

Policies and Regulations Plainview Middle School

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**PLAINVIEW MIDDLE SCHOOL  
2020 - 2021**

**Accidents or Illness at School**

It is important that your student inform his/her teacher or school personnel of an accident or illness while at school. If needed, the student will be referred to the school nurse for further evaluation.

If a child has been ill during the night with fever, diarrhea or vomiting, he/she should stay home until they are symptom free for 24 hours **without** medication. Students suspected contagious illness, such as pink eye, strep throat, etc., should be evaluated by a physician and on prescribed antibiotics for 24 hours before returning to school. A child cannot learn if they are not feeling well.

Written documentation from a physician is required for long term/permanent restrictions from school activities.

In case of accident to the children on the school grounds or buildings, the nurse, principal or his designee will render such services as he thinks necessary, including first aid, calling physician, or taking the child to the hospital emergency room, calling the parent, or getting the student home.

The school does not assume any financial responsibility.

**Assemblies**

Worthwhile assembly programs are presented each year. The programs are educational and replace class time; therefore, all students are required to attend. Occasional pay-assemblies are exceptions to the rule.

**Attendance/Tardy Policy**

If a child is absent without valid excuse four (4) or more days or parts of days within a four-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 in the county wherein the school is located for juvenile proceedings pursuant to the Title 10 of the Oklahoma Statutes.

The following reasons will constitute an **excused** absence:

- (1) Illness substantiated by a doctor or public health worker or Parent/Guardian.
- (2) School activities
- (3) Religious holidays if the parent or guardian submits a written request for the absence. (This includes days required to travel to and from the sight where the religious holidays are observed.)
- (4) Any absence of an emergency nature deemed unavoidable or necessary by the principal. When such a situation occurs, the parent must contact the principal prior to or upon the student's return to school.

All excused absences must be accompanied by a note from the parent or doctor and be submitted to the office within two days of the absence.

All substantiations of absences must clear the building principal's office prior to the end of each nine-week period.

Student absences for school-sponsored activities **in which the student is not a participant**, must clear the building principal's office prior to the day of the event. The principle will render a decision (to determine if the absence is excused or unexcused) in these cases. **Any such absence not cleared the day before the event may be documented as unexcused.**

Student absences for school-sponsored activities may be denied if the student reaches the five-day limit.

The principal will render a decision in these cases based on academic performance, number of days missed and why, and disciplinary status of the student.

All work missed during a period of absence may be made up, with the exception of unexcused absences. **It is the student's responsibility to obtain the missed work and the teacher's responsibility to assist the student.** Students will have an equal number of days as absences to make up assignments. If assignments are not made up within this time, no credit will be given. Any examination or test announced during the student's presence in class or which is regularly scheduled (e.g.) benchmark tests or semester tests) which is missed by the student due to any type of absence other than unexcused, shall be made up the day the student returns to class.

Parents may request assignments from teachers upon the second consecutive absence. Teachers will do their best to have the assignments ready by the end of that third day. Work picked up by the parent during an absence will be expected to be turned in within two days of the student returning to school. Parents must consult with the principal for failure to pick up previously requested assignments.

Truancy is defined as any student absence that parents or school officials don't know of student whereabouts, leaving school without checking out through the office, or parents failing to notify the principal's office. Students will not be allowed to make up work missed when truant and disciplinary action may be taken.

Parents/Students will be required to meet with the building principal prior to any extended leave, 2 days or more, which is planned in advance. Documentation will be discussed and collected at this time.

Tardies reported to the office during the school year will be handled in the following manner. Tardies will not be tolerated. Students tardy to school during first hour shall report to the office and then be admitted to class. All other tardies shall be recorded by the classroom teacher. The office will tally tardies during each semester. See Behavior Consequences for more on excessive tardies. Students habitually late for first hour will be required to have a parent accompany them to the office upon arrival.

### Behavior Consequences

The following behavior consequences will act **as a guideline** for the principal. The principal will have the latitude to vary from these guidelines if in his/her opinion the behavior was extreme in nature.

1. Wall ball and "pegging" will not be allowed at any time in school.
2. Fighting:

1 <sup>st</sup> Offense	-	1-3 day suspension, parent notified
2 <sup>nd</sup> Offense	-	5 day suspension, parent notified
3 <sup>rd</sup> Offense	-	5-10 day suspension, parent notified

\* The nature and seriousness of the fight may result in varying from this listing.
3. Verbal Abuse of Teacher involving obscenities:

1st Offense	-	1-5 days suspension.
2nd Offense	-	5-10 days suspension.
4. Use of Profanity. This is the use of obscenities (written or verbal) on clothing, notes, letters, etc. or obscene gestures.

