

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

Absences Affecting Grade.....	Pg. 10
Academic Advancement Requirements.....	Pg. 7
Academic Requirements.....	Pg. 6
Activity Student Drug Testing Policy	Pg. 13
Acts of Hatred and Racial Slurs.....	Pg. 20
Arrival and Dismissal (Elementary)	Pg. 9
Asbestos Inspection and Management Plan	Pg. 39
Athletic Schedules	Back of Handbook
Attendance	Pg. 9
Authorization Agreement for Possession of a Cellular Telephone.....	Pg. 4
Bicycle Policy (Elementary)	Pg. 29
Breakfast and Lunch Prices.....	Pg. 5
Cell Phone Policy.....	Pg. 4
Cheating.....	Pg. 26
Checking Out of School.....	Pg. 11
Class Behavior.....	Pg. 5
College Credit Classes.....	Pg. 7
Conclusion.....	Pg. 40
Curriculum (Elementary).....	Pg. 8
Dangerous Weapons - Dangerous Substances – Electronic Devices.....	Pg. 18
Disciplinary Action.....	Pg. 21
Disciplinary Action List	Pg. 21
Disciplinary Action Plan.....	Pg. 23
Disruptive or Interfering Behavior List	Pg. 22
Distance Learning Plan.....	Pg. 46
District Internet Use Guidelines.....	Pg. 26
Dress Code.....	Pg. 11
Drug-Free Schools.....	Pg. 12
Eating in the Building.....	Pg. 12
Family Educational Rights & Privacy Act.....	Pg. 38
FERPA	Pg. 47
Grading Scale.....	Pg. 7
Gun-Free School Act Policy.....	Pg. 18
Honor Roll.....	Pg. 8
Inclement Weather.....	Pg. 27
Infractions Resulting in Punishment.....	Pg. 22
In School Detention.....	Pg. 23
Internet Instruction as an Alternative to Classroom Instruction.....	Pg. 24
Laser Policy.....	Pg. 20
Lock-Down Policy.....	Pg. 29
Medications.....	Pg. 12
Mission Statement.....	Pg. 2
Nine Weeks Test	Pg. 8
Oklahoma Honor Society Criteria	Pg. 8
Open Transfer Policy	Pg. 40
OSSAA Eligibility.....	Pg. 31
Out of School Suspension	Pg. 24

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

Peanut Allergy Policy.....	Pg. 9
Physical Education (Elementary).....	Pg. 9
Policy for Use of Internet	Pg. 23
Policy Statement.....	Pg. 2
Progress Reports, Report Cards and Honor Roll.....	Pg. 10
Public Display of Affection.....	Pg. 20
Recite Pledge of Allegiance and Observing a Moment of Silence.....	Pg. 39
Return to Learn Plan.....	Pg. 43
Safe Call.....	Pg. 18
Scholastic Eligibility.....	Pg. 40
School Bullying and Prevention Act.....	Pg. 19
School Bus Policy.....	Pg. 30
School Calendar.....	Pg. 3
School Day and Lunch Schedule.....	Pg. 9
School Hours.....	Pg. 3
Search and Seizure.....	Pg. 20
Special Education Discipline.....	Pg. 37
Steps to Follow When Absent	Pg. 10
Table of Contents.....	Pg. 1
Tardy Policy.....	Pg. 10
Telephone Policy.....	Pg. 4
Testing Requirements for the Class of 2012.....	Pg. 7
Tobacco-Free Policy.....	Pg. 19
Transportation.....	Pg. 27
Unexcused Absence Policy.....	Pg. 10
Valedictorian/Salutatorian.....	Pg. 7
Vehicle Code.....	Pg. 29
Videos and DVDs.....	Pg. 12
Visitors.....	Pg. 4
Weighted Courses.....	Pg. 8
Wildfire Evacuation Plan.....	Pg. 27

MISSION STATEMENT

Paoli Public Schools goal is to provide every student the best learning experience. For this to be accomplished, it takes a great effort of teachers, parents, and student cooperation.

POLICY STATEMENT

Paoli Public Schools are in conformity with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Title VI of the Civil Rights Act of 1964: "No person in the United States will, on the grounds of race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title IX of the Education Amendments of 1972: "No person will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

Section 504 of the Rehabilitation Act of 1973: "No person or otherwise qualified disabled individual will, solely by reason of his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

All class offerings, courses, clubs, and extracurricular activities offered at Paoli Public Schools are open to all students regardless of race, creed, national origin, or gender. The student must meet the necessary prerequisites as stated in the handbook.

A student who fails to comply with directions of a teacher, student teacher, substitute teacher, teacher assistant, principal, or other authorized school personnel during any period of time when he or she is properly under the authority of school personnel will be in violation of school rules and regulations.

The rules in this student handbook apply to all school related events.

The fiscal school year officially begins on July 1 and ends on June 30 each year.

FOR SCHOOL INFORMATION YOU CAN VISIT:

WWW.PAOLI.K12.OK.US, [HTTP://PAOLI.WEBFLOW.IO/](http://PAOLI.WEBFLOW.IO/), [PUG NATION](#) ON FACEBOOK, [PAOLI SCHOOL](#) ON FACEBOOK, OR THROUGH OUR [SCHOOLMESSENGER APP](#) ON YOUR PHONE.

SCHOOL CALENDAR 2017-2018

Professional Days	Aug. 10 th & 11 th
First Day of Class	Aug. 12 th
Labor Day Holiday	Sept. 7 th
End of First Nine Weeks	Oct. 9 th
Parent/Teacher Conferences – 9 a.m.- 4 p.m.	Oct. 8 th
Fall Break	Oct. 12 th -16 th
Thanksgiving Holiday	Nov. 23 rd -27 th
End of Second Nine Weeks & First Semester	Dec. 18 th
Christmas Holiday	Dec. 21 st -31 st
New Year's Holiday	Jan. 1 st
Classes Resume	Jan. 5 th
Holiday, No School	Jan. 18 th
End of Third Nine Weeks	Mar. 5 th
Parent/Teacher Conferences 9 a.m.- 4 p.m.	Mar. 11 th
No School, Spring Break	Mar. 15 th –19 th
Holiday, No School	Apr. 2 nd
No School	Apr. 9 th
Last Day of Classes	May 13 th
Graduation	May 14 th
Professional Days	May 17 th

Note: Dates are subject to change as deemed necessary.

SCHOOL HOURS

First Bell	8:00 a.m.
First Class	8:05 a.m. - 8:50 a.m.
Second Class	8:55 a.m. - 9:40 a.m.
Third Class	9:45 a.m. - 10:30 a.m.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

Fourth Class.	10:35 a.m. - 11:20 a.m.
Fifth Class.	11:25 a.m. - 12:30 p.m.
Lower Elem. Lunch.	10:45 a.m. - 11:15 a.m.
Upper Elem. Lunch.	11:30 a.m. - 12:00 p.m.
Lunch.	12:30 p.m.- 1:00 p.m.
Sixth Class	1:05 p.m. - 2:00 p.m.
Seventh Class.	2:05 p.m. - 3:00 p.m.

Students should be in the halls only at the beginning and closing of school and while moving from one class to another unless they have permission or special duties that require them to be in the hall. Students in the halls during class time must have passes provided by the teacher/handbook. Class hours are subject to change at the discretion of the school administration.

VISITORS

All visitors are required to report to the office before going to any part of the school complex. Parents/guardians are asked to request conferences with teachers through the principal's office to insure ample time allotted to aid the parents/guardians with their needs. Students are not to bring visitors to school without first obtaining permission from the principal. Students are discouraged from bringing visitors to Paoli High School. This includes visitors on the school campus during lunch time. Parents/guardians are to check in at the office. Someone will be sent to get their child, if needed. All visitors past the office area must have a visitor's pass.

TELEPHONE POLICY

It will be the practice of the office staff to not call anyone to the phone during class time except in an emergency. A number will be taken so that the call may be returned during a break. Students may return non-emergency calls between classes. Students are not to use or be in possession of their cell phones during instruction and/or class time. Students will be allowed access to cell phones during class time "only" if there is an emergency (lock down, fire, evacuation, tornado, etc...).

AUTHORIZATION AGREEMENT FOR POSSESSION OF A CELL PHONE

The use of cell phones during school hours has increased and is causing numerous problems and disruptions to the educational process. Text messaging, phone calls, stolen phones, taking pictures, copying of homework and sharing answers to test questions are some of the problems being caused by the use of cell phones. These constant disruptions of the educational process due to the use and abuse of cell phone usage cannot be tolerated.

We understand that there may be a medical reason or other special circumstance why certain students may be required to have access to a cell phone. Therefore, a student may be authorized to possess a cell phone or other telecommunication device during instructional and/or class time upon the prior consent of both a parent/guardian and school administrator, as provided in Oklahoma Statute 70-24-101.1. Cell phones may not be on or used during instructional and/or class time inside any school building with the exception of authorization due to a medical emergency. School buildings include the junior high/high school building, portable classroom, cafeteria, gym, Ag room, and the elementary building. Cell phones may be utilized on field trips or extra-curricular activities as long as it does not become a distraction or disruption.

Any student caught with their cell phone during instructional and/or class time will be subject to the following disciplinary actions:

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

First Offense: The phone will be confiscated, the student will receive discipline (3 DAYS AFTER SCHOOL DETENTION) and the student may pick up the phone from the principal's office at the end of the school day.

Second Offense: The phone will be confiscated, the student will receive discipline (3 DAYS NOON DETENTION) and the parent/guardian may pick up the phone from the principal's office.

Third Offense: The phone will be confiscated, the student will receive discipline (3 DAYS IN-SCHOOL DETENTION) and the parent/guardian may pick up the phone from the principal's office.

