn as long as the shirt or blouse comes down to the mid-thigh to cover the waistline.
8. Lanyards are only allowed for designated purposes. Lanyards are not to be swung or twirled in classrooms or in the hall so as not to be a danger or disruption to others.
9. When arms are raised, no midriff should show.
10. Clothing with holes of any kind, including pockets, or frayed to the point one can see through to the skin or begin to see through the material on jeans will not be acceptable if the holes are above the top of the knee.. Holes in clothing must be sewn or patched for the clothing to be worn to school. Tights or other clothing worn beneath the articles that have holes or are frayed, would be acceptable to meet the requirement of patching as long as there is no skin showing or excessive holes in the clothing as determined by the administration.
11. The waistband of all garments must be worn above the top of the hipbone. Extremely oversized, "sagging", or "baggy" pants are unacceptable.

#### **SUSPENSIONS**

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

Suspension will normally be for a period of three days, five days, or more, but the number of days may vary depending upon the seriousness of the offense or the number of previous suspensions. **A suspended student is suspended to the custody of the student's parents and is not allowed to be on or near school premises nor attend any school activity while the student is suspended. To do so will result in further suspension.**

The principal shall exercise his/her power as to the length of time of the suspension. Any serious disciplinary cases may result in a student being suspended from school for the remainder of the present semester plus the succeeding semester. In all cases of suspension from school, parents will be notified by telephone or letter. During the time a pupil is suspended, he/she may not attend or participate in any school activities, including extra curricular activities. Anytime a student is suspended, they will have the opportunity to make up work missed, but will receive reduced credit as determined by the administration. All students will have 72 hours to appeal the suspension to the building principal. The pupil suspended shall have the right to administrative appeal and a hearing before the Board of Education. The decision of the Board of Education shall be final.

#### **In-School Suspension**

1. Length of suspension will depend on the seriousness of the offense and/or number of previous suspensions and will be at the discretion of the administration.
2. 100% make-up of schoolwork required.
3. Student will have separate assignments each day.
4. If schoolwork is not completed or there are any problems with the students, further disciplinary action may be taken.
5. Student must stay seated.
6. Restroom breaks will be allowed at designated times.
7. Normally lunch is in the designated ISS area.
8. Any markings on walls, desks etc. in the detention area will be reason for added punishment.
9. There is to be no participation in school activities during in-school suspension.
10. Students are to sit in a proper manner with their feet on the floor.
11. Cell phones will be kept in the office until the end of the day.

While on school district property, while in attendance at any school-sponsored activity, or while under the general supervision of school officials, regardless of location, reasons for receiving In-School or Out of School Suspension include but are not limited to the following:

1. Conduct which jeopardizes the safety of others.
2. Possession, threat or use of a dangerous weapon.
3. Selling, passing, buying or in any way in possession or consumption of, or under the influence of any narcotic drug, stimulant, barbiturate, alcohol or controlled dangerous substances. (Controlled dangerous substance is any drug being consumed or in possession of a student not specifically prescribed by a physician for the said student.)
4. Fighting, assault and battery.
5. Immorality or profanity.
6. Theft or possession of stolen property.
7. Destroying or defacing school property.
8. Showing disrespect for faculty, staff or school employees.
9. Conduct that disrupts the normal educational process.
10. Violation of school rules, regulation or policies.
11. Cheating or attempting to create classroom disturbance.
12. Disobeying a school employee willfully and openly.
13. Any participation in gang activities including the mode of dress, hand signs, meetings or any other gang-related practice.
14. Harassing any school employees away from school.
15. Continuing absenteeism or tardiness.
16. Public display of affection.
17. Breaking and entering the school building after school hours.
18. Pornography in any media.
19. Making obscene gestures.

#### **DETENTION**

1. Students may be assigned to detention by the principal, or by staff with administrator approval as a discipline procedure.
2. Students may delay detention up to two days, provided arrangements are made in advance with the administrator or teacher in charge of the detention.
3. Students that miss an assigned detention will have another day added. If they miss a second time, the students will face further disciplinary action.
4. Students refusing to attend a detention session will face a long-term suspension until the time is served.
5. Efforts to notify parents or guardians will be made when a student is assigned detention.
6. Late arrivals will not be admitted unless they have been detained by school personnel.
7. Students must bring work or have appropriate reading material for detention or complete the assignment as directed.

