

**POLICIES AND REGULATIONS  
OF THE  
PLAINVIEW PUBLIC SCHOOLS**

**GENERAL INFORMATION**

**Notice of Rights (Under the Family Education Rights and Privacy Act of 1974 –  
FERPA)**

The Family Educational rights and Privacy Act (FERPA) affords parents and students over 18 years of age “eligible students” certain rights with respect to the student’s education records. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist);

or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

**Notice for Directory Information  
(Family Educational Rights and Privacy Act- FERPA &  
No Child Left Behind Act 2001)**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Plainview Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. **However Plainview Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.** The primary purpose of directory information is to allow the Plainview Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories -

names, addresses and telephone listings – **unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.** <sup>1</sup>

If you do not want Plainview Public Schools to disclose directory information from your child’s education records without your prior written consent, you must annually notify the District in writing by September 1 or within two (2) weeks of enrollment if the student is enrolled after September 1. Plainview Public Schools has designated the following information as directory information:

- |                          |                                  |
|--------------------------|----------------------------------|
| - Student’s name         | -Participation in officially     |
| -Address                 | recognized activities and sports |
| -Telephone listing       | -Weight and height of members of |
| -Electronic mail address | athletic teams                   |
| -Photograph              | -Degrees, honors, and awards     |
| -Date and place of birth | received                         |
| -Major field of study    | -The most recent educational     |
| -Dates of attendance     | agency or institution attended   |
| -Grade level             |                                  |

<sup>1</sup>These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L.107-107), the legislation that provides funding for the Nation’s armed forces

### **Testing Program and Third Party Student Surveys**

The federal law No Child Left Behind Act of 2001 requires that any parents must approve their student’s participation (minor children under 18), prior to the survey, analysis or evaluation in which the primary purpose of the survey is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental and psychological problems of the student or the student’s family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student’s parent.

The parents have the right to opt out of any of the above mentioned surveys. Any parent not wanting their child to participate in one the above mentioned surveys should notify their child's building principal in writing prior to the start of each school year. Should a parent /guardian wish to inspect a survey given by a third party, the parents/guardians shall, upon their request, before the survey is administered or distributed by a school to a student be allowed to review the survey. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

#### **Parents Rights to Access Teacher and Paraprofessional Qualifications**

Under the federal "No Child Left Behind Act of 2001" the Plainview School is required to provide annual notice to parents/guardians upon request, the following regarding the professional qualifications of classroom teachers. The parents/guardians are entitled to receive the following information in a timely manner:

1. Whether the teacher has met state qualifications for the grade levels and subject area taught.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree of the teacher and other graduate certification or degree held by the teacher, and the subject area(s) of the certification or degree.
4. Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

Under the "No Child Left Behind Act" the Plainview Schools must notify parents when a child is placed in a class for four weeks or longer that is taught by a teacher who is not highly qualified.

#### **Invasive Physical Examinations**

Under the federal law "No Child Left Behind Act of 2001" the parents/guardians of a student shall have the right to "opt their student out of participation by placing in writing, their desire to not have their child exposed to an "invasive physical examination". An "**invasive physical examination**" *means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.*

#### **Weapons Free School**

It is the policy of Plainview School District to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapons as defined below:

“...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.”

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

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

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

#### **Federal Title IX Non-Discrimination Statement Regulation at 34 C.F.R 106.9**

It is the policy of the Plainview Schools that no student or employee will be discriminated against on the basis of gender in any education program, employment, school admission, or activities that the school's operate. Should a student, student's parents/guardian, or employee have a concern regarding this policy, they may contact the Plainview Schools' Title IX coordinator, the Superintendent of Schools,

at 1140 South Plainview Road, Ardmore, Oklahoma 73401. The telephone number for the superintendent's office is (580) 223-6319. The contact for the Office of Civil Rights (OCR) is the U.S. Department of Education, 1999 Bryan Street, Suite 2600, Dallas, TX 75201. The telephone number for OCR is (214) 880-3082.

#### **Asbestos Hazard Emergency Response Act (AHERA)**

Following a mandate issued by the United States Congress in 1986, the U.S. Environmental Protection Agency has established the Asbestos Hazard Emergency Response Act (AHERA) rule. The AHERA rule provides guidelines for indemnification, monitoring, and management of asbestos containing materials (ACM) in all public and private schools from kindergarten through twelfth grade.