Fourth Offense: NO TOLERANCE. The phone will be confiscated, the student will receive discipline and the student will be banned from bringing a cell phone on school grounds for the rest of the school year. The parent/guardian may pick up the cell phone from the principal's office.

Students who bring a cell phone to school without prior authorization signed by a parent/guardian and school administrator will have the cell phone confiscated, the student will receive discipline and will be banned from bringing a cell phone to school for thirty-five school days. On a second offense when the student does not have an authorization signed by a parent/guardian and school administration the cell phone will be confiscated, the student will be banned from bringing a cell phone on school grounds for the remainder of the school year and the student will receive discipline

CLASS BEHAVIOR

When you enroll in a particular class at Paoli Schools you assume the following expectations:

1. To be present and on time each day (seated and ready to learn when bell rings).
2. To be in your class before the tardy bell.
3. To complete each assignment on time (late work grades will lose 10% per day late).
4. To give all your attention in class.
5. To participate in all class activities, including field trips.
6. To be respectful and cooperative with students and teachers.
7. To bring proper supplies to class (books, paper, pencil, etc.)
8. To do your best.
9. Food, drink, candy, etc. is allowed in classrooms only on special occasions and must have prior approval of the building principal.
10. Absolutely NO GUM allowed.
These rules apply to all classes.

BREAKFAST & LUNCH PRICES

PK-6	PK-6 (reduced)	7-12(reduced)	Adult
Breakfast:	Free	Free	\$2.00
Lunch:	Free	Free	\$2.85
Extra Milk	\$.25	\$.25	\$.25

Prices are subject to change due to State funding requirements.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

ACADEMIC REQUIREMENTS

The following subjects will be completed in grades nine through twelve.
College Preparatory/Work Ready Curriculum for High School Graduation
(Title 70 O.S. § 11-103.6)

Beginning with students entering the ninth grade in the 2006-07 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

4 Units English--to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 Units Mathematics--limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 Units Laboratory Science--limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 Units History and Citizenship Skills--including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements;

2 Units of the same Foreign or non-English language, or 2 Units Computer Technology--approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 Additional Unit--selected from the courses listed above or career and technology education courses approved for college admission requirements;

1 Unit or Set of Competencies of Fine Arts--such as music, art, or drama, or 1 Unit or Set of Competencies of Speech; and

1 Unit of Personal Financial Literacy

7 Units of electives

The local school board's graduation requirements may exceed the state graduation requirements of 23 units. Paoli Public Schools requires 23 credits for graduation. To meet the graduation requirements, local school district options may include courses taken by concurrent enrollment, Advanced Placement or correspondence, or courses bearing different titles. School districts shall strongly encourage students to complete two units or sets of competencies of foreign languages as part of the core curriculum for high school graduation. Local school district requirements may exceed state graduation requirements.

Incoming freshmen attending the state universities and colleges are required to have the following to be admitted: four units of English; three units of science (two have to be lab science); three units of college-prep math; three units of history, including one unit American history and at least ½ unit of Government and Oklahoma History; one unit of citizenship (geography, economics, psychology/sociology, world history, civics, introduction to law, and/or government); three units in the areas of computer science, foreign language, or any of the previously mentioned areas in citizenship. It is recommended that students take two units of foreign language.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

A student must pass Algebra I before enrolling in Algebra II.
A student must pass Biology I before enrolling in Biology II.
A student may not take more than two (2) English classes at one time.

ACADEMIC ADVANCEMENT REQUIREMENTS

Students must pass five out of seven classes including ALL CORE SUBJECTS to be advanced to the next grade. Any student who has not passed all core subjects will be required to take and pass those core classes in summer school before being advanced to the next grade.

VALEDICTORIAN/SALUTATORIAN

To qualify as valedictorian or salutatorian of the senior class a student must be enrolled for three consecutive semesters at Paoli Public Schools. Students who are not enrolled for the three consecutive semesters may qualify for co-valedictorian or co-salutatorian. Foreign exchange students will not qualify for these honors (Weighted grading scale will be use in the determination of Valedictorian and Salutatorian).

TESTING REQUIREMENTS FOR THE CLASS OF 2012-And On

Beginning with students entering 9th grade in 2008-2009, every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.
(70 O.S. § 1210.523)

1. Algebra I;
2. English II; and
3. Two of the following five:
Algebra II,
Biology I,
English III,
Geometry, and
United States History.

COLLEGE CREDIT CLASSES

Certain students may elect to enroll in concurrent enrollment at an institute of higher learning, or they may elect to take classes at the Oklahoma School of Science and Math. Applications are available in the counselor's office. Be advised that grades for these classes will be calculated into a student's GPA. These classes will receive weighted (weight of 5) credit

Any student wanting to play competitive sports in college at any NCAA university will need to register and be certified through the NCAA Clearinghouse. Applications are available upon request to the high school administration.

GRADING SCALE

A 89.5 – 100%

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

B.....	79.5 – 89.49%
C.....	69.5 – 79.49%
D.....	59.5 – 69.49%
F.....	0 – 59.49%

WEIGHTED CLASSES

The following advanced level courses will be given an extra .5 weight in addition to the normal weight of 1: Any Advanced Placement course, Biology II, Chemistry, Physics, Trigonometry, Calculus, College Courses, and any other course deemed applicable and appropriate by the Superintendent.

NINE WEEKS TEST

Teachers at all grade levels must stress study techniques as well as test-taking techniques in order for students to be adequately prepared for post-secondary education. Teachers may elect to give nine weeks test. If a nine weeks test is scheduled in a class in which the student is enrolled, the student will be required to take the nine weeks tests when scheduled, unless previous arrangements are made with the principal. If the test is not completed at the arranged time, a zero will be recorded for the nine weeks test.

HONOR ROLL

The Superintendent's Honor Roll includes students with a grade point average (GPA) of 3.95 and above. The Principal's Honor Roll includes students with a GPA of 2.950 - 3.949. All GPA's will be rounded up from the third decimal point.

OKLAHOMA HONOR SOCIETY CRITERIA

1. Must be in the top ten percent of the high school student body (9-12) making the highest average marks and must have a 27 composite score on the ACT.

CURRICULUM (ELEMENTARY)

Pre-kindergarten and Kindergarten – Social Skills, Creative Skills, Language Arts, Mathematics and Motor Skills will be taught and/or developed in lower elementary.

Grades 1 through 6 – The following curriculum will be taught in grades 1 through 6: Language Arts, Mathematics, Science, Social Studies, The Arts, Instructional Technology, Health/Safety/Physical Education, Career Education, Informational Skills, Enrichment and Extended Activities for the Gifted and Talented. We will also provide a learning lab and after school tutoring.

PHYSICAL EDUCATION (ELEMENTARY)

Students will need the following:

1. Velcro shoes are needed for students in grades PK through 2nd. Regular tennis shoes will work for grades 3 through 6. These shoes do not have to be new, but must have clean, non-marking soles. PE shoes need to be reserved for use in the gym only and not worn outside.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

2. Students not participating in PE due to an injury or illness must have a note dated and signed by a parent/guardian and/or doctor. The note must be given to the gym teacher. Otherwise, all students will be expected to participate in all activities of the PE class.

ARRIVAL AND DISMISSAL (ELEMENTARY)

The bus area west of the cafeteria is only for school buses. Students are not to be dropped off in this area. Students are to be dropped off at the west end of the side walk west of the cafeteria. Please do not park in the designated red zone or the designated blue (unless you possess a handicapped permit) zone at any time. School will be dismissed at 3 p.m. If students are walking, they are to leave the school grounds and go directly home. Car riders will be picked up in front of the elementary building. Bus students will load west of the cafeteria. Bike riders must walk their bikes off the playground until they get to the street.

SCHOOL DAY AND LUNCH SCHEDULE

School hours are between 8 a.m. and 3 p.m. PK through 2nd grade lunch is from 10:50 a.m. – 11:25 a.m. Afternoon recess for PK through 2nd grade is from 1 p.m. to 1:15 p.m. Third through fifth grade will have lunch from 11:25 a.m. until 12 noon. Afternoon recess for grades 3 through 6 will be from 1:15 p.m. until 1:30 p.m.

Supervision will begin at 7:30 a.m. in the cafeteria. Students should not arrive before this time. All elementary students arriving before 8 a.m. are required to report to the cafeteria where supervision is provided. The elementary building will not be open until school starts at 8 a.m. Parents: Please make sure your children are not late for school. It is disruptive to the teacher and students and your child is missing out on important instruction time. Parents may sign a waiver at the high school allowing students to walk off campus during lunch time. Upon signing said waiver parents are releasing Paoli School and/or its employees of any and all liabilities.

6th/Junior High/High School students will have lunch from 12:30 p.m. until 1 p.m. We will have a closed campus (students with good behavior and good attendance will be rewarded by being permitted to attend FISH Club (Teachers will supervise). Students are not allowed to drive during lunch time. A student may be checked/signed out by the parent/legal guardian and the parent/guardian may pick them up for lunch. If a student is checked out at lunch by a parent/guardian to drive during the lunch period, the student is to be checked out for the remainder of the day and may not return to the campus that afternoon.

PEANUT ALLERGY POLICY (adopted 02/06/2017)

Paoli Public School Campus is a peanut-free environment. Parents/guardians sending sack lunches or snacks to school must refrain from sending any products which contain peanuts or peanut butter. Any sack lunch or snack sent to school containing peanut products will be sent home unopened with the student. Be sure to check labels on any snack or food products before allowing your child/children to bring them to school. If your child has an allergy and/or medical condition that could be harmful to their health it is the responsibility of the parent to notify the Superintendent's office and fill out appropriate medical information.