1st Offense	-	1-10 days detention.
2nd Offense	-	1-3 days in-school detention.
3rd Offense	-	1-3 out of school suspension.
5. Referral to Principal by Teacher.

1st Offense	-	conference and behavior packet
2nd Offense	-	detention, 1-3 days
3rd Offense	-	detention, 5-10 days, parent notified
4th Offense	-	In School Detention (ISD), 1-2 days, parent notified

- 5th Offense - In School Detention (ISD), 3-5 days, parent notified
- 6th Offense - Out of School Suspension (OSS), days to be determined, parent notified

**Detention May Include:**

- before school** ---- **7:40 a.m. - 8:10 a.m.**
- during lunch**
- after school** ---- **3:00 p.m. - 3:30 p.m.**

\*The nature and seriousness of the referral will determine the course of consequences.

Reasons for referral to principal:

General misbehavior

- Talking aloud out of turn
- Failure to remain seated on request
- Failure to remain quiet
- Interrupting learning process of others
- Eating/drinking in class
- Poor attitude/effort
- Failure to be prepared for class or make an academic effort.

6. Hazing. Any willful act done by a student(s) to another student for the purpose of subjecting the other student to indignity, humiliation, physical abuse, or threats of abuse.
  - 1st Offense - 3 days detention, parent notified.
  - 2nd Offense - 1-3 days in school suspension, parent notified.
  - 3rd Offense - 1-3 days out of school suspension.
  
7. Locker tampering.
  - 1st Offense - restitution for damages/1-3 days detention.
  - 2nd Offense - restitution, 1-3 days in school detention.
  - 3rd Offense - restitution, 1-3 days out of school suspension.
  
8. Disrespect for school property, property of others, and buildings.
  - 1st Offense - restitution for damages, 1-3 days detention.
  - 2nd Offense - restitution, 1-3 days in school detention.
  - 3rd Offense - restitution, 1-3 days out of school suspension.
  
9. Failure to serve detention:
  - 1st Offense - double detention
  - 2nd Offense - 2 days in-school detention, parent notified.
  - 3rd Offense - out of school suspension, parent notified.
  
10. Multiple Detentions: (Each semester starts new)
  - 4th detention - ISD 1 day, parent notified
  - 5, 6, 7th detention - ISD 2 days, parent notified
  
11. Sexual Harassment:
  - See page 5
  
12. Truancy:
  - 1st offense - 2 days I.S.D., parent notified.
  - 2nd offense - 3 days I.S.D., parent notified.
  
13. Tobacco/Vape Use:
  - 1st offense - 3 day I.S.D. parent notified.
  - 2nd offense - 2 day suspension.
  - 3rd offense - TBD

\*Each incident will include reporting to state agency.

14. Weapons Free Schools:  
See page 4

### Behavior Expectations

When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher of a child attending Plainview Middle School has the same rights as a parent or guardian to control and discipline that child while the child is in attendance or in transit to or from the school or while participating in any school function authorized by the school district.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

1. The student's attitude;
2. The seriousness of the offense;
3. The effect of the offense on other students;
4. Whether the offense is physically or mentally injurious to other people;
5. Whether the incident is isolated or habitual behavior;
6. Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention
6. Use of Tobacco/Vaping
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons
14. Distributing obscene literature
15. Destroying/defacing school property
16. Disruptive behavior
17. Disrespect toward adults
18. Threatening harm to school or other people verbally or written.
19. Possession of drug paraphernalia or lighters
20. Cheating, assisting others in cheating, or failure to report cheating
21. Failure to do work. (Make an academic effort.)

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case.

In considering alternatives for disciplinary actions, the faculty/administration of the school will consider the alternatives 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.

1. Conference with student
2. Conference with parents
3. In-School Detention
4. Detention/noon detention under discretion of principal.
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Corporal punishment
14. Suspension
15. Expulsion
16. Saturday School
17. Other appropriate disciplinary action as required and as indicated by the circumstances

**The principal, given the circumstances of the individual case, will interpret the list of available disciplinary actions. Additionally, the administrator shall have the authority to enforce other reasonable disciplinary action which he/she finds warranted by situations not covered.**

Parent, guardians, and students residing in this school district are advised by means of this student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search.

<b>Cafeteria</b>
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Teachers will see that students do not enter the lunchroom until the proper time. Teachers on duty will be responsible for students' conduct. Students bringing lunches from home will eat in the cafeteria along with all other students. Students are not allowed to carry food and drink from the lunchroom. The kitchen area is OFF LIMITS to unauthorized students and employees.