The Asbestos Inspection and Management Plan is designed to identify any presence of ACM, to provide a program to control asbestos containing materials, and to prevent any risk to building occupants. The inspection results and the Management Plan are on file for public review and may be examined by visiting the administration office at 1140 S. Plainview Road between the hours of 9:00 a.m. and 3:00 p.m., the days school is in session.

Should you have any questions, do not hesitate to call. By our actions to comply with the AHERA rule, we have taken every measure to continue to provide a safe and healthy environment for our students, employees and patrons

#### **Returned Check Policy**

Plainview has adopted the following policy in regard to insufficient checks: The school district will notify the individual who submitted the insufficient check by letter giving them 7-days to contact the school district and rectify the insufficient check. Failure to clear-up the returned check within the seven day grace period will result in the following procedure for handling non-sufficient fund checks. If a check is dishonored or returned for any reason, your account will be debited **electronically** for the amount of the check plus a processing (recovery) fee of **\$30.00** (or legal limit).

#### **Non-custodial Parent Access to Student Records**

An Oklahoma statute and a federal law mandate that any information or record relating to a minor child which is available to a custodial parent shall, upon request, be provided to the non-custodial parent unless this right is restricted by a court. The terms "records" and "information" are defined to include information and records maintained by the child's school.

#### **Sexual Harassment**

Sexual harassment will not be tolerated in any form. Reports will be investigated, parent(s) notified of the complaint, and disciplinary action taken. Sexual harassment can lead to removal from school. (Long-Term school removal can be appealed to the Board of Education – See Rules for Appeal). During the investigation the individual making the complaint shall come forward with their parent(s) so that the individual being investigated may hear the complaint and respond. All parties are encouraged to get involved to stop any act of harassment.

### **Moment of Silence**

It is the policy of the Plainview Public Schools that each school site shall observe a moment of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. (Note: This provision is in compliance with legislation as passed during the 2002 regular legislative session.)

### **Vision Screening**

The parent or guardian of each student enrolled in kindergarten, first, or third grade shall provide certification to school personnel that the student passed a vision screening within the previous twelve months or during the school year. The screening shall be conducted by personnel listed on the statewide registry maintained by the State Health Department. (Note: This provision is in compliance with legislation as passed during the 2006 regular legislative session.)

No Student shall be prohibited from attending school for a parent's or guardian's failure to furnish a report of the student's vision screening.

### **Bullying Policies**

"Harassment, intimidation, and bullying," as defined by Oklahoma Statutes at 70 O.S. §24-100.2, 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 in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic stature, or any other distinguishing characteristic.

"At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Harassment, intimidation, and bullying are specifically prohibited by the Plainview Public Schools district. Students violating the prohibitions set forth in this policy shall be subjected to any and all disciplinary measures the district deems appropriate.

Prevention of and education about harassment, intimidation, and bullying behavior by students shall be addressed by the district in its safe schools committees pursuant to 70 O.S. §24-100.

### **Athletic and Extra-Curricular Activities**

#### **Contests, Practices, and Scrimmages Held During Christmas and Spring Break**

The Plainview Board of Education realizes that Christmas and Spring Break are often scheduled times for family and other organizational activities. The Board also realizes that this has historically been a time for school extra-curricular activities to be scheduled such as practices, scrimmages, extra games, and special incentive trips for extra-curricular participants. The Board **is sensitive to the needs of both groups** and has adopted the following procedure to provide for excellence in the extra-curricular activities while protecting the student who is unable to participate due to family, church, and other commitments during these holidays.

**Games/Practices/Scrimmages:** There shall not be any home games scheduled during the Christmas or Spring Break vacations. Practices and/or scrimmages may be scheduled during these vacation periods. Away games may be scheduled during these periods with the approval of the athletic director.

**Trips:** Any extra-curricular trip that will be taken during the Spring Break or Christmas Break period must be approved by the Plainview Board of Education a minimum of six (6) months prior to the time the trip will be taken. These extra-curricular trips may include the scheduling of athletic contests if listed in the request and approved by the Board of Education.

#### **Student Penalty for Failure to Participate:**

Students will not lose a position on the team for failure to participate during the Christmas or Spring Vacations. However, the student athlete must realize that other student athletes who choose to participate in voluntary practices or other learning opportunities during these vacation times may improve their skills and may move ahead of the students who choose not to participate in voluntary games, practices, or scrimmages.