ATTENDANCE POLICY

ABSENCES

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

Excused absence will be granted for the following reasons:

1. Personal or family illness
2. Medical appointments
3. Legal matters
4. Extenuating circumstances deemed necessary by the authorized administrator
5. Observance of holiday required by student's religious affiliation.

It is the responsibility of the parent to notify the school by 9:00am if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to 10 days of absences by arrangement per semester.
2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
4. Absences by arrangement will count against a student's exemption from semester tests.

Unexcused Absence

This is any absence that not fall within one of the above categories. Work may be made up. 70% of the grade will be counted. Ten unexcused absences will result in that student not receiving credit in that class for the semester.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. 52% will be deducted from the students nine-week/semester average for each instance of truancy. The student may be subject to further disciplinary action.

Tardies

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 10 minutes late is counted absent for the period.
3. Each 3 tardies will constitute an unexcused absence from that class.

Any student who exceeds the 10 day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

STEPS TO FOLLOW WHEN ABSENT

When a student has been absent, the parent/guardian is required to call or send a note to the office to verify the absence. Calls should be received in the building principal's office between the hours of 9 a.m. and 3 p.m. The student will then obtain an excused absence slip from the principal's office. In order for the student to be admitted back into class he/she must present the absence slip or be sent to the office and counted as tardy. If the absence is excused, all homework missed is the responsibility of the student. The teacher will give a reasonable amount of time (at least a day for a day) for the work to be completed and returned. If the student fails to get the work in on time then a zero will be recorded for the work. If the admit is unexcused refer to Unexcused Policy School personnel may contact the doctor's office to verify the doctor's note submitted regarding a student's absence.

PROGRESS REPORTS, REPORT CARDS AND HONOR ROLL

Parents/guardians will be informed concerning their student's progress through progress reports and report cards. Progress reports will be sent out at the mid-nine week period or more often, if needed. Parent-Teacher Conferences are held throughout the school year. Notices will be sent home with elementary students with dates and optional times. Parents/guardians are encouraged to schedule additional conferences as needed.

Report cards will be given to the student at the end of each nine week period and at the end of the year when all school property has been returned. Parents/guardians/students are responsible for any property that has been damaged, destroyed or lost by the student.

Parents can access Paoli Schools' online grade book in order to monitor attendance and grades on a daily basis. Usernames and passwords are available upon request by student and/or parent.

CHECKING OUT OF SCHOOL

When students need to check out of school, they must check out through the principal's office and sign out on the sign out sheet (only after notifying office staff and/or administration). Students should have a note from their parent/guardian stating the time of day they are to be released with a telephone number where the parent/guardian can be reached to confirm that the parent/guardian is the one who wrote the note. We will accept phone calls to check a student out of school if it is an emergency and we know it is the parent/guardian calling (students cannot check themselves out of school). Any student who leaves the campus without checking out will be considered truant and will be severely disciplined. If a student does not return to school after lunch they will be considered truant. Office staff must be notified before a student may check out to leave campus.

DRESS CODE

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

Proper dress, grooming and cleanliness are an integral part of the educational function. This dress code has been designed to present those associated with Paoli Public Schools to their advantage and is applicable to all students.

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Students are required to wear appropriate undergarments incase outer clothing is ripped or torn. Students should remember that they represent their school to the community and other communities. All attire should be modest and appropriate. Any form of dress or hair style which is considered contrary to good hygiene or which is distractive or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Failure to abide by dress code rules may constitute disciplinary action.

1. Grooming: Cleanliness of hair, body, and clothing are required.
2. Hair: Hair style and facial hair is left to individual discretion but must be styled in a reasonably modest way so it will not cause distractions to others in the classroom.
3. Clothing: Clothing should be styled in a fashion that does not expose any part of the body that should be totally covered. All undergarments shall be covered. Spaghetti straps, short shorts, tank-top undershirts and open-sided shirts without a shirt underneath are clothing items that are not considered modest. If undergarments are visible you are in violation of the dress code. The decision regarding appropriateness of a student's dress/appearance shall be at the discretion of the school administration.
4. Students MAY wear shorts.
5. Shorts, skirts and dresses MUST be modest and covering all areas below the waist of the body requiring undergarments and is subject to being deemed inappropriate for school by school administration.
6. Students WILL be fully clothed, clean and well-groomed.
7. Students SHALL wear footwear. (House shoes and/or slippers are not permitted.) Due to health and safety reasons it is strongly recommended that students NOT wear flip-flops.
8. Students may NOT wear bareback or bare-midriff style clothing.
9. Muscle shirts or tank tops – all tops must be in good taste.
10. Students may NOT wear see-through clothing, wife-beater/undershirts or any underclothing as an outer garment.
11. Students may NOT wear pajama tops or bottoms, in any form except on designated days. (Any garment that resembles pajama tops or bottoms will not be allowed.) Example: Spirit Week.
12. Clothing advertising alcoholic beverages, tobacco products or with inappropriate words, designs or comments will NOT be permitted.
13. Students MUST wear pants, shorts, etc. at their waistline, sagging and dragging will NOT be allowed.
14. Students may NOT wear sunglasses, hats, caps or bandanas while in any building on campus.

If a student misses class due to the dress code the student will be counted tardy or absent, if over 15 minutes late for class. All clothing is subject to approval or disapproval of the building administration. Any questions concerning student dress code will be reviewed and determined by the building principal.

MEDICATIONS

It is the policy of the Paoli Board of Education that only school staff designated by the school administration will dispense prescription and over-the-counter medications to students. For any medication, prescription or over-the-counter, to be administered a written consent form signed by the parent/guardian must be on file in the administration office. All medications, including prescription and over-the-counter, must be turned in to the principal or principal's designee and will only be dispensed by the principal or the principal's designee. All medications must remain in the original properly marked container. All medications shall remain in a secured area of the school. Anyone caught taking or giving medication at school except in the office and dispensed by

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

office personnel will be severely disciplined. Confidentiality shall be maintained concerning students who receive medications.

EATING IN THE BUILDING/HEALTHY FOOD OPTIONS

Absolutely no gum. Bottled water will be allowed in the classroom. Any food item in the classroom must have prior approval from the building principal. Any exception to this rule is at the building principal's discretion. High school students have access to healthy food options in addition to a variety of food of minimal nutritional requirements of the State of Oklahoma. These food items are available before school, during break times, lunch and after school.

VIDEOS AND DVDS

Any video or DVD which a teacher plans to play in their classroom must have PRIOR approval of the building administration before showing the movie in the classroom (Paoli Schools does not have a site license to show and/or view Disney movies and administration will not grant permission to show said movies). NO EXCEPTIONS.

DRUG-FREE SCHOOLS

- A. In recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith an effort to promote the health, safety, and well-being of students, employees, and community as a whole, the Paoli Board of Education has implemented a developmentally based drug and alcohol education and prevention program.
- B. Students are hereby notified that the use, possession, or distribution of illicit drugs, and alcohol is wrong and harmful.
- C. Standards of conduct that are applicable to all Paoli School students, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities, or during school hours.
- D. Disciplinary sanctions will be imposed on students who violate standards of conduct required by paragraph "C", will be consistent with local, state, and federal laws, up to and including probation, short term or long term suspension, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.
- E. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available through the school office.
- F. Standards of conduct as outlined in Paragraph "C" and disciplinary sanctions in Paragraph "D" will be a part of Notifications to Parents/guardians and Students: The Drug Free Schools and Communities Act Amendments, Public Law 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Federal regulations can be examined through the school office.

Parent/Guardian signature certifies receipt of Handbook of Guidelines and Policies for Students and Parents/guardians which include the Paoli School policy relating to adoption and implementation of drug prevention program for students.

ACTIVITY STUDENT DRUG TESTING POLICY

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

The Paoli Board of Education, in an effort to protect the health and the safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Paoli School District, adopts the following policy for drug testing of students.

I. Statement of Purpose and Intent

- A. It is the desire of the Paoli Board of Education, its administration and staff that every student in the Paoli School District refrains from using or possessing illegal drugs. Notwithstanding this desire, the administration, and the Board of Education realize that their power to restrict the possessing or use of illegal drugs is limited. Therefore, the sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to supplement and complement all other policies, rules and regulations of the Paoli School District regarding possession or use of illegal drugs.
- B. Participation in school sponsored extracurricular activities, such as interscholastic athletics, cheerleading, academic meets/contests, 4-H, Vocational Agriculture related activities, etc., in the Paoli School District, is a privilege. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, extracurricular students who participate, carry a responsibility to themselves, their fellow students, their parents/guardians and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.
- C. The purpose of this Policy is to prevent drug use, to educate students as to the serious physical, mental and emotional harm caused by drug use, to alert students with possible drug problems to the potential harms of drug use, to prevent injury, illness and harm resulting from drug use, and to maintain at the Paoli School District, an environment free of drug use and abuses. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in interscholastic activities. There will be no academic sanction for violation of this policy.

II. Definitions

- A. "Activity Student" means any student in grades 7, 8, 9, 10, 11, 12 involved in any extracurricular activity and/or organization sponsored by Paoli Public School District. This includes any student who represents Paoli Schools in the following extracurricular activities in interscholastic competition, including 4-H, FFA, Academic Team, Scholastic Meets, Scholastic Contests, Student Council, Cheerleaders, class officers, homecoming candidates and Athletics.
- B. "Extracurricular Activity" means any activity sponsored by the Paoli Public Schools, or in which the Paoli School District wishes to participate in, such as, but not limited to: athletic events, cheerleading, academic contests, any event connected with the Vocational Agriculture department, 4-H, etc.
- C. "Drug Use Test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a student's urine.
- D. "Illegal Drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. Illegal drugs also includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed drugs being used for an abusive purpose.
- E. "Performance-enhancing Drugs" means any anabolic steroids or other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

term “Performance-enhancing Drugs” does not include dietary or natural nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

- F. “Positive” (when referring to a drug use test administered under this policy) means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
- G. “Reasonable Suspicion” means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student, with reasonable inferences drawn from those observations in the light of experience. Information provided by a reasonable source, if based on personal knowledge, will constitute reasonable suspicion, and specifically includes unusual increases in size, strength, weight or other athletic abilities.
- H. “Random Selection Basis” means a mechanism for selecting activity students and/or regular student who have voluntarily requested to be a part of the Drug Testing Policy program, for drug testing that:
 - 1. Results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected.
 - 2. Does not give the School District discretion to waive the selection of any activity student elected under the mechanism.