#### **DUE-PROCESS PROCEDURE**

All policies and procedures in this handbook are subject to due process. The first step in due process would be a meeting with the principal and/or assistant principal. If further steps are needed, the superintendent and/or other school personnel will be involved in any future due-process meetings. The first step of due process requires that the complaint be submitted to the principal within ten (10) days from the date of infraction.

#### **CONDUCT OFF SCHOOL PREMISES**

School authorities may discipline pupils for out-of-school conduct having direct and immediate effect on the discipline, welfare and effectiveness of the school. The rationale for this rule is obvious. Students can effectively disrupt the school by off campus attacks on school officials, their families, animals or property. Students must know that such attacks will result in disciplinary action.

**DISRUPTIVE ACTS AT THE END OF THE SCHOOL TERM**

Any student who engages in disruptive behavior in violation of these policies on or near the last day of the school year with the obvious intent of avoiding disciplinary actions, shall, at the discretion of the principal, be suspended for the remainder, if any, of the current school year. The offending student shall not be admitted to school for the succeeding semester until such time as the principal and the parents have conferred and resolved the issue regarding the student's unacceptable behavior. Violations by graduating seniors may affect their ability to participate in graduation exercises.

**EXPULSION**

A student may be suspended from school for improper moral action, persistent discipline problems, reasonable proof of guilt in cases of stealing and for gross disrespect for the teacher or administration, and any action which may threaten the safety of the staff and/or students.

**WEAPONS/GUN-FREE SCHOOLS**

It is the policy of the Pioneer Pleasant Vale School District to comply fully with the Gun-Free Schools Act. Any student in this school district who brings a firearm or other weapon, as described by Section 921 of Title 18 of the United States Code, to school, to any school-sponsored event, to, in, or upon any school property, including school transportation of school-sponsored transportation, will be removed from school for the remainder of the current semester and for the total of the following semester. The firearm or other weapon will be confiscated and released only to the parent or to police authorities. School officials will immediately report discovery of unauthorized firearms on school property to a law enforcement authority.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy. 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.

**TOBACCO**

There is to be no use of or possession of tobacco by students within one block of school premises. No smoking, chewing or loitering will be allowed in cars while parked at school. This includes e-cigarettes or other methods of consumption.

**ALCOHOLIC BEVERAGES & DRUGS**

Possession, consumption, or under the influence of alcoholic beverages or controlled dangerous substance (controlled dangerous substance is any drug being consumed or in possession of a student not specifically prescribed by a physician for the said student) is forbidden by state law and shall be enforced by members of the faculty and administration during the school day, at school functions and when representing the school away from home as either a participant or spectator. Restrictive discipline and an immediate three to ten-day suspension will result if the student is guilty of this. A second offense may result in a one or two-semester expulsion.



## **REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING NON INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES**

It shall be the policy of the Pioneer Pleasant Vale Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his or her possession:

1. Non-intoxicating beverages; (i.e. "Beverages containing more than 1/2 of 1% of alcohol by volume, and not more than 3.2% alcohol by weight).
2. Alcoholic beverages; or a
3. Controlled dangerous substance; as the above are now defined by state law, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter.

Reference: *O.S. Title 70 Section 133.*

Any suspension and/or expulsion of said student shall be subject to any applicable school policy, state law or student handbook regulation.

## **CONDUCT IN HALLS**

Students will refrain from loud talking, boisterousness, unnecessary physical interactions, or other improper action while passing in the halls.

## **SEARCHES OF STUDENTS**

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

1. The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions.
2. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic devices, controlled dangerous substances as defined by law, stolen property (if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities) or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
3. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal or staff.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

## **PUBLIC DISPLAY OF AFFECTION**

Public display of affection between two or more is not appropriate behavior for school and will not be tolerated. Offenders will be subject to disciplinary action.

## SEXUAL HARASSMENT POLICY

The policy of the Pioneer Pleasant Vale 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.

1. Sexual Harassment
  - A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented kidding, teasing, double meanings, passing notes and jokes.
  - B. Demeaning comments about a girl's/boy's ability to excel in a class historically considered a "boy's/girl's" subject, privately talking to a student about sexual matters, hugging or touching 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 superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
2. Specific Prohibitions – Administrators and Supervisors
  - A. 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.
  - B. Administrators, supervisors, support personnel 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.
  - C. 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 violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.
3. Report, Investigation and Sanctions
  - A. It is the express 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 Grievance Policy.
    - i. 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 teacher. 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 supervision or to any responsible adult person.
    - ii. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges 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 termination subject to applicable procedural and due process requirement.
  - D. Any student found to have 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.

