

PAWHUSKA HIGH SCHOOL

MISSION STATEMENT

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

STUDENT CREED

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

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

A Student's Creed:

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

Rules That Lead to Success—My Choices

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

COMMUNICATION WITH PARENTS AND COMMUNITY

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

ATTENDANCE

Philosophy –

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

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

STATE LAW ON SCHOOL ATTENDANCE -

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

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

STUDENT ATTENDANCE POLICY-

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

DEFINITION OF AN ABSENCE -

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

NOTIFICATION OF AN ABSENCE BY PARENTS -

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

ILLNESS

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

LEAVING CAMPUS AND/OR RETURNING TO SCHOOL DURING THE DAY

SIGN-OUT -

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

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

TARDY POLICY -

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

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

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

DO NOT ADMIT LIST -

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

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

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

ATTENDANCE AT ATHLETIC EVENTS

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

MISSED ASSIGNMENTS DUE TO SHORT TERM EXCUSED ABSENCES

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

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

GETTING MAKE-UP WORK FOR EXTENDED EXCUSED ABSENCES

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

GETTING HELP FOR MISSED ASSIGNMENTS

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

ABSENCES KNOWN IN ADVANCE

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

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

SCHEDULED TESTS

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

RESPONSIBILITIES FOR MAKE-UP WORK

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

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

MAKE-UP EXTENSION TIME FOR EXTENDING BEYOND A GRADING PERIOD

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

SAFE SCHOOL ENVIRONMENT RESPONSIBILITY

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

CONDUCT IN THE HALL

Students are expected to:

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

HONESTY/INTEGRITY OF STUDENT WORK POLICY

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

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

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

For example:

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

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

STUDENT CONDUCT CODE

Philosophy-

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

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

The Role of the Teacher in Student Conduct-

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

who misbehaves may be sent out of the class and must have a conference with a principal before returning to class. PARENTS WILL BE CONTACTED.

Rules governing student conduct-

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

1. *Disruption of School.* A student shall not by use of violence, force or coercion, threat, or by any other means cause material disruption or obstruction of any part of school including extracurricular activities.

2. *Damage of School Property.* A student shall not cause or attempt to damage any part of school property. In addition to suspension, restitution may be required by the student and/or his/her guardian(s). In addition, should it be deemed necessary, charges may be filed with the local authorities.

3. *Assault/Assault and Battery:* No student shall commit an act or seriously threaten an act of physical violence whereby the perpetrator causes, or attempts to cause or seriously threatens to cause physical harm to another, especially to teachers, other school personnel or other students. Incidents involving initiations, hazing, intimidations, and/or related activities, which may cause bodily danger, physical harm, or personal degradation or disgrace resulting physical or mental harm to students are prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DRUG FREE SCHOOL STANDARDS

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

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

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

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

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

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

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

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

DRESS AND APPEARANCE

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

Automobile – Driving/Parking Policies

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

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

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

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

The following are regulations pertaining to student driving and parking:

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

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

“Parking on school property constitutes consent to search your vehicle.”

STUDENT OUT-OF-SCHOOL SUSPENSION – EXCLUSION FROM SCHOOL

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

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

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

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

SHORT OR LONG TERM SUSPENSION

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

DETENTION

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

GRADING SYSTEM

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

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

SCHEDULING

Changing Classes

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

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

Dropping Classes

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

SEMESTER EXAMS

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

GRADE CLASSIFICATION

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

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

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

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

PAWHUSKA HIGH SCHOOL GRADUATION REQUIREMENTS

Total Credits Needed for Graduation

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| Seniors | (Class of 2009) | 23 Credits |
| Juniors | (Class of 2101) | 23 Credits |
| Sophomores | (Class of 2011) | 23 Credits |
| Freshman | (Class of 2012) | 23 Credits |
| with ACE graduation requirements | | |

Curriculum options:

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

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

OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP)

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

REQUIRED COURSES:

- 4 English
- 3 Lab Science
- 3 Mathematics
- 3 History and Citizenship Skills

- 2 Foreign Language OR Computer Technology
- 1 Additional Courses (from any of the subjects listed above)
- 1 Fine Arts (music, art, drama) or Speech

17 TOTAL UNITS

SCHOLARS PROGRAM (beginning with the incoming freshman of 2005-2006)

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

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

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

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

ADVANCED PLACEMENT (AP)

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

Responsibilities of AP Students

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

Benefits

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

VALEDICTORIAN/SALUTATORIAN (Beginning - Senior Class 2009)

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

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

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

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

Grade point averages are calculated on the following point values:

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

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

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

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

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

DIPLOMA REQUIREMENTS OF ACHIEVING CLASSROOM ELCELLENCE (ACE)

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

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

WHITE ROBES

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

ATHLETICS

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

ATHLETIC CODE OF CONDUCT

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

The athlete should:

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

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

ELIGIBILITY

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

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

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

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

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

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

OFFICE PHONE USE, MESSAGES, AND CELL PHONE POLICY

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

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

LOCKERS

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

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

LOST AND FOUND

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

FOOD AND DRINK

Food and drink are not permitted in the building.

VENDING MACHINES

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

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

Failure to observe these guidelines may result in restricted use.

FLOWERS AND GIFTS

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

HALL PASSES

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

ANNOUNCEMENTS

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

SCHOOL BULLETIN BOARDS

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

STUDENT FEES, FINES, OR COSTS

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

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

PARENT CONFERENCES

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

VALUABLES

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

TEACHERS LOUNGE

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

PEP ASSEMBLIES

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

VISITORS

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

PROHIBITED ITEMS

The following items are illegal at school:

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