III. Procedures

- A. Each student shall be provided a copy of the “Student Activity Drug Testing Policy” and “Drug Policy Consent Form” which shall be read, signed and dated by the student, parent or custodial guardian, and coach/sponsor before such activity student will be eligible to practice or participate in any extracurricular event. The consent will be to provide a urine sample as follows:
 - 1. Preceding the first interscholastic extracurricular activity of the school year; the school will schedule a date, prior to the first extracurricular activity, to collect urine samples at the school’s expense;
 - 2. At any time requested, based on reasonable suspicion of illegal or performance-enhancing drugs, and
 - 3. On a random selection basis throughout the school year.

Urine samples provided by the students prior to participation and on a random selection basis will be screened for the following substances:

- A. Amphetamines (AMP)
- B. Barbiturates (BARB)
- C. Benzodiazepines (BENZO)
- D. Cannabinoid Metabolites
- E. Cocaine (COC)
- F. Opiates (OPIATE)

No student will be allowed to practice or participate in any extracurricular activities unless the student has returned the properly signed “Drug Policy Consent Form.”

No student shall be allowed to practice or participate in any extracurricular activities until the student has provided a urine sample and passed the drug test. Drug testing is required annually.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

- A. Each head coach or sponsor shall be responsible for explaining this policy to all prospective students under his/her charge.
- B. All students will be required to provide a urine sample for drug use testing for illegal drugs, at least by the week preceding their first extracurricular activity of the current school year. Any student moving into the Paoli School District after the year begins will be required to undergo a drug test before they will be eligible to participate in any extracurricular activities.
- C. The Paoli School District will incur the cost of the initial drug test for any student, except for a student who tests positive. Any student testing positive will incur the cost for all testing until such student tests negative. In order for the Paoli School District to incur the cost of the initial testing, the student must be tested on a date, time and place set by the Paoli School District. Any student who fails to be tested on the date, time and place set by the Paoli School District, will incur the cost of the testing. The student must have this testing completed with copies of the results given to the Paoli School District prior to the student's participation.
- D. Any drug use test required by the Paoli School District, under the terms of this policy, will be administered by, or at the discretion of a laboratory chosen by the Paoli School District, using scientifically validated toxicology methods. The professional laboratory will be required to have detailed written specifications to assure change of custody of the specimens, proper laboratory control and scientific testing.
- E. All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen will be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a bathroom or other private facility behind a closed stall. The Athletic Director shall designate a "same sex" coach/sponsor or monitor to accompany the student to a bathroom or other private facility behind a closed stall. The monitor will not observe the student while the specimen is being produced, but the monitor will be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure accurate chain of custody. The monitor will verify the normal warmth and appearance of specimen. If at any time during the procedure, the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the Athletic Director who will then determine if a new sample should be obtained. The monitor will give each student a form on which the student may list any medications he or she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.
- F. If the initial drug test is positive, the initial test results will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive will be preserved by the laboratory for a period of six (6) months.
- G. If the drug use test for any student has a positive result, the laboratory will contact the Athletic Director with the results. The Athletic Director will contact the student, head coach/sponsor and the parent or custodial guardian of the student, and schedule a conference.
If the student asserts that the positive test results were caused by means other than consumption of an illegal drug or performance-enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the Principal/Athletic Director. The Paoli School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by a means other than consumption of an illegal drug or a performance-enhancing drug.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

- H. A student who has been determined by the Athletic Director to be in violation of this policy will have the right to appeal the decision to the Superintendent. Such appeal must be lodged within three (3) school days of notice of the original determination. The Superintendent will then determine whether the original finding was justified. There is no further appeal from the Superintendent's decision and his decision shall be in the sole and exclusive judgment and discretion of the Superintendent which will be final and not appealable.
 - I. After a student has had a positive test result, the drug use tests administered for that school year shall be at the expense of the student and his/her parent or custodial guardian. The expense of the positive test must be paid by the student and/or the parent/guardian before a second test will be scheduled. Once the student has a negative test result, all further drug use tests in the current school year, will be funded by Paoli School District, until such time as the student again has a positive test result.
 - J. Test results will be kept in files separate from the student's other educational records, will be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities. These records will be destroyed upon graduation or permanent withdrawal from Paoli Schools.
 - K. Parents/guardian of students not participating in extracurricular activities may choose to have their child tested under the Student Drug Testing Policy program. Each student will be provided with a copy of the Student Drug Testing Policy and Student Drug Testing Consent which will be read, signed and dated by the student and parent/guardian. The consent will be to provide a sample: a) as chosen by the random selection basis; and, b) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. Results will be confidential and will be shared only with the parents/guardians and the Principal. No punitive action will be taken as a result of a positive test when done in conjunction with this policy. Parents/guardians will be encouraged to seek counseling for their child. This will be at the expense of the parent/guardian.
- IV. Violation (This section refers to a student already in the program.)
- A. Any student who tests positive in a drug test under this policy will be subject to the following restrictions:
 - 1. First Offense
 - a. Conference with student, parent/guardian, coach/sponsor, and Athletic Director/Administration.
 - b. Referral to counseling program (at expense of the parent/guardian); and
 - c. Mandatory follow-up drug test within two weeks; and
 - d. Participation in interscholastic athletics/events after first offense will require a medical release signed by a physician with full knowledge of test results, at the student's expense.
 - e. Student must pay for the initial testing and all further testing until student tests negative.
 - f. Documentation of the above steps must be provided to the principal.
 - 2. Second Offense
 - a. Complete suspension from participation in interscholastic events for a period of thirty-five (35) consecutive school days, including all practices and competitions. The suspension will start from the date of the initial report of the offense. Such suspension will extend into a succeeding school year, if necessary, to fulfill the suspension. Medical clearance by a physician will be required after the second offense stated in Section IV.A.1. At the end of

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

the thirty-five (35) day period, the student has five school days to take a drug test. Students, who fail to be retested within the five (5) school day period, will be considered as refusing to submit to drug testing and will fall under the Refusal to Submit to Drug Testing section of this policy.

3. Third Offense
 - a. Complete suspension from participation in extracurricular activities for a period of eighty-five (85) consecutive school days, including all practices and competitions. The suspension will start from the date of the initial report of the offense. Such suspension will extend into a succeeding school year, if necessary, to fulfill the suspension. Medical clearance by a physician will be required after the third offense stated in Section IV.A.1.

V. Refusal to Submit to Drug Test

- a. If a participating student refuses to submit to a drug use test authorized under this policy, such student will not be eligible to participate in any extracurricular activities including all meetings, practices and competitions, for a period of eighty-five (85) consecutive school days. This suspension will extend into the succeeding school year, if necessary. The student must also take and pass a drug use test before the student will be cleared to participate.

SAFE CALL

Safe Call is a tool for students to use if they have information about dangerous or unsafe situations that they may otherwise feel uneasy about going to a teacher or administrator. Safe Call assures anonymity. Safe Call will contact the school's administration office and alert the school to the situation so it can be dealt with immediately.

The number to call is: 1-877-723-3225 ext-651

GUN-FREE SCHOOL ACT POLICY

Realizing that a safe environment for our students is of the utmost importance, the Paoli Public School System has adopted the following Gun-Free Policy.

It will be the policy of the Paoli Public School System to expel for one year, starting from the date of expulsion, any student who brings a firearm to school. However, for students with disabilities, the procedure which appears on pages 80 - 83 of the Policies and Procedures for Special Education in Oklahoma must still be followed regarding the suspension of any such student.

This policy was adopted by the Paoli Public School Board of Education on September 6, 1994, and went into effect on September 7, 1994.

DANGEROUS WEAPONS - DANGEROUS SUBSTANCES - ELECTRONIC DEVICES

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

The superintendent or principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, will have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, electronic paging devices (including cellular phones) or for missing or stolen property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search will be conducted by a person of the same sex as the person being searched and will be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section will be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event will a strip search of a student be allowed. No student's clothing, except cold weather outerwear, will be removed prior to or during the conduct of any warrantless search.

The superintendent or principal, teacher, or security personnel searching or authorizing the search will have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic devices or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices or missing or stolen property.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic devices or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by any pupil suspended under this section.

Students are not to have in their possession or to bring to school any type of instrument that is likely to be used as a weapon. Instruments such as knives, chains (including those attached to wallets), firearms, brass knuckles, explosives, clubs, sharp pointed instruments, spiked jewelry, etc., will be confiscated. Weapons violations are considered violent offenses. Students violating this policy will be subject to severe disciplinary action.

SCHOOL BULLYING AND PREVENTION ACT

The Paoli Public School abides by all Bullying and Harassment laws as established by the State of Oklahoma School Safety and Bully Prevention Act (70 O.S. §24-100.4.) A copy of the policy is available in the school office.

- A. The Legislature finds that bullying has a negative effect on the social environment of schools, creates a climate of fear among students, inhibits their ability to learn and leads to other antisocial behavior. Bullying behavior has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting and the use of drugs and alcohol. Research has shown that sixty percent (60%) of males who were bullies in grades six through nine were convicted of at least one crime as adults, and thirty-five percent (35%) to forty percent (40%) of these former bullies had three or more convictions by twenty-four (24) years of age. Successful programs to recognize, prevent and effectively intervene in bullying behavior have been developed and replicated in schools across the

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

country. These schools send the message that bullying behavior is not tolerated and, as a result, have improved safety and created a more inclusive learning environment.