Drinks brought onto the campus need to be healthy drinks which should avoid sugar. Students are not to have energy drinks, coffee, cappuccino, soft drinks, etc. on the middle school campus.

The school cafeteria is maintained as a vital part of the total health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. **No charges will be allowed without the approval of the building principal. We encourage each parent to deposit money in his/her child's account to cover lunch costs. At the end of the year, any remaining amount in the account will be carried over to the next year if desired.**

The lunchroom management and your fellow students need your assistance in following the simple rules below to assure a clean and orderly lunchroom:

1. Deposit all lunch litter in trash receptacles.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around you in a clean condition.
4. No running, playing or loud talking.
5. No throwing of items (food, paper, etc.).
6. Do not take glasses/cups or food trays from the cafeteria.
7. **Parents may bring lunch from a restaurant only if they are joining their child for lunch. Lunch may only be brought for your child, not others. Lunch may not be dropped off for students.**

Parents are encouraged to pay for lunches daily or in advance. If assistance is needed you may request a free or reduced lunch application

## **\*\*Cell Phones\*\***

### **Use of Wireless Telecommunication Device by Students**

The Plainview Middle School policy on wireless telecommunication devices is designed to ensure that the use of wireless telecommunication devices does not interfere with teaching and learning during the school day. For the purpose of this policy, wireless telecommunication devices are deemed to include cellular phones, two-way radios, and other devices using radio frequencies for communications.

Students may possess wireless telecommunication devices while on school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school; however, the usage of these devices is regulated.

The students having a wireless telecommunication device must keep the device turned "off" and not visible during regular school hours. It must remain "off" and stored in a locker, backpack, purse, pocket, or other place where it is not visible during school hours. If school staff observes such a device, it may be confiscated until redeemed by a parent or guardian. The exception to this policy may be granted by the site administrator.

Note: Plainview Middle School is not responsible for the theft or loss of student's wireless telecommunication devices or any electronic equipment brought to school by students. Electronic devices in use during the school day shall be for educational purposes only. **Students may never photograph or video other students or school staff without their authorization.**

Teachers and the administration feel strongly about the cell phone policy at the middle school campus; therefore, students who violate the policy will be administered the follow consequences:

- 1<sup>st</sup> Offense = parent will be notified to pick up phone
- 2<sup>nd</sup> Offense = may be assigned In School Detention (ISD); parent notified
- 3<sup>rd</sup> Offense = may be assigned Out of School Suspension (OSS); parent notified

## **Chemical Abuse**

Plainview Middle School has a "**No Tolerance Policy**".

Any student found on school premises or at school-sponsored activities, in possession of or under the influence of marijuana, narcotic, hallucinatory, hypnotic, or sedative drugs or any dangerous chemical, alcohol, drug paraphernalia, or stimulant not prescribed by a licensed physician will be suspended from classes and all school premises for up to the end of next semester. Possession and/or consumption, or failure to report knowledge of any alcoholic beverages or drugs on school property is forbidden.

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

1. Alcoholic beverages
2. Controlled dangerous substances or paraphernalia
3. Prescription or "over the counter" medications

Staff shall immediately notify the principal, or his designee of such suspicions. The principal shall immediately notify the superintendent of schools, a parent or legal guardian of said student, and may notify the appropriate law enforcement agency.

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

Every teacher employed by the Plainview Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability.



Student's lockers or personal effects may be searched by school personnel and/or police to determine the presence of any of these drugs.

**CLASSROOM TARDY POLICY**

Tardies will be recorded each day. Students must be in class by the time designated for the class to start. Five minutes are provided to travel from one class to another. Students who are late to class will receive an automated phone message that day. Excessive tardiness before the first class bell or between class periods will not be tolerated. Being late to school and/or class will be considered unexcused for all reasons except the following: Court date, medical appointment, funeral, or other instances that will be determined at the discretion of the administration. Coming to school late because the family is running late is not considered an excused tardy. Excessive tardiness, whether excused or unexcused before the first class bell or between class periods will not be tolerated and will result in disciplinary action by the teacher and/or principals.