## **VEHICLES**

### **VEHICLE REGISTRATION**

All automobiles driven to school must be registered in the principal's office during enrollment or the week following enrollment or at any time you begin driving that vehicle to school.

Automobiles must be parked at school in the parking area across the street east of the gym only unless special permission is granted by the administration.

### **PARKING PERMITS AND DECALS**

All vehicles used by students are to be registered on a special form called a parking permit. When the completed parking permit is returned to the office, each year students will be issued a parking decal. All motorcycles must also be registered in the office the same as any other vehicles.

### **DRIVING AND PARKING LOT RULES AND REQUIREMENTS**

Automobiles driven by our students present a major problem as far as public relations and safety are concerned. Students who will not observe the following high school parking and traffic rules will not be permitted to drive their cars to school.

1. The speed limit for school zones should be observed while in the vicinity of the high school or any other school.
2. A very slow rate of speed should be observed while cars are approaching or leaving the school. Rapid acceleration or "digging out" from a congested area is most dangerous. Such practice may cause serious injury and property damage and may result in civil charges being filed on the offender.
3. Students are to leave their vehicles as soon as they have been parked in proper areas. They are not to sit in either their own cars or other cars while they are parked.
4. If it is necessary for you to go to your car during school hours, you must receive permission from the office.
5. The school is not responsible for automobiles or their contents. Students are encouraged to lock their car doors.
6. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, stolen property, weapons, or other contraband might be present in those vehicles.
7. When you must drive a vehicle that does not have a decal, report to the office when you first arrive at school.

## **LIBRARY / MEDIA CENTER**

### **LIBRARY**

Our high school library is organized and maintained:

- To provide you with a collection of books, digital technology and reference books that will be helpful in the preparation of your class assignments.
- To furnish you with recreational reading material for your leisure moments.
- To give you a quiet place where you can come to study or to read or complete on-line coursework.

### **RULES AND REGULATIONS**

There will be no food or drink in the library/media center except when approved by the administration. Anyone caught doing this will forfeit library privileges for an indefinite period of time.

No one is to be behind the circulation desk without permission from the librarian. There will be no students allowed in the media workroom without the permission of the librarian and/or administration.



This is your media center, and we want to make it as comfortable, usable and desirable as possible for you and the faculty. For this reason we must have some rules and regulations to govern the facility. Please help us keep it as nice, comfortable and usable as possible.

#### **BORROWING PRIVILEGES**

1. Regular library books may be borrowed for a three-week period with a renewal of another three weeks if needed.
2. Reference books may be checked out only if special permission is given first by the librarian. Reference books can be checked out only during the last hour of the day and are due in the library by 8:30 a.m. the next day.
3. If a student has any overdue books or magazines or owes any fines, he/she will not be allowed to use the library, and report cards will be held until his/her name is cleared.

#### **LIBRARY FINES**

A list of students with overdue books will be given to the administration at the end of the semester.

1. Fines for overdue regular library books are five cents per day. Fines are exclusive of holidays.
2. Absence does not excuse a student from payment of fine.
3. Payment of a lost book is based on the replacement cost. If a lost and paid for book is found within 30 days, the fine will be subtracted from the amount paid and the balance will be refunded. If not returned within 30 days, no refund will be made.

#### **FORFEIT OF LIBRARY PRIVILEGES**

Students who do not cooperate with the library staff or comply with the regulations will forfeit the privilege of using the library facilities.

#### **COMPUTERS**

Computers are in the library for the following purposes:

1. Catalog searches -- search for a particular book, author or subject using the computer
2. Internet Access
3. General use

All computers are on the network and can access stored information.

**STUDENT AGREEMENT TO THE TERMS AND CONDITIONS OF THE INTERNET USED IN  
PIONEER PLEASANT VALE PUBLIC SCHOOLS**

STUDENT NAME (Please print) \_\_\_\_\_  
(Last Name) (First Name)

GRADE/HOMEROOM: \_\_\_\_\_

COMPUTER USAGE I understand that I will be using computers and computer software as a part of my classes during the school day. I understand that I and my parents/guardians are personally and financially responsible for an abuse/misuse of school property while in my possession or under my use or care.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

INTERNET ACCESS CONDUCT AGREEMENT Every student, regardless of age, must read and sign below: I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology. Student Signature: Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian Signature: \_\_\_\_\_

## GENERAL INFORMATION

### WEATHER CLOSING INFORMATION

For school closing information tune to: K101 (101.1 FM) KFOR (CH 4) FOX 25 KOCO (CH 5) KWTW (CH 9)

For those who provide current phone numbers, you will be notified by the SchoolReach automated messaging system of weather closings, emergency situations or important announcements.