- B. The purpose of the School Bullying Prevention Act is to provide a comprehensive approach for the public schools of this state to create an environment free of unnecessary disruption which is conducive to the learning process by implementing policies for the prevention of harassment, intimidation and bullying.

As used in the School Bullying Prevention Act:

1. "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student 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; and "At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

TOBACCO FREE POLICY

The Paoli Board of Education understands the concern expressed by parents/guardians, educators, students, and other community members regarding the adverse effects of tobacco on the individual. Further, the Paoli Board of Education is aware of Oklahoma Law that prohibits the possession of tobacco by minors. Therefore, the Paoli Board of Education establishes the following policy.

In accordance with Oklahoma Law and the wishes of parents/guardians, educators, and students, tobacco in any form, or tobacco products of any kind, and/or any tobacco substitute will not be used by students, whether considered minors or adults, while on school premises, during school time, or while in transit to or from such an event in school authorized vehicles.

Oklahoma School Law; section 759. Refusal of Minor to Furnish Information Concerning Acquisition of Cigarettes, Cigarette Papers, Cigars, Snuff, Chewing Tobacco, or Other Tobacco Products.

Any minor being in possession of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product and being asked by any police officer, constable, juvenile court officer, truant officer, or teacher in any school, where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product were obtained, who will refuse to furnish such information, will be guilty of a misdemeanor and upon conviction thereof before the district court, or any judge of the district court, such minor being of the age of sixteen years or upwards will be sentenced to pay a fine or to undergo an imprisonment in the jail of the proper county not exceeding five days, or both; if such minor will be under the age of sixteen years, he or she will be certified by such magistrate or justice to the juvenile count of the county for such action as said court shall deem proper. Oklahoma School Law; section 759.1. Furnishing Tobacco Products to Minors - Punishment.

Any person who will furnish to any minor by gift, sale, or otherwise any cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product will be guilty of a misdemeanor and upon conviction thereof will be sentenced to pay a fine of not less than twenty-five dollars nor more than two hundred dollars and be confined in the county jail not less than ten days nor more than ninety days for each offense.

ACTS OF HATRED AND RACIAL SLURS

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

It is the policy of Paoli Public Schools that Hate Crimes and Acts of Hate directed at ethnic groups and certain races will not be tolerated and will be turned over to the proper authorities to be investigated and prosecuted.

SEARCH AND SEIZURE

Students will not have any reasonable expectations of privacy toward school administrators or teachers in the contents of school lockers, desks, or other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason will be necessary for such search. If a student chooses to lock his/her locker, a copy of the lock key or a copy of the combination must be provided to the principal. If there is reasonable suspicion students vehicles may be searched by school administration.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper and no credit will be received for the work. Other discipline may be necessary. Any student helping another student cheat will also face disciplinary action.

LASER POLICY

Lasers are prohibited from Paoli Public School grounds and extracurricular events. The following punishment will be carried out if a student is caught in possession of or using a laser.

1. If at an extracurricular event, the student will be removed from the premise and may be banned from attending any more events for the remainder of the school year;
2. The laser will be confiscated and not returned; and
3. Severe disciplinary action will be administered at school.

If a student is caught at school with a laser, actions 2 and 3 will apply.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public Display of Affection (PDA) will not be allowed. PDA will be at the discretion of the school administration and will include, but will not be limited to: kissing and/or inappropriate touching. PDA may result in disciplinary action.

DISCIPLINARY ACTION

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individuals and of the school.

The teacher of a child attending a public school will have the same rights as a parent/guardian to control and discipline such a child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

All students will be treated in a fair and equitable manner. Disciplinary action will be based on careful assessment of the circumstances surrounding each infraction. The following are examples of these circumstances: The student's attitude, the seriousness of the offense, the effect of the offense on other students,

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

whether the offense is physically or mentally damaging to other people, and whether the incident is isolated or habitual behavior.

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 all disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities.

In considering alternatives for disciplinary action, the faculty and administration of Paoli School District will be using items from the following list. However, school staff is not limited to these alternative methods, nor does this list reflect an order or sequence of events in disciplinary actions. Any or all disciplinary actions are at the discretion of the building principal.

ELEMENTARY: Your child's teacher has set up an approved discipline plan utilizing positive rewards and limit setting consequences. This plan will help the teacher provide your child and all students in the classroom and on the playground the educational climate which they need for safety and prosperity. Please read the discipline plan your child's teacher has set up for his/her class. The last consequence is a trip to the principal's office. At this point, more severe action will occur.

DISCIPLINARY ACTION LIST

1. Parental/guardian notification.
2. Conference with student.
3. In School Detention.
4. Detention (lunch).
5. After School Detention.
6. Referral to counselor.
7. Behavior contract.
8. Conference with parents/guardians.
9. Changing the student's seat assignment or class assignment.
10. Requiring the student to make financial restitution.
11. Requiring the student to clean or straighten items or facilities he/she damaged.
12. Restriction of privileges.
13. Involving law enforcement.
14. Referring the student to an appropriate social agency.
15. Short term suspension (ten days or less).
16. Long term suspension (more than ten days).
17. Corporal punishment.
18. Any other disciplinary action deemed by the building principal appropriate to the situation.

DISRUPTIVE OR INTERFERING BEHAVIOR LIST

A disruptive or interfering act will be defined as, but not limited to, inciting, encouraging, promoting or participating in activities which interfere with the due process of the educational program of the school. The following activities are examples of behavior that will constitute disruptive activities (examples are not limited to this list):

1. Disrespecting authority/school employees.
2. Sit-ins, walk-outs (during instructional time).

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

3. Blockages.
4. Group violence.
5. Disrespect or disobedience to school personnel.
6. Harassment and/or intimidation, verbal or physical, of students or school personnel.
7. The use of obscene, lewd or profane language (visual and/or auditory).
8. Fighting.
9. Disruptive publications or petitions (during instructional time)..
10. Theft or inappropriate use of personal or school property.
11. Disruptive clothing, jewelry, tattoos or anything on a person's body considered inappropriate.
12. Threats of violence. (Verbal and/or visual)
13. Defiance.
14. Public display of affection.

INFRACTIONS RESULTING IN PUNISHMENT

The following are examples of infractions that will result in discipline by the school. Any of the following are considered disciplinary infractions. Infractions are not limited to this list.

1. Unexcused tardiness.
2. Disruptive behavior (passing, writing and/or reading notes, talking.)
3. Lunchroom misconduct.
4. Possession or use of tobacco product while the student is under responsibility of the school.
5. Skipping class.
6. Leaving school without permission.
7. Bus misconduct.
8. Theft.
9. Assault - physical or verbal.
10. Fighting.
11. Destruction of property.
12. Possession of weapons.
13. Use or possession of drugs or alcohol.
14. Distribution of obscene material.
15. Sexual harassment or any type of bullying.
16. Improper dress.
17. Truancy.
18. Defiance.
19. Public display of affection.
20. Any violation of school policy and/or student handbook policy.

DISCIPLINARY ACTION PLAN

Discipline:

Office Conference	In School Detention	Counselor Referral
Out of School Suspension	Lunch Detention	(3 days, 5days, 10 day, semester)
Corporal Punishment	After School Detention	Saturday School

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

Any or all disciplinary actions are at the discretion of the building principal. Depending on the violation, severity of the infraction, and the number of times the student has broken regulations will determine what disciplinary action is to be taken. Any or all disciplinary actions are at the discretion of the building principal.

IN SCHOOL DETENTION

ISD is an alternative to out of school suspension. ISD will be conducted from 8:00 a.m. to 3:00 p.m. at the junior high/high school building on days designated by the school administration. ISD will be before, during or after school as determined by the building principal.

OUT OF SCHOOL SUSPENSION POLICY

On short term suspensions (ten days or less) the student has the right to request a hearing to appeal his or her suspension to a committee appointed by the Administration. It is up to the student to acquire and complete work missed during time of suspension (school work must be turned in upon returning to school).

Long term suspension (more than 10 days) the student may request a review of the suspension with the district administration. If the administration does not withdraw the suspension, the student has the right to appeal to the Local Board of Education. All Board decisions are final.

An education plan in core subjects will be given to any student who is suspended for more than five days. The plan will address academic credit for work satisfactorily completed during the suspension. The education plan must be picked up by the student or parent/guardian, and will be due the next pick up date. Plans not picked up will not receive any credit. No education plan is needed if the student is suspended for possession of a dangerous weapon, possession of a controlled dangerous substance, any act of violence, or possession of a firearm. Anyone suspended for five days or fewer does not have the right to an education plan and will not be able to make up any work missed during the suspension.

POLICY FOR USE OF INTERNET

The Paoli Public School System, in an effort to continue its commitment to provide Paoli students with the most up-to-date technology, will offer our students Internet accessibility.

Access to the Internet will enable students to explore thousands of educational sites, expanding their knowledge. Our school will do everything within its control to monitor and supervise this service; however, while our intent is to offer access to the Internet to further educational goals and objectives, students may find ways to access other materials as well.

As a result, due to the infinite amount of information on the Internet, families should be aware that some materials accessible via the Internet may contain information that is illegal, defamatory, inaccurate or potentially offensive. However, we believe that the benefits to the students from having access to the Internet in the form of information resources, exceeds any disadvantages.

Paoli Schools uses FilterPak 7.7.1 for Windows and Secure School as their filters. Online student activity will be monitored through reports reviewed by the technology director and/or school administration.