**Curriculum**

**Course Offerings and Requirements**  
**Choices are subject to change depending on state requirements.**

**Sixth Grade**

- \* Math Chorus
- \* Social Studies Art
- \* Science Band
- \* Language Arts
- \* Reading/Spelling
  
- \* P.E./Athletics

**Seventh Grade**

- \* Math/Honors Math Chorus
- \* Geography Art
- \* Science Band
- \* Language Arts Computer Application
- \* Reading/Spelling Athletics/PE
- STEM

**Eighth Grade**

- \* Math/Algebra I (see note below) FACS Basics
- \* Science Band
- \* U.S. History Chorus
- \* Language Arts Art
- \* Reading Athletics
- STEM
- Yearbook/Newspaper
- Computer Application

*Algebra I - Placement in this course will be based on the guidelines set by the math department. Grades and assignments for Algebra I will follow Plainview High School policy and the student's Algebra I grade will be placed on his/her high school transcript. Students who complete this course with passing grades will be required to enroll in geometry as a freshman. Students will also be required to complete three additional math courses in high school (state law). These courses must be above Algebra I level.*

**\* Denotes Required Subjects**

## Dress Code

Plainview Middle School students and teachers take great pride in the appearance of the student body. Appropriate dress is a reflection of the pride and respect students have for the school and for themselves.

A teacher and/or administrator shall have the authority to determine the appropriateness of any attire. In making such a determination, the teacher and/or administrator should be governed by whether the attire is offensive, disruptive, or distracting to the educational environment.

All students are expected to dress and groom themselves neatly in clothing that is proper for school and school activities. Any manner of dress or grooming which is offensive will be corrected and may result in disciplinary action.

1. T-shirts and other attire may not advertise or display alcohol, tobacco, drugs, or inappropriate language.
2. Clothing which has any connotations of immorality, obscenity, nudity, or gang activity is not appropriate for school or school activities.
3. The wearing of trousers in an inappropriate manner is prohibited. This includes boys wearing trousers low on the hips (sagging).
4. Caps/hats, gloves, bandanas or hoods may not be worn or displayed in the school.
5. Shoes must be worn. Slippers or house shoes are not permitted.
6. Mesh shirts, bare midriff tops, racer back tops, and tops revealing the midriff are not permitted. Low-cut tops that are revealing are not permitted. This includes tank tops with low cut sides.
7. Spaghetti strap tops and dresses are prohibited. All straps must be at least **two inches** in width. Racer back tops are prohibited.
8. Shorts, capris, skirts, skorts, and dresses must be within 3" of the knee in length to be considered appropriate for Plainview Middle School.
9. Visible piercing shall be limited to the ear only.
10. See-through or transparent clothing will not be permitted. Undergarments will not be exposed.
11. Chains will not be worn or brought to school.
12. Holes, tears, or distressed clothing will be below the knee only. All others must be patched with no skin showing. Clothing worn underneath holes as a patch is not acceptable. Holes may not expose skin, undergarments or pockets.
13. No pajama pants or tops will be worn to school.
14. Skate shoes are not permitted at school.
15. Hair should be of natural colors only of a style that does not obstruct your view. Bangs are not to be below eyebrow level.
16. No leggings, regardless of pocket, unless covered within 3" of the knee.

If a student is sent home to change clothes because of a clear violation of the dress policy, an unexcused absence will result. In the event that a student is inappropriately clothed, he/she may be asked to wear school provided clothing (e.g. "Ugly Pants") to meet dress code so that instructional time will not be lost. The principal will make all final decisions regarding school dress.

## Dropping Class or Changing Schedule

Students desiring to drop or change a class must have approval of the teacher, parent/guardian, and the principal. A one week adjustment period will be allowed at the beginning of the school semester. After that time, no changes will be made in the schedules.

## Examinations

Teachers will administer tests in their classes at their discretion during the school year. A definite date and time will be announced for semester examinations. It is the student's responsibility to arrange a time for make-up tests with the teacher. Students caught cheating or violating classroom policies during testing will be subject to the teacher's classroom policy.

## Extracurricular Activities

Students in 6<sup>th</sup> grade athletics shall abide by the OSSAA policies that regulate 7<sup>th</sup>-8<sup>th</sup> grade athletics.

To be eligible to participate in contests involving other schools or hold a student office, a student must be passing all classes and must be attending classes at least 80 percent of the time. This applies to all students participating in school-sponsored activities. **A student will not be eligible to participate in an extracurricular activity if he/she has been absent from school that day.**

Students in extracurricular activities are reminded that they are representing the school and as such should be appropriately dressed as instructed by their sponsor or supervisor. All participants in school activities shall travel to the activity in school transportation. Personal automobiles will not be driven to out-of-town events by students who are participating without the consent of the principal.

All activities must be approved and scheduled through the principal's office and the activity director's office when appropriate.