### **Extracurricular Activities Conduct Code**

Students who are involved in the various programs offered in the Plainview Public School System are expected to conduct themselves in an appropriate manner at all times.

The student is expected to be modest in victory, gracious in defeat, and maintain control of his/her behavior at all times (The use of profanity will not be tolerated).

The following guidelines will be used in dealing with circumstances that may occur in any activity situation:

**1<sup>st</sup> Offense:** Warning and disciplinary measures set by the instructor. (Activities Director and building Principal notified and a written report filed by the AD).

**2<sup>nd</sup> Offense:** Conference with instructor and Activities Director with disciplinary measures set by the instructor and a possible one activity suspension dependent upon severity of violation. (Building



Principal and parents will be notified and a disciplinary report will be filed by the AD).

**3<sup>rd</sup> Offense:** Conference with the instructor, Activities Director, Principal, and parents required. Disciplinary measures set by the instructor and a mandatory two activity suspension. (Disciplinary report will be filed by the AD).

**4<sup>th</sup> Offense:** **Automatic Suspension** from that activity program. (Disciplinary report will be filed by the AD).

(Note: If the student violates the policy in any other activity program after they have been suspended from a program, the first violation will revert to the fourth offense.)

#### **Athletic Practices**

All Plainview School sponsored athletic practices must be conducted under the supervision of a Plainview Schools' certified employee. Such practices shall be conducted on school grounds, in school facilities or other safe areas as approved by the Plainview School Administration and supervised by Plainview employees.

In the past some parents and guardians have chosen to allow their children to run on public sidewalks, streets of Ardmore or other public roads during non-school hours in organized student group runs. It is impossible to ensure student safety during this type of practice runs. Should the parents wish to allow their children to participate in these non-school sanctioned runs, they are required to complete a release form with the Plainview Public Schools acknowledging that the Plainview Public Schools does not sanction these runs nor will the Plainview Public Schools be liable for any accident or injury that occurs during these runs on public sidewalks, Ardmore City Streets or other public roadways during non-school hours.

#### **Wireless Telecommunication Devices (Cellular Telephone Use at School)**

It is the policy of the Plainview Board of Education that an employee or student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Students cannot have cellular telephones turned on when in the academic during the normal class day. Students should keep their cellular telephones concealed if on their person. A cellular telephone not concealed on the student's person should be kept in the student's locker or in the student's automobile during the school day. Students may use their cellular telephones at Plainview extracurricular events on the Plainview school campus. Any student who abuses this policy may have his/her right to bring a cellular telephone on campus revoked. Any school employee may take up the cell phone if used in the academic buildings and take it to the principals office.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of,

any student or property in the possession of the student for unauthorized wireless telecommunication devices (pagers). Any student found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action.

#### **Oklahoma State Attendance Laws**

Section 70-10-105 states, "It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. Kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having custody of the child notifies the superintendent of the district where the child is resident by certified mail prior to enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age. A program shall require that any teacher employed on and after January 1, 1993, to teach a kindergarten program within the public school system shall be certified in early childhood education. All teachers hired to teach a kindergarten program within the public school system prior to January 1, 1993, shall be required to obtain certification in early childhood education on or before the 1996-97 school year in order to continue to teach a kindergarten program.

It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.."

Section OK 70-10-106 states "**It shall be the duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absence of such child.** It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence. Such attendance officer and teacher shall be required to report to the school health officer all absences on account of illness with such information respecting the same as may be available by report or investigation; and the attendance officer shall, if justified by the circumstances, promptly give to the parent, guardian or custodian of any child who has not complied with the provisions of this article oral and documented or written warning to the last-known address of such person that the attendance of such child is required at some public, private or other school as herein provided. If within five (5) days after warning has been received, the parent, guardian or custodian of such child does not comply with provisions of this article, then such attendance officer shall make complaint against

the parent, guardian or custodian of such child in a court of competent jurisdiction for such violation, which violation shall be a misdemeanor.

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.