Staff members have been instructed to set clear and strict standards in the use of the Internet. Being a district that strives to communicate effectively with parents/guardians, we support and respect each family's right to

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

decide whether or not to allow their child to participate in accessing the Internet. Serious misuse of the Internet by a student will be reported to the parents/guardians of that student.

INTERNET INSTRUCTION AS AN ALTERNATIVE TO CLASSROOM INSTRUCTION

Pursuant to state law and the State Department of Education regulations, Paoli Public School District Board of Education may, at its discretion, offer web-based and/or two way interactive video instructions as a means to expand the district's course offerings. The board of education shall determine courses and grant credit for internet-based instruction.

Students taking such courses shall be subject to all State Department of Education regulations concerning the courses, including but not limited to the requirement to participate in all assessments required by the Oklahoma School Testing Program. Test results for students enrolled in the internet-based courses shall be disaggregated and reported.

Types of Internet Instruction

1. Synchronous instruction occurs when the instructor and student's primary interactions are in real time and requires real time interaction between student(s) and instruction as the primary format of instruction.
2. Asynchronous instruction is not dependent on instructor and student(s) interaction in real time. It allows the student to engage in learning activities anywhere at any time.
3. Web-based instruction uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction.
4. Two-way interactive video instruction provides for real time interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Student(s) and instructor may see and hear each other in an approximation of real time.

Eligibility for Internet Enrollment

Only regularly enrolled students of this district shall qualify for such course credit, except as stated below. Students enrolling in Internet courses shall be full-time students, unless designated as suspended students or as dropout students. (See note.)

Privacy

Local school board policies addressing student information and privacy as well as FERPA law shall apply to students who take courses on the Internet. District aggregated data of such courses shall not identify any students by name. All federal and state statutes pertaining to student privacy, copyright, FCC rules and related regulations must be followed at all times.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

Parent Involvement

Contract agreements between the school district and parents/guardians of students participating in alternative instructional delivery system courses shall be established prior to the beginning of instruction.

Parents/guardians shall be provided a copy of this policy and any related school board policy before signing the contract. The parent/guardian shall agree to accept the terms of this policy and agree to accept the responsibility for course cost and equipment. The parent/guardian should also sign that he/she understands the grading criteria, the need for the student to maintain school attendance, whether Internet based or regular school, and the need for the student to complete the course in a specified length of time. The parent/guardian must agree, to the extent he/she is able, to see that the student follows the rules and laws concerning Internet usage and the policies of this school district.

Fees

A schedule of any applicable fees for Internet –based instruction will be available in the office of the Superintendent. It is understood that the District shall not be liable for payment of any fees or charges for any Internet-based course for a student who has not complied with the District's policies and procedures.

Public Hearing

There will be a public hearing concerning this policy upon discussion, adoption or revision of this policy. At this hearing the board will inform the public of the web-filtering program being utilized by the district.

References: 70 O.S. 1-111 (Section 12, State Laws of Oklahoma)

SB 595, 2001 Legislative Session

Oklahoma State Department of Education regulations, July 5, 2001

SB 1408, 2002 Legislative Session

Children's Internet Protection Act (CIPA)

Enr. H. B. No. 1343 (2003 Legislative Session)

(Note: In order to qualify as a dropout, the student must have been enrolled in a public school in this state during the previous three school years.

Note: Policy required by 70 O.S. 1-111.)

DISTRICT INTERNET USE GUIDELINES

Students are expected to exhibit the same good behavior on school computers as they do in regular classrooms and at all school functions. All school policies must be applied and violations will result in consequences.

Access to computer services will be given to students who agree to act in a considerate, responsible manner.

Parent/guardian permission is required. Access is a privilege, not a right. This access entails student responsibility.

All users of the Paoli School District's computers are responsible for their own behavior and communications while accessing the equipment. Operating outside the school district's standards and guidelines will result in no liability on behalf of the school district. Misuse of school district computers and Internet accessibility will result in severe consequences.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

Computer storage areas may be treated like school lockers. School administrators and computer supervisors may review files and communications to maintain system integrity and insure that users are utilizing the system responsibly. Users will be informed that all files are not private.

Freedom of speech and access to information will be honored within reason. Teachers of younger students will guide them toward appropriate materials during the school day.

Faculty and staff at Paoli Public Schools may request to the principal of the school site affected, that a student be denied access, revoke the student's access, or suspend the student's access to use the computers and/or Internet.

Some actions/behaviors that will constitute disciplinary action to be taken against the student are:

1. Vandalism or malicious attempts to harm or destroy data, software, or equipment. This includes, but is not limited to: computer viruses, erasing software, changing the environment of software, trying to ID in on another student, teacher, or administrator's system, or trying to break into the security of the computer system.
2. Malicious, vulgar, offensive or unacceptable messages left on the system, or on another student's diskette.
3. Access into any chat-rooms, sending of e-mail or sending messages of any type is STRICTLY forbidden.
4. Intentionally accessing or trying to access malicious, vulgar, offensive or unacceptable materials.
5. Any other activity deemed unacceptable to the enhancement of the student's education while operating the computer system at Paoli Public Schools.

A student's disregard for the rules and guidelines set forth by the district may result in any one of the following disciplinary actions being taken against the student. In addition to contacting parents/guardians, disciplinary actions may include, but are not limited to the following:

1. Removal of user rights for a period of time or for the remainder of the student's years at Paoli Public Schools.
2. Corporal Punishment.
3. In School Detention.
4. Detention.
5. Suspension.
6. Legal actions.
7. Involvement of local, state and/or federal law enforcement authorities.

The User Agreement and Parent/Guardian Permission Form is located at the back of this handbook. This form must be completed and returned to the building principal prior to computer usage.

INCLEMENT WEATHER

When inclement weather occurs Paoli Public Schools will let you know as soon as possible of any cancellations by the School Way Phone App and the following television and/or radio stations.

Television Stations - Channel 4, Channel 5, Channel 9

Radio Station - KOMA 1520 AM

TRANSPORTATION

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

Paoli Public Schools provides modern, safe transportation for its students. Students should be careful about boarding and getting off the bus. Always wait for the bus to come to a complete stop before leaving your seat. Students should never be moving around in the bus or have arms and/or head outside the windows while the bus is in motion. The driver of the bus is a school official and has the same control over the students as the teacher in the classroom. Misconduct will be immediately reported to the principal. Persistent improper conduct or vulgar language may cause the student to be deprived the privilege of riding the bus. Any student riding the bus home with another student must have permission from parents/guardians of both homes prior to riding the bus. Parents/guardians may call the school or send a note with the students. Riding the bus is a privilege not a right.

WILDFIRE EVACUATION PLAN

In the case of extreme wildfire danger caused by lack of rain and drought conditions, the following Evacuation Plan has been implemented by the Paoli Public School system.

Safe Location Destinations

The direction from which the wildfire is approaching the school will determine what safe location destination will be utilized.

If the fire is approaching from the WEST, moving EAST-NORTHEAST, the safe location will be the Plaza parking lot next to Subway in Pauls Valley.

If the fire is approaching from the WEST, moving EAST-SOUTHEAST, the safe location will be Mid-America Technology Center located at the Wayne exit on I-35.

If the fire is approaching from the SOUTH, moving NORTH-NORTHEAST, the safe location will be the Washita Gaming Center at I-35 and HWY 145.

If the fire is approaching from the SOUTH, moving NORTH-NORTHWEST, the safe location will be Mid-America Technology Center located at the Wayne exit on I-35.

If the fire is approaching from the NORTH, moving SOUTH-SOUTHEAST, the safe location will be the Washita Gaming Center located at I-35 and HWY 145.

If the fire is approaching from the EAST, moving WEST-SOUTHWEST, the safe location will be Mid-America Technology Center located at the Wayne exit on I-35.

If the fire is approaching from the EAST, moving WEST-NORTHWEST, the safe location will be the Plaza parking lot next to Subway in Pauls Valley.

Evacuation Procedure

All students will be loaded onto buses located at the high school and elementary school sites. To ensure the safety of students and staff, once the evacuation of students and staff begins, students will not be taken off buses until they have reached the safe location. Parents/guardians will be able to pick up their children at the safe location.

Students with driver's licenses may be allowed to leave in their vehicle ONLY if a parent/guardian has called the school and released the student before the evacuation has started. Once the evacuation has started, students will not be allowed to leave in their vehicles. If parents/guardians wish for older siblings to pick up younger siblings and drive them home, the parent/guardian must call the school before the evacuation starts.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

Bus Assignments

Bus #1:
Room 103
Room 104
Room 105
Room 106
Library

Bus located in parking lot at High School:

Room 101
Room 102
Room 107
Room 108
Portable Classroom

Bus located at Bus Barn:

Gymnasium
Ag Building

(When everyone has been loaded, drive to high school to pick up overflow of students and teachers.)

Bus located in front of Elementary Building:

Kindergarten Classroom
1st Grade Classroom
2nd Grade Classroom
4th Grade Classroom
Special Education Classroom

Bus located by parking rails next to the Cafeteria:

Pre-kindergarten Classroom
6th Grade Classroom
5th Grade Classroom
3rd Grade Classroom

LOCK-DOWN POLICY

Paoli Public School knows the importance of keeping our students safe and keeping the environment safe for the student's educational process. Therefore, it may be necessary for the school to go into lock-down mode due to unsafe conditions for our students and staff. Law enforcement will notify the school if a situation warrants lock-down. Once the school is on lock-down students will not be allowed to leave the building or their classroom. If law enforcement officials deem it safe for students to be released, students may be picked up only by the parent/legal guardian and must immediately leave the school grounds.