All students participating in extra-class activities shall meet eligibility requirements of the Oklahoma Secondary Activities Association and local school policies. Students will be in good standing with the school before being allowed to represent the school in any activity.

Athletes and cheerleaders must have a student physical form, signed by parent or guardian, on file in the activity director's office before being allowed to participate.

**If a student is absent during the school day to participate in an extracurricular activity, he/she will be expected to have completed all assignments upon return to class.**

## Failing One or More Classes

Beginning the fourth week of school, each teacher will turn in to the office a list of students who are failing each class. These students are placed on probation for a one week period beginning Monday and ending Sunday. This report will be compiled every Friday for the remainder of the school year. An automated phone message will call the student's home Friday afternoon to inform the parents that "their child is failing one or more classes." Every attempt to contact parents in this way will be attempted. However, parents and students are not to rely solely on this message system to determine passing of classes. If you receive a phone message and you want to know which class or classes your child is failing, please feel free to contact the school office. If a student is still on the ineligible list the second week, the student's status changes from probation to ineligible and they will not be allowed to participate in any extra-curricular school events, including sports and school trips, for that week and until such time as their name does not appear on the ineligible list.

Eligibility carries over from each six weeks to the semester. Only when the first semester ends does every student start over with a clean slate for eligibility **if they are passing five of the seven classes.** If a student is failing three or more classes, the student will remain ineligible for six weeks. This does not include the beginning of the following school year. Summer opportunities may be available for students who require remediation of failed courses.

## Fees

Student fees sometimes become necessary in order for a student to participate effectively. Elective subjects such as art, music, band, and Life Management may require a small fee each semester. Fee information will be provided early in the school year. Fees are to be paid on enrollment day unless other arrangements are approved by the principal.

### **Field Trips**

All field trips must be cleared through the principal. Athletics, music, clubs and other related trips should be considered field trips and will be given special consideration.

Discipline records will be considered for field trips. All trips are a privilege.

No class will be allowed to go on field trips in individual cars. A bus or a van will need to be scheduled for such activities. Any exception must be approved by the principal.

No club, class or sports group will be allowed to take a trip that would necessitate staying overnight unless approval has been granted by the principal and the superintendent.

### **General School Rules**

General school rules are rules not normally covered under one topic. These rules should be given special attention and should not be violated. They include:

1. Students are not allowed in the teachers' lounge (this includes teachers' children).
2. Pets are not allowed at school without permission from the principal.
3. Middle school students will not be allowed to bring personal items such as radios, cameras, MP3 players, etc. The school will not be responsible for any such items brought on campus.
4. Laser pointers are not allowed in school or at any school sponsored event.
5. Cigarette lighters are not permitted at school.
6. Book bags/backpacks are to be stored in the student's locker throughout the day. They are not to be left in the corridors or taken in the classrooms.
7. Principal may grant permission for electronic devices to be used for educational purposes. If a student wishes to bring an electronic device (e.g. Kindle, Nook, iPad) to school, he/she must receive permission from the principal before bringing the device to school. The school is not responsible for any lost or stolen items.
8. Electronic cigarettes are not permitted on campus.
9. Headphones shall not be worn or visible during the school day. Headphones must be stored in a locker, backpack, purse, or other place where they are not visible during school hours. Teachers may allow the use headphones in the classroom area for educational purposes.
10. With the exception of water, no food or drink will be permitted in the classroom.
11. Fidget spinners are not permitted at Plainview Middle School.
12. Middle school students will not be allowed to bring blankets and/or pillows to school.

### **Gifts**

It is the policy of the middle school that students are not to receive flowers or other gifts on birthdays or other holidays, including Valentine's Day, during the school day.

### **Guidance**

Counseling at Plainview Middle School is offered to students on a voluntary basis. Teachers and parents may refer any student to the counselor and the counselor will make every attempt to talk to that student. Students should come by the counselor's office and pick up an appointment slip to take to their teacher if at all possible. This makes it possible for the counselor to plan and also lets the teacher know where that student is that period. A student who is in the counselor's office during a class period will not be penalized in that class and should not be counted absent if it is known that he or she is in the counselor's office.