---

In case of weather closings, emergency situations or important announcements, those who provide current phone numbers will be notified through our school reach automated messaging system.

### DRIVING EXAMS

All students taking the driving examination written test must be enrolled as a full time student. The prospective driver must then provide the driving examiner with a letter from the school with the following verifications:

1. Documentation of enrollment or excused absence  
(as outlined in Oklahoma State Statutes, Title 47, Sec. 6-107.3)

Students taking their driving exams may miss up to four (4) hours without being counted absent if parents have given the school notice prior to the student's absence.

### ILLNESS AT SCHOOL

If you should need special care at school due to some condition such as diabetes, epilepsy, asthma, rheumatic fever or a heart condition, we request you give the necessary information to the principal with a statement from your parents or your doctor concerning your difficulty and your care.

### MEDICATION - ADMINISTERING TO STUDENTS

It is the policy of the Pioneer Pleasant Vale Board of Education that if a student is required to take 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.
2. 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.
3. 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:
    - i. **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.
    - ii. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
    - iii. 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.
4. 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. The policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

#### **AUTHORIZED SELF-MEDICATION OF INHALED ASTHMA MEDICATION**

Pursuant to Section 1-116.3 of Title 70 of the Oklahoma Statutes, it is permitted that a student self-administer inhaled asthma medication for the treatment of asthma. The self-administration of asthma medication must be authorized by the student's parent(s)/guardian(s) and physician.

Pursuant to Section 1-116.3 of Title 70 of the Oklahoma Statutes, the parent(s)/guardian(s) of the student are required to supply the school an emergency supply of the student's medication to be administered.

Pursuant to Section 1-116.3 of Title 70 of the Oklahoma Statutes it should also be known to the parent(s)/guardian(s) 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; and the parent(s)/guardian(s) are required to sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

The permission for self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of such authorizations.

A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times. Said student is not permitted to allow any other student to use his/her inhalant medication, nor is said student permitted to use inhalant medication of another student. The student's inhalant must be labeled with his/her name.

A student must be in possession of his/her asthma inhalant medication in order to

(1) participate in daily athletic/PE exercises or (2) attend away athletic events or other away school sponsored activities.

#### **MENINGITIS**

Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococcemia, a serious infection of the blood.



### **Signs and symptoms of Meningitis**

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

The disease is spread by droplets in the air and direct contact with someone who is infected. If your child has symptoms of meningococcal disease contact your health-care provider immediately. Vaccines can prevent many types of meningococcal disease, but not all types. Local county health departments have the vaccine available now at no charge for all children who:

- Have no health insurance
- Are Medicaid eligible
- Are Native American
- Or whose health insurance does not pay for vaccines, and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

The vaccine is not required to attend kindergarten through 12th grade in Oklahoma. However, it is required for students who are enrolling in college and other schools after high school who will live in dormitories or on-campus student housing.

### **CONTAGIOUS DISEASE**

*School Law of Oklahoma, Section 815*

Any child afflicted with a contagious disease or head lice may be prohibited from attending school until such time as he/she is free from the contagious disease or head lice. After three infestations, a no nit policy will be enforced for the remainder of the school year.

### **WITHDRAWAL FROM SCHOOL**

In order to withdraw from school the student must first get a withdrawal sheet from the principal's office. Each teacher must sign the withdrawal slip and give an estimated grade. All fees and fines must be paid. No credit will be transferred until the student has legally withdrawn. The principal reserves the right to contact parents before official withdrawal is completed.

### **USE OF SCHOOL BUILDING AFTER HOURS**

Students are not to be in the building of Pioneer High School (especially the gym lobby) after school hours unless they are supervised by a teacher or coach.

Students needing in the gym or classroom areas after school hours can do so by securing permission from a teacher or coach that will be supervising your activity. Otherwise students are not to be in the building after hours. Disciplinary action will be taken against students found in the building without permission. Your cooperation in this matter will help alleviate a number of problems and will be appreciated.

### **CHANGE OF ADDRESS AND PHONE NUMBER**

At times during the school year students move from one address to another in town. This information must be reported to the office where it will be entered on the office records.