BICYCLE POLICY (ELEMENTARY)

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

Students riding bicycles to school must get off of their bikes when entering school grounds and walk them along the sidewalk until they reach the bike racks. Bicycles must remain parked in the bicycle racks until the end of the school day.

VEHICLE CODE

Allowing students to drive their cars to school is a privilege. Students driving to school must obey the following rules:

1. Students must park only in designated student parking areas. This is the north rail of the parking lot. Cars are to be parked single file until lot is full then fill in behind at least two car lengths. Do not park on west rail!
2. The student must be a licensed driver. A code restriction #9 (driver's permit only) is not a licensed driver.
3. The speed limit in the parking lot is 10 miles per hour.
4. No parking in the faculty or visitor parking area.
5. No parking in driveway area.
6. No vehicle is to be overloaded.
7. Students may ride only inside the cab of any and all vehicles.
8. The student agrees to cooperate with the professional staff and to observe all traffic regulations in all school areas.
9. The student agrees to lock his/her vehicle as soon as he or she parks his/her car and agrees not to loaf in the parking lot.
10. The student agrees not to sit in or on parked vehicles and to leave the parking lot area as soon as the car is parked.
11. Students will not drive cars, once they are parked at school, until school is dismissed, unless they have the principal's permission.
12. The student agrees to have his/her vehicle meet all requirements and laws (correctly tagged, etc.).
13. The student agrees not to visit his/her car once it is parked, without permission, until school is dismissed.
14. A student who violates any of the above provisions may not be allowed to park on school grounds.
15. Students attending Career-Tech will use transportation provided by the school. Students will not drive to Career-Tech, unless cleared through the office prior to driving. (See principal for a copy of the Transportation Agreement.)
16. No one will be allowed to drive at lunch. The only acceptable way for a student to ride in a vehicle at lunch is if a parent/guardian picks up their child and the procedures for Checking Out of School on page 12 of the Student Handbook are followed. Students cannot be checked out to drive to lunch and return to school. If the student is driving to lunch they are to be checked out for the remainder of the school day.
17. Students are to use the west exit of the parking lot and proceed west to the stop sign.
18. Students are not to ride in cars at lunch unless they are with their parents or legal guardians.

SCHOOL BUS POLICY

Transportation is provided for students living one and one-half miles or more from the school. The privilege of riding the bus can be revoked for misconduct. All students are urged to regard the bus as a classroom when conduct is concerned. Safety is stressed at all times. Students will not be allowed to ride the bus if the following rules are not followed. Parents will be notified by the principal's office regarding the period of time the student is suspended from riding the bus.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

Passenger guidelines are as follows:

- a. Bring a note signed by your parent/guardian if you are to do anything other than ride your usual bus. The note is due the day of the change.
- b. All students must bring a note if they are going home with another student after school. All elementary students must bring a note if they are having someone go home with them after school. These notes must be shown to the teacher and then given to the bus driver before boarding the bus.
- c. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.
- d. Be on time at the school bus stop. Avoid having to run to catch the bus, or having the bus wait on you.
- e. Always use the handrail when getting on or getting off of the bus.
- f. Be seated immediately. Do not change seating while the bus is moving. Do not stand.
- g. Keep the aisle clear.
- h. Do not throw things out of the school bus windows.
- i. Do not eat or drink while on the school bus.
- j. Absolutely no horse play is allowed on the school bus.
- k. Complete silence at railroad crossings and within city limits is needed.
- l. When unloading to cross the street, always walk in front of the bus and wait for the driver to motion you across the street.
- m. Do not walk behind the bus when it is loading or unloading.
- n. Do not open or close the school bus doors.
- o. Do not sit in the driver's seat.

OSSAA ELIGIBILITY

RULE 1 – AGE, PHYSICIAN AND PARENTS' CERTIFICATE

Section 1.

Any student who reaches his/her nineteenth birthday before September 1st will not be eligible for athletic competition. Any student who reaches his/her sixteenth birthday before September 1 will not be eligible if enrolled in the ninth grade or below. Any student who reaches his/her fifteenth birthday before September 1 will not be eligible for eighth grade or below. Any student who reaches his/her fourteenth birthday before September 1 will not be eligible for the seventh grade or below. Non-athletics: Any student who reaches his twenty-first birthday before September 1 will not be eligible.

Section 2.

No pupil will be eligible to represent his/her school in athletics until there is on file with the principal a physical examination and parental/guardian consent certificate. The form used shall contain the information on the standard OSSAA form. Other forms may be utilized, by the physician, physician's assistant, or the advanced practice nurse, if the information contained is compliant with the information on the OSSAA form. Any other information, depicting the athlete's previous history, can be added to this form for the purpose of clearance for athletic participation. A qualified physician, physician's assistant, or an advanced practice nurse covered by professional liability insurance shall give the physical examinations. If you have questions concerning the qualifications or the insurance coverage of a health care practitioner offering to give examinations, it is suggested that you check with our school district attorney for an opinion. Physical examinations are required for

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

students each year. All physicals given for OSSAA participation must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) must sign the parental consent form each year before the student participates in any organized athletic practice session including contest participation.

Section 3.

Each non-athletic activity organization which assists in the sponsorship of interscholastic activities may operate under a constitution, or set of rules, which complies with the Constitution and Rules of the Oklahoma Secondary School Activities Association (OSSAA). This constitution or set of rules should be approved by the Board of Directors of the OSSAA.

RULE 2 – ATTENDANCE

A student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance. A student must be in attendance at school for at least half of the day to participate in any extra-curricular activity scheduled for that day. A student must be in attendance 90% of the time in order to be eligible to participate in extra-curricular activities.

SCHOLASTIC ELIGIBILITY

RULE 3 – SCHOLASTIC ELIGIBILITY

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Local school boards may make exception only for those students participating in non-competitive activities. (Board policy)

Section 1. Semester Grades

- a. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.) For block schedules that offer 8 or more credits during an 18-week grading period, a student must earn 6 credits counted toward graduation during that 18-week grading period. (1 credit = ½ Carnegie Unit) (Trimester Eligibility – Refer to Board Policy XXXIX)
- b. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

NOTE: The Board of Directors may make exceptions to non-traditional structures. (Ex. Block, trimester, etc.) (Trimester eligibility – Refer to Board Policy XXXIX)

Section 2. Student Eligibility during a Semester.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

- a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of career-tech students and all concurrently enrolled students. For block scheduling, scholastic eligibility will be checked after two weeks (during the third week) of the first and third blocks and each succeeding week thereafter and at the end of the first week of the second and fourth blocks and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Paoli Board of Education policy stipulates that eligibility will be turned in every Friday by 3:00 p.m. If we are not in school on Friday, eligibility will be due on the last day we are in session that week. Eligibility begins on Mon. and continues through Sunday.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

(Trimester Eligibility – Refer to Board Policy XXXIX)

Section 3. Special Provisions

- a. A senior student maintains eligibility by passing the classes required for graduation. The number of classes which a student is enrolled can be no less than four. (For block and trimester exceptions contact the OSSAA office.) A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education. Paoli Board of Education Policy stipulates that a senior student must be passing four (4) of the six (6) classes in which the student is enrolled including classes required for graduation.
- b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week.)
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in the family and natural disaster.) A maximum of two weeks is allowed for make-up work.
- d. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirement of Rule 3, Section 1-a, for the end of spring semester.

Section 4. Special Education Students

Special students, who are enrolled in special education classes, have an Individual Educational Plan and have been certified by the principal as doing a quality of work may, with the approval of the Board of Directors, be accepted as eligible under this rule.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

Section 5. Stock Shows, etc.

- a. Individuals who have been declared ineligible to participate in extracurricular activities by their local school administration will be declared ineligible to participate in this show.
- b. Individuals who are eligible on the first day of the show will be considered eligible through the duration of the show. Similarly, individuals who are ineligible on the first day of the show will be considered ineligible through the duration of the show.
- c. If an exhibitor is ineligible to participate in the show for any reason, including rules of the OSSAA, the animals owned by the exhibitor are also ineligible for the show.
- d. Ineligible individuals who participate in the show will forfeit all show and/or sale premiums and awards; and will be subject to disciplinary action as provided by the local school policies.
- e. It will be the responsibility of the local school administration to notify the student's family and the show management or OSSAA if a particular student is ineligible to participate.

RULE 4 – CONDUCT OF STUDENTS

- a. A student who is under discipline or who is suspended from school or an activity shall be ineligible until reinstated by the school principal.
- b. A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the principal. It is recommended that a disqualified student forfeit the right to participate in at least one contest before he/she is reinstated by the principal. A student whose flagrant or unsportsmanlike conduct consists of fighting, cursing or using foul language toward a game official will be automatically suspended from participating in a minimum of the next two regularly scheduled games or contests on the same level of competition that his/her team plays. (Exception: See Soccer) Fighting is defined, but is not limited to, any player or non-player (bench personnel) striking an opponent with arm(s), leg(s), foot(feet), or other object(s), attempting to strike an opponent with arm(s), leg(s), foot (feet), or other object(s) regardless if there is contact with an opponent, biting, or instigating a fight by committing an act(s) that causes an opponent to retaliate by fighting related to an OSSAA sponsored activity in which the players and non-players are participating. A player or non-player who retaliates by fighting is in violation of the fighting rule. The fighting rule will apply to pre-contest and post-contest sponsored activities. It is mandatory that all head coaches remind his/her team that fighting during the post-game hand shaking ceremonies or conducting themselves in an unsportsmanlike manner after the game will be severely penalized. The head coach and team will be subject to additional suspension penalties beyond the normal penalties imposed on fighting and unsportsmanlike acts that occur during the contest. Injuries have occurred because of fans climbing over walls and fences, being trampled, or partaking in dog-pile celebrations, etc., at the conclusion of a contest. The celebration by fans, players, or coaches acting in an unsportsmanlike manner (example: pouring water on the coach) after a contest will result in possible penalties imposed against the school. School administrators should be aware that if their student body and fans come onto the playing area after a contest, penalties may be imposed.
Any substitute or team member who leaves the team bench (football player leaving the team box, baseball or softball player leaving the dugout, basketball player or wrestler leaving the team bench, etc.) and enters the playing area during a fight or any other serious unsportsmanlike act shall be ejected. Those players or team members identified by game officials, school administrators, or videotape will be suspended a minimum of one game if they were not involved in the altercation. This rule applies to both regular season and play-off games. The suspension applies to individuals/teams on the same level of competition; i.e., varsity to a varsity game, junior varsity to a junior varsity game, etc. Any additional penalties by the National Federation Rule Book and the OSSAA Rules and Regulations Handbook would also apply. The rule would apply to all OSSAA sponsored activities. Any student involved directly

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

or indirectly for fighting or any other serious unsportsmanlike act a second time during the season shall be suspended for the remainder of the season.