The counselor will help students with career exploration, personal situations that require confidence, decision making, future goal setting and attainment, and behaviors. Parents are encouraged to contact the counselor when necessary

## Homework Policy

Homework is a vital part of the learning experience. All that is necessary to learn cannot be learned in the short period of time while in the classroom. Teachers are encouraged to assign homework when it supplements the day's work, introduces the next lesson, or is required make-up work. Study habits should be developed through homework assignments. Students are encouraged to complete homework assignments on time and return work that is neat and clean to the teacher. Students are responsible to have work turned in on time. Late work policies will be applied. **Homework will not be sent home until two consecutive days have been missed. This work must be requested by the parent. See more under School Absences.**

## In-School Detention

The goal of the ISD program is to have students improve their behavior and return to the regular class setting. Class work, assignments, etc., will be given to fulfill the time in ISD. These assignments will be counted towards daily credit for the regular education classroom.

Students will report to office when they arrive to campus to sign in no later than 8:10 and sign out at 2:55 with the ISD coordinator. Any student who enters or exits throughout the day is required to sign in and out.

Students will need to check in backpacks, lunches, etc. with ISD coordinator upon reporting for ISD.

Students will begin ISD by writing the outlined ISD procedures.

Students will be provided work by the ISD coordinator/classroom teachers.

Students will have assigned seats and are expected to remain in the chair with desk legs staying on the floor. Breaks will be given at the discretion of the ISD coordinator.

Lunch will be served in the ISD room between 10:55 and 11:20. Students will use their lunch number or bring lunch from home. Students may not have candy, gum, or carbonated beverages. Water will be allowed in a clear water bottle.

Students should not expect the same behavior or privileges that may be allowed in regular classes. ISD is not a regular class and should not be treated that way. ISD is an alternative punishment for students.

Students will not be allowed to leave the ISD room without permission from the ISD coordinator.

Students may not get up without permission from the ISD coordinator.

Students may not talk without permission of the ISD coordinator.

Students may not have any electronic device including cell phones. Any use of these items during ISD will be confiscated and further discipline will be assigned.

*Failure to abide by ISD rules and/or direction of the ISD coordinator will result in additional days of ISD and/or further disciplinary consequences as determined by the Plainview administration. ISD is designed to be a punishment. Students who break the rules can expect further disciplinary consequences determined by the Plainview administration. Students who do not enjoy the ISD program are encouraged to avoid this setting by improving their behavior and choices. Student restrictions are limited to this short summary, however, students must follow the directions of the Plainview School District Handbook, the ISD coordinator and the administrative team at Plainview Schools.*

### Library

The library exists to provide high quality services and materials to meet the educational, technological, and recreational needs of the students and faculty and to offer services, materials, resources, and equipment which support the curriculum and contribute to all modes of learning. The library opens at 7:45 a.m. and closes at 3:10 p.m. Board policy states that students may check out up to 2 items for a 2 week period. The library staff may extend the limit of number of items at their discretion for research projects as needed. All materials must be returned or renewed in a timely manner. There is no daily charge for overdue books; however, student check out privileges may be suspended whenever a student has overdue, lost or damaged materials.

### Lockers

Locker assignments are made during the enrollment period. Students are not allowed to change or share lockers and may not request a top or bottom locker. Lockers may be decorated on the inside of the locker. Please do not use any glue, tape, or adhesive that may damage the locker paint. Magnets are an outstanding approach for locker decoration. The outside of the locker is to remain clean. **The student is responsible for the locker they are assigned at the beginning of the year, including any damages, inappropriate items, etc. A repair/repainting fee will be assessed for damaged lockers.** Locks are necessary to protect your personal items. Students enjoy no privacy rights to lockers, school desks, or other school property. Lockers, school desks or other school property may be searched by the Principal or his designee at anytime. Tampering with lockers will result in disciplinary action.

### Lost and Found

All articles found on campus should be turned in to the principal's office. Students should check with the office for lost articles and be able to properly identify them. Personal items such as band instruments, coats, caps, shoes, and other clothing should be marked with the student's name.

### Medication

**All medications given at school must be prescribed by the doctor and a physician's written request must be on file.** Medication that is sent to school must be in the original container with the name of the medication on the label and the directions for administering the medicine. Physician/Parental Authorization for Medication forms are available in each school office or may be printed off school website.

ANY MEDICATION SHOULD BE TAKEN DIRECTLY TO THE NURSE'S OFFICE UPON ARRIVAL AT SCHOOL, WHERE IT WILL BE DISPENSED BY SCHOOL PERSONNEL.

### Parent Communication on Absenteeism

When a student is absent, daily contact with the parent will be attempted. An automated call is made each day to inform parents of unexcused absences or tardies. The following steps will be taken after 3 days of absence:

1. Letter or phone call to parents stating concern;
2. If the situation does not improve, a conference will be requested;
3. Failure resulting in retention could result from excessive absences.