#### **Attendance**

A school district shall excuse a student from attending school for the purpose of observing religious holy days. Before the absence, the parent, guardian, or person having custody or control of the student must submit a written request for the excused absence. The school district shall excuse a student for the days on which the religious holy days are observed, and for the days on which the student must travel to and from the site where the student will observe the holy days. (3.18-6b of the Accreditation Standards and Regulations)

#### **School Board Meetings**

School Board meetings are scheduled on the second Monday of each month at 6:30 p.m., unless this date falls on a holiday. These meetings are conducted in the Administrative Center. An agenda is posted at the administration building in advance, and a copy is sent to The Daily Ardmoreite.

The Plainview Public Schools welcome input from its patrons and parents regarding all educational programs and services provided to its students. It is the intent of the Plainview Schools to provide programs and services to all students, regardless of sex, race or national origin, in a fair and equitable manner, and to remain in compliance with all state and federal laws and regulations.

All regular, special, and emergency board meetings are open to the public. The Board wishes to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system. To be placed on the agenda of a regular board meeting, the person or group requesting to be heard should complete a form, "Request to Address Board of Education", no later than noon on Wednesday preceding the scheduled board meeting date that the party wishes to address the Board.

#### **Graduation and Classroom Activities/Instruction**

Closing classroom work early for seniors for commencement or other activities is prohibited by the State Board of Education. Any school district which does not require students to attend school for the full term shall be in violation of the State Board of Education policy, and shall be cited for the violation on the final accreditation report as presented for approval by the State Board of Education for the upcoming school year. (3.18-6c of the Accreditation Standards and Regulations)

Classroom activities and instruction shall continue until the end of the school term. Students given excused absences during examination periods, for sickness or any other reason, shall not be counted as being in attendance. (3.18-6d of the Accreditation Standards and Regulations)

#### **Food Service**

Lunch charges will be determined prior to enrollment. Plainview offers an online payment service. Instructions for using this service will be provided during enrollment.

#### **Bus Regulations**

1. Buses will start at such time that they will arrive at school on or before the first bell at each building site;
2. Bus drivers will have the same control over pupils while riding buses as the teachers have while the pupils are in school;
3. Please be on time at the bus stops;
4. Any damage to a bus by a student may require the student/parent to pay the district for repairs;
5. Every student should help to make the bus as safe as possible;
6. Buses will let students off only at their homes or bus stops;
7. All students must be seated while on the bus;
8. Seats on buses cannot be reserved by students, although bus drivers or administrators may assign seats;
9. There will be no smoking or use of any type of tobacco on buses;
10. Students desiring to ride a bus other than their own must bring a note from their parents. They will then be issued a permit from the office to ride the designated bus. This permit will be given to the bus driver;
11. No student is to leave school by any other means of transportation unless permission is given by the parent and is cleared through the principal's office;
12. Bus students are to ride the same bus both morning and evening unless special permission is given;
13. Beverages will not be allowed on buses. Gum chewing and eating are also discouraged.

#### **Student Misconduct on School Buses**

School bus transportation is a privilege provided for students who obey the bus rider rules. Failure of students to obey the rules could result in the bus driver's attention being distracted. This in turn could result in a bus accident. Students are to obey the request of the bus driver as they would a teacher. Failure to follow the bus rider rules will be dealt with as follows:

##### **1st Offense**

The driver will talk to the student and explain the importance of the bus rider rules. The parent may be contacted by the driver if the driver feels it will benefit the attempt to improve the conduct of the student.

##### **2nd Offense**

The student's misconduct will be reported on an approved bus misconduct report to the Director of Transportation. A conference will be held with the Transportation Director, the student involved and the bus driver (if possible). The seriousness of the student's actions and the disciplinary consequences that will occur if the misconduct is not curtailed will be explained. Parental contact will be made at this step.

### **3rd Offense**

The student's misconduct will be reported on an approved bus misconduct report through the Director of Transportation to the respective student's building principal. Punishment at this level could include any or all of the following: removal of bus privileges for one to five school days, corporal punishment, or other disciplinary actions appropriate to the act of misconduct. Parental contact will be made at this step.

### **4th Offense**

The student's misconduct will be reported on an approved bus misconduct report through the Director of Transportation to the respective student's building principal. Punishment at this step will include the student's loss of bus riding privileges for not less than one school day nor more than 10 school days. A parental conference will be held.