### **STUDENT LOCKER USE**

Each student is assigned a school locker for his or her use during the school year. There is to be no unauthorized swapping of lockers. Students are expected to keep their lockers clean and organized. Shelving of some kind may help with organization. Lockers should be kept free of trash and articles of clothing.

There should be no tape used on the outside of lockers. Tape may be used on the inside of lockers.

Locks are generally not allowed on school lockers except by special arrangement. Students are discouraged from keeping money or items of value in lockers.

### **CHILD NUTRITION FAILURE TO PAY FOR MEALS/CHARGE POLICY**

Pioneer Pleasant Vale Public School District's Child Nutrition charge policy is that each student is allowed to charge up to 7 meals. If the student has failed to pay after the 7<sup>th</sup> meal has been charged, that student will receive an alternate meal for that day. Students can receive up to 3 alternate meals but after the 3<sup>rd</sup> alternate meal, students will not receive any more meals until their lunch bill has been paid or they bring money for their meal the day of serving.

#### **TELEPHONE USE**

The office telephones are business telephones and should not be used by students except for emergencies only. Parents should not call school wanting to speak to their child except in cases of real emergency. Incoming calls will be taken in the office and a message will be delivered. No teacher or student will be called from a classroom except for an emergency.

#### **LUNCHROOM**

Remember that the lunchroom is your school dining room. Courteous manners and a quiet, pleasant conversation are as appropriate here as in any home where there are guests, or as in any public place.

#### **ANNOUNCEMENTS**

Students or teachers wishing announcements made should have them turned in to the secretary's office for approval by 8:00 a.m. each day.

#### **MOMENT OF SILENCE**

Pursuant to state law, Pioneer High School observes a moment of silence daily.

#### **PLEDGE OF ALLEGIANCE**

As per SB114, Pioneer High School will recite the Pledge of Allegiance.

#### **BUILDINGS**

The high school building will be open for students no later than 8:10 a.m. Students are permitted to enter the building beginning at 7:30 a.m. but must conduct themselves properly.

#### **LOST AND FOUND**

A lost and found department is maintained in the principal's office. Articles which are found should be taken there. If you have lost an article, you may redeem by identifying the same. Your wearing apparel, books, and other articles should be marked for identification.

#### **SCHOOL DAYS**

School will be closed on Labor Day, staff development days, fall break and spring break. Easter, Thanksgiving and Christmas and other designated Holidays will be set yearly and will vary from year to year.

#### **DAILY SCHEDULE**

The school day will begin at 8:05 a.m. School will be dismissed at 3:30 p.m. each day.

#### **SOLICITING**

No soliciting or selling may be done in school without approval of the superintendent.

#### **SAFETY DRILLS**

The principal and faculty members of each school building will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the specific alarm. Directions indicating where students are to go and the route to be taken should be posted in each classroom. These procedures will be developed to ensure the complete safety of children and other school personnel. An Emergency Procedures Guide is located in every building in designated locations.

Ten drills must be conducted each year, as follows:

- Fire drills will be practiced at least once each semester of the school year. The drills shall be conducted within the first 15 days of each semester. All students and teachers shall participate.
- Intruder drills will be practiced at least once each semester of the school year. The drills shall be conducted within the first 15 days of each semester. Student involvement shall be determined by the superintendent in consultation with the building principal.

- A tornado drill will be conducted two times per year, one in September, and one in March.
- Lockdown drills will be conducted twice a year, once each semester, at different times of the day.
- Other safety drills, as determined by the principals of each building, shall be conducted twice during the school year.

All drills must be documented and a copy filed at the administration office, and with the Oklahoma School Security Institute (previously known as Institute for School Security Resources.) The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshal or his/her designee upon request.

### **ASBESTOS BUILDING INSPECTION**

In compliance with the Asbestos Hazard Response Act, related Oklahoma and Federal regulations, Pioneer Pleasant Vale Public Schools have had our buildings inspected by licensed personnel for the presence of asbestos. Precision Testing Laboratories, Inc., was contracted to write a Management Plan which outlines the potential health hazard and methods of maintaining asbestos containing materials. The current assessment of the Health Hazard is low. The condition of the material is good and the potential for damage is low. We have been advised by Precision Testing laboratories, with the special operation and maintenance procedures that Pioneer Pleasant Vale Schools are doing, there is no need for worry. We realize that this brief explanation concerning our plans and the results of the inspection will leave many unanswered questions in your mind. For this reason we will make available all documents for your review at the Board of Education Office at 6520 East Wood Rd, Waukomis, Oklahoma. Please feel free to come by and inspect all documents. Please check with the Administration Office to schedule an appointment to review the management plan.