### Progress Reports/Grading Scale

1. Grading Period - Progress reports will be sent home every six weeks. This progress report will be a cumulative average that will coincide with the eligibility used for extra-curricular participation. This cumulative average will also coincide with the online grade book, which should alleviate any confusion.

2. Reporting to Parents - Report cards will be distributed upon the completion of the semester. Parents should try to make arrangements to visit with their son/daughter's teachers during Parent/Teacher Conference Day.
3. Grading Scale - The grading scale at Plainview Middle School will be defined as follows:
 

A	100 - 93
B	92 - 85
C	84 - 73
D	72 - 65
F	64 and below
I	Incomplete (time limit may be placed on work not finished – consult teacher)
4. Honor Roll - An honor roll is published each semester. Students making all A's will be listed on the Superintendent's Honor Roll and student's with A's and B's will be on the Principal's Honor Roll.

<b>Promotion and Retention of Students</b>
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Pursuant to state law as amended, 1995, whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

<b>Public Display of Affection</b>
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Public display of affection by students toward each other is restricted, except on the basis of common courtesy and good manners. Examples of restricted student affection or emotions are as follows: kissing, hugging, sitting on laps, etc. Students that do not abide by the above rules will be referred to the counselor for first offense. Second offense will result in conference with parent/guardian, counselor and student. Other offenses will result in suspension or detention.

<b>Quiet and Order</b>
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An atmosphere of calm is essential to learning. Nothing so contributes to this atmosphere as quiet voices, gentle handling of lockers, books, desks, and silence in traffic areas such as halls, and lobbies.

<b>Saturday School</b>
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Saturday School will be offered at select times throughout the school year at the discretion of the building principal. Middle School students will have opportunities to gain credit authorization with attendance. Dates for Saturday School will be released at the beginning of each semester. Students will meet no later than 8:00 am. Students arriving late will not be allowed to attend. It is the student's responsibility to bring ALL necessary academic materials (textbooks, computer, paper, pencil, and binder) Additional work may be assigned to fulfill requirements. Administrators or counselors refer all students to Saturday School. All student Code of Conduct and Plainview Handbook guidelines apply. Any student who is disruptive or unproductive will phone a parent or guardian to pick him/her up immediately. Saturday School ends at NOON. Parents will be responsible for transporting their child to and from Saturday School. Students who remain more than ten (10) minutes after the end of Saturday School will not be given the opportunity to attend in the future. Cell phones will be checked in before the start of Saturday School and returned upon completion.

## School Organizations and Clubs

The following clubs and organizations will be active this year: Oklahoma Jr. Honor Society, National Junior Honor Society, Middle School Student Council, FCCLA, and SWAT (Students Working Against Tobacco).

All clubs and/or school organizations other than regular class organizations must have a written constitution and bylaws stating their purpose, method of acquiring membership, and procedure for electing officers. These shall be on file in the office of the principal. If a new club or school organization is to be formed, the administration will first decide if the club will be of benefit to the school and student. Club meeting times will be provided by the sponsor or principal.

Class meetings will be called when needed by prior arrangement of sponsors and the principal.

## 2019-2020 Plainview Middle School Clubs and Organizations

### **FCCLA (Sponsor: Jacy Germany)**

**Mission:** To promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through

- Character development
- Creative and critical thinking
- Interpersonal communication
- Practical knowledge
- Career preparation

### **NJHS (Sponsor: Betsy Brunk)**

**Mission:** To create an enthusiasm for superior scholarship; to develop citizenship; to stimulate a desire to serve; to promote leadership; and to instill exemplary qualities of character

### **STUDENT COUNCIL (Sponsor: TBA)**

**Mission:** To initiate and promote constructive programs; to put forth a special effort to establish rapport with the entire student body, faculty and administration; and to ensure that all students' ideas are heard.

### **SWAT (Sponsor: Susan Dillard)**

**Mission:** To empower and unite youth to resist and expose Big Tobacco's lies while changing current attitudes about tobacco.

### **FCA (Sponsor: Cody Lawson)**

**Mission:** To present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

### **ACADEMIC TEAM (Sponsor: Pat Roberts)**

**Mission:** To promote lifelong learning, celebrate academic achievement and enhance self-confidence as members of a team.