### **5th Offense**

The student's misconduct will be reported on an approved bus misconduct report through the Director of Transportation to the respective student's building principal. Punishment at this level will include the loss of bus riding privileges for not less than 20 school days nor more than 90 school days.

Note: The Director of Transportation or the building principal may omit any of the above steps and immediately suspend bus riding privileges of any student depending upon the seriousness of the offense. This does not preclude the student's right to a hearing. It does, however, allow for the immediate removal of the student until such reasonable time that a hearing can be set ( not to exceed three school days ).

## **Health**

Plainview Public Schools desires to enhance the academic success of your student by promoting health and wellness. Please keep the school updated with any important health information or changes in order to provide the best care for your child during their school day. It is the responsibility of the parent to notify the school of any temporary or permanent health problem that might restrict your student from participating in school activities. Children returning to school following a long term illness or surgery must return with a release from a physician including any restrictions or accommodations necessary.

It is important that the school has your correct address and phone number. Please notify the office as soon as possible of any changes so that we may update your child's information in case of illness or injury. If both parents are to be out-of-town,

please call the school with the name and phone number of the person that should be contacted in case your child becomes ill or injured.

### **MEDICATION**

We suggest that you adjust your child's schedule to eliminate the need to take medication during the school day.

Only medication that has been prescribed for a student by a physician will be administered at school. Medication must be in a prescription container with the pharmacy label attached with the directions for administration of the medication clearly stated. Dosage of medication cannot be changed unless a note from the doctor is on file.

Non-prescription medication must be in the original container and accompanied by the **physician's written request** and instructions for administration at school. This includes Tylenol, Ibuprofen, cough drops, nasal sprays, etc. **No over-the-counter medications will be given at school without physician request.**

Physician/Parental Authorization for Medication forms are available in each school office and may also be printed off school website.

Inhalers must have the pharmacy label on the inhaler. Self-administration of inhaled asthma medication by a student for treatment of asthma or anaphylaxis medication used to treat anaphylaxis is permitted with a written statement from the physician stating the student is capable of, and has been instructed in the proper method of, self-administration of the medication. Without a written statement from their physician, inhalers and anaphylaxis medications will be stored in the nurse's office or campus main office for administering by school personnel.

### **ILLNESS**

Students with the following conditions should be kept home until symptom free without the use of medications.

Fever-Temperature of 100.4 degrees or more  
Vomiting  
Diarrhea

If your child has been diagnosed with a contagious disease in which antibiotics were prescribed, your child should be on the prescribed antibiotics for 24 hours before returning to school.

For the protection of your student and employees, your child will be sent home if any of these symptoms, conditions, or other contagious illnesses are found or suspected during the school day.

### **LICE**

A student will be sent home from school when inspection of the scalp or hair reveals live lice. The student should be picked up from school as soon as possible and be

treated with lice killing shampoo per package directions. Before re-entry to school, the student must be inspected by the school nurse or non-health professional designate of the principal. A student may return to school when treatment has been completed and no live lice are present. In order to prevent re-infestation, it is important to remove all nits (eggs), wash combs, brushes, head gear, and linens in hot water. Carpet, sofas and mattresses must be vacuumed.

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

The school does not assume any financial responsibility.

### **Pre-Requisites for Attendance**

#### **1. Birth Certificates**

State law requires a birth certificate be presented upon entering school for the first time. Students will not be allowed to enter school without proof of age. Hospital statements are not acceptable. Children who are 5 years of age on or before September 1 are required to attend kindergarten unless it is determined by a readiness test that this is not developmentally appropriate for the child. Children who are 6 on or before September 1 shall be entitled to attend first grade.

#### **2. Immunizations**

State law requires parents of students entering school for the first time to present a copy of immunizations certified by the doctor or health department before they attend school. Required immunizations for school year 2013-2014:

#### **PRESCHOOL**

4 DTP/DtaP/Td  
 3 POLIO  
 1 MMR  
 3 HEPATITIS B  
 2 HEPATITIS A  
 VARICELLA (CHICKEN POX)

#### **7<sup>TH</sup> AND 8<sup>TH</sup> GRADE**

5 DTP/DtaP/Td  
 4 POLIO  
 2 MMR  
 3 HEPATITIS B  
 2 HEPATITIS A  
 1 DtaP Booster  
 VARICELLA (CHICKEN POX)

#### **K-2 THRU 6<sup>TH</sup> GRADE**

5 DTP/DtaP/Td  
 4 POLIO  
 2 MMR  
 3 HEPATITIS B  
 2 HEPATITIS A  
 VARICELLA (CHICKEN POX)

#### **9<sup>TH</sup> THRU 12<sup>TH</sup> GRADE**

5 DTP/Td  
 4 POLIO  
 2 MMR  
 3 HEPATITIS B  
 2 HEPATITIS A  
 VARICELLA (CHICKEN POX)

### **3. Social Security Numbers**

It is requested that all students have a social security number on file in the office.