## **ACTIVITIES**

### **ACTIVITIES AND TRIPS**

Students going on school-related activity trips are required to have an approved adult in each vehicle. When transportation is arranged for a group, every member of the group is expected to go and return with the group unless another plan is cleared with the faculty sponsor before the trip.

All students must park in the parking lot when leaving on weekends and evenings for activity trips.

When a trip involves the absence of students from the classroom:

1. Their eligibility must be checked before the event.
2. A list of all students involved should be given to the principal's office three days before the trip.
3. The principal or sponsor may prohibit any student from participation in any activity at any time.
4. Students on school-related activity trips will not be counted absent from school.
5. Students who miss class for activities will be required to make up all work missed as defined by the policy.

### **RULES FOR BUS RIDERS AND SPONSORS ON ACTIVITY TRIPS**

These rules apply to any trip under school sponsorship, to any destination, and from the time the bus departs until it returns to the school.

1. Wait until the bus comes to a complete stop before attempting to enter.
2. Keep hands, arms, and head inside the bus at all times after entering the bus.
3. Assist in keeping the bus safe and clean at all times.
4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
5. Treat bus equipment as you would fine furniture in your own home. Any damages will be required to be paid for by the offender.
6. Never tamper with the bus or any of its equipment.
7. Keep packages, coats and all other articles out of the aisles. Leave no articles on the bus when you return home.
8. Keep feet OUT of the aisles. Sit properly in the seat, face forward, feet on the floor.
9. Do not throw anything out of the window.
10. Riders are not permitted to leave their seats while the bus is in motion. Do not walk the aisle nor exchange seats. Horseplay is not permitted at ANY time.
11. Riders are expected to be courteous to each other, the driver and sponsors.



12. No eating or drinking on the bus at any time without specific permissions from the activity sponsor (State law prohibits any glassware on the bus).
13. Bus driver has authority to assign seats at anytime.
14. Emergency door is for emergency use only.
15. Activities that require a return in late evening will be subject to special seating arrangements.

#### **TRANSPORTATION POLICY**

1. If a bus is scheduled to transport students, no student will be allowed to drive his/her car to or from an activity, travel to or from an activity with other students or travel to or from an activity with anyone else unless the arrangements have been specifically cleared through the principal's office. In some cases parents will be allowed to transport their own children only to these events with proper permission.
2. If a student travels to an event on a school bus, that student is expected to return on the school bus. The parent of record of the student may present themselves to the coach or sponsor and seek permission to check their son or daughter only off the bus to ride home with the parent. The decision will be made by the sponsor or coach.
3. A student who misses the bus but arrives at the activity site is not to be allowed to participate unless he/she has been transported by his/her parent or parents. In the event this happens, the sponsor certainly has the prerogative not to allow the student to participate under any circumstances.

#### **ELIGIBILITY REQUIREMENTS**

Eligibility requirements for inter-school activities correspond with those set by the Oklahoma Secondary School Activities Association. These apply to all high school activities including elections. The principal has charge of all athletic contests and determines the eligibility of the participants. Any student who is on the ineligible list due to grades or attendance may not miss class for any activity.

#### **ACTIVITY STUDENT DRUG TESTING POLICY**

The Pioneer Pleasant Vale Board of Education in an effort to protect the health and safety of its extracurricular activities students and students who park vehicles on school property from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Pioneer Pleasant Vale Public School District, has adopted the following policy for drug testing activity students.

#### **STATEMENT OF PURPOSE AND INTENT**

Although the Board of Education, administration, and staff desire that every student in the Pioneer Pleasant Vale Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in certain extracurricular activities and/or park vehicles on school property. The sanctions imposed for violations of this policy will be limited solely to a student's privilege to participate in extracurricular activities and/or park vehicles on school property. This policy supplements and complements all other policies, rules, and regulations of the Pioneer Pleasant Vale Public School District regarding possession or use of illegal drugs.

The purposes of this policy are three fold:

1. To give our students another reason to avoid the use of drugs for fear of being tested.
2. To identify those students who use drugs and get them help.
3. To decrease the chances of one of our students being involved in a drug related accident or fatality.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities and upon the positive image these students project to other students and to the community on behalf of the Pioneer Pleasant Vale Public School District. For the safety, health, and well being of students in extracurricular activities the Pioneer Pleasant Vale Public School District has adopted this policy for use by all participants in interscholastic extracurricular activities and/or park vehicles on school property in grades 9-12. The administration may adopt regulations to implement this policy.