## School Property

Students will be held responsible for proper care of books, supplies, furniture, and other items furnished by the school. **Students who deface or destroy school property will be required to pay for damages.**



### School Sponsored Dances

Students at Plainview Middle School have the opportunity to attend school sponsored dances each year as approved by the Principal. Each function will be properly chaperoned and all school regulations and rules will be followed by those attending. **ONLY PLAINVIEW MIDDLE SCHOOL STUDENTS MAY ATTEND (NO EXCEPTIONS WILL BE GRANTED).**

### Semester Tests

Part of a student's education is learning to prepare for tests in academic courses. A test schedule is set up for the end of each semester. **Parents and students should be aware that rescheduling Final Exams to accommodate family trips may not be possible and that not taking an exam(s) could result in failing grades, subject to teacher's discretion.** School Board policy states, "that every effort is to be made to eliminate all outside school activities during the week of semester tests that would distract from a school night's rest and study." (Board Policy –EIAA).

### Snack and Drink Machines

Light snack vending machines and a drink machine are available for student use. The machines are located in the corridor leading to the cafeteria. **The machines will not be available for use by students between the times of 8:00 a.m. and 3:00 p.m. except over the lunch period. With the exception of water, no food or drink will be permitted in the classroom.**

### Student Awards

An awards assembly is held each spring to honor all those students excelling in subject areas, clubs and school organizations.

### Students Leaving Campus

No student will be allowed to leave the campus during the school day without permission from the parent and principal's office. The office should be notified in advance, and the student should be checked out by a parent/guardian before leaving the school. The student should return to the office on his/her first return to school and be checked back in by a parent/guardian.

### Students Leaving During the School Day

Any student must receive permission from the principal's office to leave campus during the school day. Teachers are not to give permission for students to leave campus. Permission to leave campus during the school day will be discouraged by the office and teachers. Students must check out through the office at time of departure. **Students are not permitted to leave campus for lunch.**

### Students Release from Class

The school discourages students from being out of class. We encourage parents not to pick up students from school prior to normal release time. If students must leave school they will be released at the nearest scheduled bell.

## Suspensions

A student whose conduct disrupts the academic atmosphere of the school, endangers or threatens fellow student, teachers, or officials, or damages the property of another may be suspended from school. Any student who violates the policies or regulations of the school may be suspended up to the remainder of the current semester and the succeeding semester or for one calendar year for violation of the Weapons free Schools Policy. Suspended students may have the right to an educational plan. See Board Policy, FOD.

In-School Detention is provided as an alternative to short term out-of-school suspension. Both the student and the parents shall be notified of the detention, the grounds thereof, and the right to appeal. The student shall receive full credit for assignments completed and shall not be marked absent.

Short-term suspensions are out-of-school suspension for ten days or less. Long-term suspension exceeds ten days.

Students are not permitted to be on school grounds or attend/participate in school activities during suspensions.

**IT SHOULD BE NOTED THAT A STUDENT HAS THE RIGHT TO FULL DUE PROCESS AND HAS THE RIGHT TO APPEAL A SUSPENSION FROM SCHOOL. (See School Board Policy FOD-R).**

## Tablets/Laptops

Plainview Middle School has implemented a 1:1 device initiative which places technology directly in the hands of the students. Our wireless campus is designed to enhance the students' digital education experience. Prior to receiving a device, each student must complete and return the *Student/Parent Device Use Agreement*. For questions regarding tablets, please refer to the Mobile Computing Handbook which is available on the school website, [www.plainview.k12.ok.us](http://www.plainview.k12.ok.us) under the "For Parents" tab.

## Telephone

Students will not be allowed to use the telephone during the school day except for **before school, during lunch, or after school**. Telephone use during the school day will be limited to emergencies and necessary situations. No student will be allowed to leave a class to use the phone unless the teacher feels it is definitely necessary. Messages will be taken and delivered to the student only when the office deems it necessary.

## Tobacco on School Premises

Oklahoma law prohibits furnishing tobacco to minors under 18. Therefore, tobacco in any form or tobacco products/paraphernalia of any kind shall not be used or possessed on school premises by students. Neither shall tobacco be possessed or used by students while attending any school-sponsored event outside school premises, or while transporting to or from such an event. See more under disciplinary action.

## Tutoring

Teachers will remediate in class or after class for students in need of assistance. Many teachers offer before and after school tutoring help. Parents may contact the counselor's office for a list of tutors outside of the middle school. Parents are responsible for making all arrangements with these tutors.

### **Withdrawal from School**

Students withdrawing from our school will obtain a withdrawal sheet from the office and obtain grades to date from teachers and teachers' signatures. All fines and fees must be paid and all books and other school property must be checked in and be in proper condition before final approval is given.

Students new to our school will bring with them official grades to date of withdrawal and current health records. No student will be permitted to enroll unless all immunization records are up to date.

### **Yearbook**

All students will have the opportunity to order a yearbook.