#### **Admission of Non-School Personnel to Schools**

Citizens other than school personnel, such as parents, may enter schools to attend public functions or on other legitimate business, providing that their presence does not interfere with the functioning of the school and that they have received appropriate permission as specified by the superintendent or by this policy.

Parents wishing to contact their children during the school day should report to the office of the building principal to request permission to see the student.

Students are not allowed to bring visitors or brothers or sisters to school.

Permission to enter school by personnel of other governmental agencies shall be in writing from the superintendent of schools, except for routine working relationships established with mutual consent of the school district and the agency involved.

Violation of this policy shall be reported to the office of the superintendent immediately, through established administrative channels, together with sufficient information for appropriate action to be taken.

#### **Inclement Weather**

Please listen to the local radio and TV stations for closing and opening of school during severe weather. **DO NOT** call the station or the school during severe weather. Students will not be dismissed from school unless the parent/guardian arrives at school to pick them up. Phone dismissal during severe weather will not be accepted (this includes high school students that have their own transportation). The radio and TV will broadcast information as soon as it is received from the school officials and/or civil defense. If severe weather requires, all buses will be held until such time that they can safely take the students to their homes or drop off points. The safety of your child is utmost on our minds.

**Please do not tie up school phone lines during severe weather.** The school's link to weather stations, civil defense and police could be delayed at a critical time. Your help and understanding in this matter is appreciated.

#### **Complaints**

If a patron has a complaint to lodge against some member of the school personnel, it is expected that such complaint should come through the principal's or superintendent's office. If an adjustment, an explanation or an understanding is sought that involves a teacher, the problem should first be presented to the teacher and then if not satisfactorily solved, to the principal, then to the superintendent. Appointments in advance with the teacher concerned should be scheduled between 3:00 and 3:30 p.m., or at the teachers conference time. At no time should they be scheduled during class time.



### **School Pictures**

All school pictures taken **are listed as a fund raiser** for each individual school. It is understood that a portion of the price charged for student pictures is deposited into each building activity fund.

### **Student Insurance**

Student insurance is available and may be purchased by any student. Information will be distributed to students at the beginning of each school year.

The Plainview Schools in **no way assumes the payment of insurance/accident claims** and receives no funds or commissions from said company from written policies.

### **Bomb Threat Procedure**

If a campus at Plainview Public Schools receives a bomb threat, procedures have been put in place for on-site/off-site evacuation. Campuses will only be evacuated off school premises if the threat is made prior to 1:00 p.m. Otherwise, students will be evacuated to an on-site location. Contact to local radio stations will be made with the announcement of the off-site evacuation location. You can help in the bomb threat procedure by not calling the campuses. We respectfully ask that you leave students in our care so that we may return to campus once the buildings receive clearance. If you choose to pick up your student, the student will be released only to those who are approved prior to the date of evacuation.

### **Gang-Related Issues**

Students who show any gang affiliation (e.g., tattoos, gang slogans, gang-related clothing or bandanas, gang-related statements or gestures) may be suspended pending a parent conference and/or hearing.

### **Policy Changes**

This comprehensive handbook is not all inclusive of the rules, regulations, and policies of the Plainview School District. They may be changed by the administration and/or school board and notice will be given to the student body, verbally or in writing, of the change. If a student or parent/guardian is not sure about a rule or regulation, or has not seen it in writing, they should ask before moving forward.

### **Meningococcal Meningitis**

Senate Bill 1467, which becomes effective November 1, 2006, requires school districts to provide information about the health risk of meningococcal meningitis to parents and guardians of students. It also directs the State Department of Education and the State Department of Health to develop resources and information for local school boards on the prevention of meningococcal meningitis.