#### **Definitions:**

**"Activity Student"** means a member of any high school Pioneer Pleasant Vale Public School District sponsored extracurricular organization who participates in interscholastic competition. This includes any student that represents Pioneer Pleasant Vale Public Schools in any extracurricular activity, such as but not limited to FCCLA, Academic Team, Band, Cheerleader, Athletics, Technology Education, Speech, and Student Council. For the purposes of this Drug Testing Policy, **Activity Student** shall include



students who park on school property.

**“Drug Use Test”** means a scientifically substantiated method to test for the presence of illegal, fake drugs or performance-enhancing drugs or the metabolites thereof in a person’s urine.

**“Random Selection Basis”** means a mechanism for selecting activity students for drug testing that:

- A. Results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and
- B. Does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

**“Illegal Drugs”** means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. “Illegal Drugs” includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. “Illegal drugs” shall also include alcohol.

**“Performance-enhancing drugs”** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term “performance-enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased in over-the-counter transactions.

**“Positive”** when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

**“Reasonable suspicion”** means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches / administrators / sponsors of the appearance, speech , or behavior of an activity student.

**“Fake Drug”** any substance represented to be drugs are considered drugs.

#### PROCEDURES

Each activity student shall be provided with a copy of the “Student Drug Testing consent Form” which shall be read, signed, and dated by the student, parent or custodial guardian, and coach / sponsor before such student shall be eligible to practice or participate in any extracurricular activities. The consent required the activity student to provide a urine sample: (a) when the activity student is selected by the random selection basis to provide a urine sample; and (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activities involving interscholastic competition unless the student has returned the properly signed “Student Drug Testing Consent Form”.

Efforts will be made to inform each activity student and educate them of the sample collection process, privacy arrangements, drug testing procedures, and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Drug use testing for activity students will be chosen on a random selection basis monthly from a list of all activity students who are involved in off-season or in-season activities. The Pioneer Pleasant Vale Public School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing of illegal drugs or performance-enhancing drugs.

In addition to the drug test required above, any activity student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Pioneer Pleasant Vale Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific

testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy right of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the restroom to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during these testing procedures the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty(30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that test positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained in a separate file from the student's educational records until the end of the school year.

#### **CONFIDENTIALITY**

The laboratory will notify the principal or superintendent of any positive test. To keep the positive test results confidential, the principal or superintendent will only notify the student, and the parent or custodial guardian of the results. The coach or sponsor will also be notified on the second offense. The principal or superintendent will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal or superintendent or to the lab. The Pioneer Pleasant Vale Public School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance- enhancing drug. Test results will not be turned over to any law enforcement authorities.

#### **CONSEQUENCES**

See school board policy

#### **REFUSAL TO SUBMIT TO DRUG USE TEST**

A participating student who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such students shall not be considered for any interscholastic activity honors or awards given by the school.

#### **EQUIPMENT**

Equipment purchased by the school district and issued to student athletes will not be allowed to be worn for any reasons other than practices, competition, or special events approved by the building principal or assigned coach and must be turned in as instructed. The school shall be reimbursed by the student for any equipment not returned to the school.

#### **OKLAHOMA STATE HONOR SOCIETY**

Certificates of honor are awarded to all students qualifying for membership in the Oklahoma State Honor Society. Ten percent of the enrollment will be eligible for the Oklahoma State Honor Society. Membership will be based upon work done during the first semester of the current year and the second semester of the preceding year.

### **AWARDS AND HONORS**

#### **QUEEN CANDIDATES**

All queen candidates must have completed two semesters in the Pioneer Pleasant Vale School District. No queen candidate is eligible to be a candidate for another queen honor during the same school year.

**FOOTBALL/BASKETBALL QUEEN**

The Football Queen and Attendants shall be selected by the football squad by secret ballot. The candidates will be chosen by the football team from a list comprised of all senior female students. The Basketball Queen shall be selected by the boys basketball team by secret ballot. The candidates may only be comprised of senior basketball girl team members.

**VALEDICTORIANS**

The valedictorians will be those students who have a 4.0 grade point average at the end of seven semesters. In the event that no student has a 4.0 GPA at the end of seven semesters, the valedictorian will be determined using the highest G.P.A. for that class. All valedictorians will be allowed to speak as part of a cumulative Valedictorian Address. Time limits would be determined by the administration and based on the number of valedictorians.

## EQUAL OPPORTUNITY STATEMENT

Pioneer Pleasant Vale Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access. The following people have been designated to handle inquiries regarding the non-discrimination policies: Brent Koontz, Superintendent and may be contacted at 6520 East Wood Road, Waukomis, Oklahoma, 73773 or by phone at 580-758-3282.

## RIGHTS AND RESPONSIBILITIES OF STUDENTS AND PARENTS (NON-DISCRIMINATION POLICY )

No employee, prospective employee, or student will, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity of the Pioneer Pleasant Vale Public School System. Should any employee, prospective employee, or student of the Pioneer Pleasant Vale Public School system feel that they have been discriminated against in any of the above mentioned areas, they have the right to file their grievance.

The person filing a grievance will be free from restraint, coercion, discrimination, or reprisal.

The aggrieved employee shall present the grievance, in writing, to his/her immediate supervisor within five working days. After consultation with the superintendent, the principal or immediate supervisor should, within five working days of receipt of the grievance, arrange with the employee a meeting to discuss the grievance. A decision regarding the disposition of the grievance shall be conveyed in writing, to the employee within one week following the conference.

If the grievance is not resolved, the employee should then contact Brent Koontz, Superintendent, for advice.

If necessary, the employee may subsequently appeal to the board of education, in writing, such appeal to be delivered within 30 days of the alleged discrimination.

At any time during this procedure, or even without recourse to the grievance procedures, and aggrieved employee may file a complaint to the Department of Education, Office for Civil Rights, 88930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302.

It is the policy of the district to provide equal opportunities for employment retention, and advancement of all people, regardless of race, color, creed, national origin, or sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

## GRIEVANCE PROCEDURES FOR FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS

### A. DEFINITIONS:

1. Discrimination Complaint: A written complaint alleging any policy, procedure, or practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. Student Grievant: A student of the Pioneer Pleasant Vale Public Schools who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.
3. Employee Grievant: An employee of the Pioneer Pleasant Vale Public Schools who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran.
4. Title IX and 504 Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Educational Amendments of 1972 , Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
5. RESPONDENT: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
6. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturday, Sunday, and holidays.

### B. PRE-FILING PROCEDURES

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Grievance Officer, and reasonable effort should be made to resolve the problem or complaint.

### C. FILING AND PROCESSING DISCRIMINATION COMPLAINTS

1. Grievant: Submits written complaint to Title IX/504 Coordinator stating name, nature, and date of alleged violation, names of persons responsible (where known), and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in the office of the high school principal.
2. Title IV/504 Coordinator: Notified respondent within ten (10) days and asks respondent to:



- i. confirm or deny facts;
  - ii. indicate acceptance or rejection of student or employee's requested action, or;
  - iii. outline alternatives. Respondent: Submits answer within ten (10) days to Title IX/504 coordinator.
- 3. Title IX/504 Coordinator: Within ten (10) days after receiving respondent's answer, Title IX/504 Coordinator refers the written complaint and respondent's answer to the high school principal. The Title IX/504 Coordinator also schedules a hearing with the grievant, the respondent, and the high school principal.
- 4. Principal, Grievant Respondent, and Title IX/504 Coordinator: Hearing is conducted.
- 5. Principal: Issues within ten (10) days after the hearing a written decision to the student or employee, respondent, and Title IX/504 Coordinator.
- 6. Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within ten (10) days and request a hearing with the superintendent.
- 7. Title IX/504 Coordinator: Schedule within ten (10) days of request a hearing with the grievant, respondent, and superintendent.
- 8. Superintendent, Grievant, Respondent and Title IX/504 Coordinator: Hearing is conducted.
- 9. Superintendent: Issues a decision within ten (10) days following the hearing.
- 10. Grievant: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within ten (10) days and request a hearing with the governing board.
- 11. Title IX/504 Coordinator: Notifies governing board within ten (10) days after receiving request. Title IX/504 Coordinator schedules hearing with the governing board. Hearing is to be conducted thirty (30) days from the date of notification to the governing board.
- 12. Governing Board or Hearing Panel Established by the Board, Grievant, and Title IX/504 Coordinator: hearing is conducted.
- 13. Governing Board: Issues a final written decision with ten (10) days after the hearing regarding the validity of the grievance and any action to be taken.

#### D. GENERAL PROVISION

- 1. Extension of time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.
- 2. Access to Regulations: Upon request, the Pioneer Pleasant Vale Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran.
- 3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three (3) years after complaint resolution.