This bill states: Information shall be distributed at the beginning of the school year to all parents of students in Grades six through twelve. This information shall include causes, symptoms and the availability, effectiveness, and risks of vaccination.

**Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health**

***What is meningococcal disease?***

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

***Who is at risk from meningococcal disease?***

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

***How is the disease spread?***

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm—anything an infected person touches with his or her mouth.

***Is meningococcal disease dangerous?***

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

**Signs and Symptoms of Meningitis**

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

***How can meningococcal disease be prevented?***

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

Adolescents entering high school (15 years of age),  
College freshmen who live in dormitories,  
Other people at high risk 11- through 55-years-of-age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10-years-old and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

***Is the meningococcal vaccine safe?***

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

***Does the meningococcal vaccine work?***

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

***Does the meningococcal vaccine prevent all cases of meningitis?***

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Web site listed in the box in the next column.

***Where can I get the vaccine for my son or daughter?***

If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider.

Local county health departments have the vaccine available now at no charge for all children who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American,
- Or whose health insurance does not pay for vaccines,

and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

***Is this vaccine required to attend school in Oklahoma?***

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

***Where can I get more information?***

For more information contact your healthcare provider or local county health department or visit these Web sites:

- National Meningitis Association at [www.nmaus.org](http://www.nmaus.org)
- Immunization Action Coalition at <http://www.vaccineinformation.org/menin/index.asp>
- Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at <http://www.vaccinesafety.edu/cc-mening.htm>
- National Network for Immunization Information at <http://www.immunizationinfo.org/>



This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention and the Children's Hospital of Philadelphia.

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## PLAINVIEW MIDDLE SCHOOL

### 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	Keyboarding
* Reading/Spelling	Athletics/PE
	Yearbook/Newspaper (upon approval)

#### Eighth Grade

* Math/ <i>Algebra I</i> (see note below)	Life Management
* Science	Band
* U.S. History	Chorus
* Language Arts	Art
* Reading	Athletics/PE
* Pathway to Financial Literacy	Yearbook/Newspaper

*Algebra I - Placement in this course will be based on the guidelines set by the math department. 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**

### Promotion and Retention of Students

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.

### **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.

### **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.

### **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.

### **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 principal 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.

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.

#### 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.

### **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.

### **Cafeteria**

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.**

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

#### 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. There will be no food or water in class without permission.**

#### 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
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

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 the 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.

### 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

- 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.
- 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.
- 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.
- 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.
- Multiple Detentions: (Each semester starts new)
  - 4th detention - ISD 1 day, parent notified
  - 5, 6, 7th detention - ISD 2 days, parent notified
- 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 Use:  
     1st offense - 1 day I.S.D. parent notified.  
     2nd offense - 2 day I.S.D. parent notified.  
     3rd offense - 2 day suspension.  
     \*Each incident will include reporting to state agency.
14. Weapons Free Schools:  
     See page 4

<b>**Cell Phones**</b>
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**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.

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

## 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.

## 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.

### 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).**

### 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.
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. Pants must have pockets. Any leg coverings without pockets (leggings, jeggings, tights, etc.) must be covered with the appropriate length top (within 3" of the knee) to be considered appropriate.

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.

#### **Public Display of Affection**

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.

#### **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

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.

### **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.

### **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.

#### **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.**

#### **Library**

The school library is open from 8:00 a.m. to 3:30 p.m. each school day. It is not a place to loiter and play. It should be considered an area where students can read, study, and quietly browse through materials that are of educational value. Students must sign in to use the computers in the library.

#### **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. **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. Students are required to buy a lock for their locker from the office.** If a student cannot afford a lock, arrangements will be made to provide one. Students will be required to buy another lock for lost locks. Students found not using locks on lockers will be warned and may be subject to disciplinary action. 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. **Students are not allowed to decorate the inside or outside of lockers without prior approval of the Principal.** 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.

#### **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.

### Quiet and Order

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.

### 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).**

### 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.

### 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.

### 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.

### **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, PROS (peer mediators), 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.

### **2013-2014 Plainview Middle School Clubs and Organizations**

#### **FCCLA**

**Sponsor:** Athella Gunter

**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: Joyce Pierson)**

**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: Cynthia Hamilton)**

**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: Buddy Capps)**

**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.

**Student Awards**

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

**Yearbook**

All students will have the opportunity to order a yearbook.