- c. Students ineligible under (a) or (b) are not eligible until reinstated by the principal after a minimum penalty is enforced.
- d. A disqualified student shall be ineligible until reinstated by the principal and a written report of details of the incident and action taken has been filed with the Executive Secretary for review with the Board of Directors.
- e. If a student is ineligible under (a) or (b) transfers, the sending school principal shall notify the principal of the receiving school (School Law, Section 488.3). The receiving school must require an OSSAA New Student Form (OSSAA Rule 9) to ensure compliance with this section.
- f. Any student currently suspended from an activity or expelled from school who enrolls in another school will be ineligible for the duration of the suspension or expulsion or until reinstated by the OSSAA Board of Directors.

Section 2.

No person shall enter a contest under an assumed name.

Section 3.

Any pupil who is a member of a gang, or secret society in violation of State Law of Oklahoma or the regulations of any local Board of Education is not eligible. Any school violating this rule will be subject to suspension for a period of one year.

RULE 5 – AMATEURISM AND AWARDS (DOES NOT APPLY TO NON-ATHLETICS)

Section 1.

- a. This Association endorses the general principle of amateur athletics that prompts an individual to participate in physical activity solely for personal pleasure and satisfaction and for physical, mental, social and moral benefits derived from the activity.
- b. In order that students may retain their amateur standings and be eligible to participate in high school, college, national, and international amateur athletics, it shall be the duty of the principal to instruct the students as to how they may avoid jeopardizing their eligibility. A student should be advised not to use his or her knowledge or skill of athletics or reputation as an athlete for financial gain. A student should be advised not to participate in physical activities with professionals or where professionalism is practiced—that is, where individuals are being compensated directly or indirectly for their participation; or where teams or their sponsors are compensated or reimbursed on a win or lose basis; or where cash or merchandise prizes other than medals or trophies are offered, given, or paid to individuals or to teams. A prize is any article that is to be given as an inducement to participate or an article competed for.
- c. The exceptions and provisos given in the remaining sections of this rule are to apply only to eligibility for participation as a representative of a member school of this Association.

Section 2.

- a. A student is not eligible to participate in interscholastic contests in any sport in which he/she has used his/her knowledge or skill for financial gain. An athlete forfeits amateur status in a sport by:

- (1) Competing for money or other monetary compensation (allowable travel, meals and lodging expenses may be acceptable).

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

- (2) Receiving any award or prize of monetary value which has not been approved by his/her state association.
 - (3) Capitalizing on athletic fame by receiving money or gifts of monetary value (scholarships given by institutions of higher learning are specifically exempted.)
 - (4) Signing a professional playing contract in that sport.
- b. Accepting a nominal, standard fee or salary for instruction, supervising or officiating in an organized youth sports program or recreation, playground, or camp activities shall not jeopardize amateur status. "Organized youth sports program" includes both school and non-school programs. Compensation for giving private lessons is permissible if approved by the state association.
 - c. A student athlete who loses amateur status may apply to his/her state high school association for reinstatement in the interscholastic program after a waiting period to be determined by that state association.
 - d. Only awards of no intrinsic value and approved by his/her state high school association may be accepted by a school student-athlete as a result of participation in school or non-school competition in a sport recognized by that state association.

Section 3.

Any student who shall appear on a bout or card for wrestling, if on the same card or bout a professional appeared, or who participated in any athletic contest where cash or merchandise is offered, given or paid to his/her team or individual members of his/her team, shall be ineligible for interscholastic contests in the sport in which he/she participated or appeared until such time as it has been proved to the satisfaction of the Board that he/she did not receive cash or merchandise prizes or gifts because of such participation. If a student appeared in a wrestling match where a professional appeared or has received a merchandise prize or gift, and refrains from further violations of the rules of the Association and forfeits on year's eligibility, he/she may be reinstated by the Board of Directors.

A student will not be made ineligible should the manager of the team accept gate receipts provided division of receipts does not depend upon the results of the contest and provided such receipts are used to defray team expenses such as playing equipment, care of injuries, team transportation, hotel and meals while playing away from home, and that no member of the team is given or paid an allowance for individual expenses or is compensated at any time for his/her services as a player on this team during the season. This rule does prohibit a student entering a contest where cash or merchandise prizes that are offered, given or paid to his/her team or individual members of his/her team. War savings stamps and bonds are classed as cash or merchandise prizes that are offered, given or paid to his/her team or individual members of his/her team. This does not prohibit prizes such as a loving cup, medal or similar trophy.

Section 4.

- a. Other than trophies, medals or plaques, no awards or prizes of any nature shall be given to or accepted by students in recognition of participation, attainment or honor because of participation in interscholastic athletics except those given by the school, the Association, a conference, the sponsors of an approved meet or tournament, and to outstanding senior athletes upon approval by the principal. This does not prohibit donations to the sponsors of the meet or tournament or the school for the purpose of purchasing such awards.
- b. Medals and trophies may be offered as prizes in conferences or other athletic events involving competition among several schools or intramural competition within the school, and arrangements for

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

such prizes must be made in advance by the organization sponsoring the event so that all may have the same opportunity of qualifying as the winner of the prizes.

- c. Courtesies extended to teams in recognition of their participation, attainment or honor given because of their participating in interscholastic athletics, such as banquets, entertainments and trips, may be accepted by the team with the approval of the principal.
- d. Any member of the Association which violated this rule shall be liable for suspension from the Association for one year. Any individual player violating the provisions of this rule shall be ineligible for one year.
- e. "Award," as used in this rule, means any article emblematic of an honor or attainment which was not offered as an inducement for participation or as an article to be competed for which compensation is held. "Prize," as used in this rule, means anything competed for or offered as an inducement for participation.
- f. Members of the team and other school groups are not to raise funds through benefits such as dances, shows, donations, sale of refreshments, etc., to be used in the purchase of awards or prizes other than those specified in this rule. Any individual, organization, or group utilizing students in activities to raise funds will be considered a school group
- g. A general award open to the outstanding boy or girl athlete may be made each school year and it is suggested that scholarship, sportsmanship, leadership, character and team play be considered in making the award.
- h. Students may receive one award per year such as a ring or jacket through the school. Any individual awards from non-attached school individuals or groups must be approved by the principal.

SPECIAL EDUCATION DISCIPLINE

When considering disciplinary measures for special education students the following should be considered.

1. Counseling.
2. "Time Out" area designated by the building principal.
3. Restriction from participation in school activities.
4. Staying after class.
5. Detention
6. In-school detention.
7. Suspension.

The above list does not limit administration from additional punishments if deemed necessary by administration.

1. When short term or long term suspension from school is necessary for the special education student a conference will be held with the student. The following guidelines should be followed:
 - a. Provide opportunity for the student to defend his/her actions.
 - b. Explain disciplinary measures to the student.
 - c. Notify parent/guardian by telephone conversation or mail.
2. For suspension of more than ten days for the special education student, additional procedures should be followed:

Schedule an I.E.P. meeting to determine if the student's behavior is the result of the disabled condition. When behavior is related to the disabled condition, and a change in program or removal from the current program is recommended, the I.E.P. must provide an alternative program. When the behavior is not

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

- related to the disabled condition, the procedures established for regular students should be followed. However, any long-term change in the student's current school program should be recorded in the I.E.P.
3. In an emergency situation where the student is endangering himself/herself or others, the school has the authority to remove the child from school immediately. However, the I.E.P./Placement team must convene as soon as possible after an emergency removal to determine further appropriate action. In any event, the local district's disciplinary due process procedures must be followed.
 4. Discipline problems that an I.E.P. team is able to anticipate may be addressed on an individual basis in the child's I.E.P.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) has been adopted by Paoli Public Schools. A copy of this policy will be kept in the superintendent's office and each principal's office.

In the course of a child's education, the Paoli Public School District will keep records as deemed necessary to provide programs to meet his/her needs and interest. Parents/guardians and students who are 18 years of age or older are afforded certain rights with respect to student records. These rights are:

1. A parent/guardian has the right to inspect and review any and all records, files and data related to his/her child. These records will be maintained for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of the concern.

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

2. It is the right of a student's parents/guardians or an eligible student to seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the records should be changed if the district decides not to alter it according to the parent/guardian or eligible student's request. The procedure for this is part of the student record's policies and procedures policy.

Parents/guardians or eligible students who wish to ask the school to amend a record should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official may also include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school disclosed education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Written or verbal permission from the parent/guardian must be received by the building principal before any student records can be picked up by another individual.

If a parent/guardian or eligible student wishes to refuse the release of directory information, he/she has 30 days to submit in writing this refusal. This request should be submitted to the building principal.

A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.

ASBESTOS INSPECTION AND MANAGEMENT PLAN

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

As a first step toward compliance with the AHERA Rule, we have employed the firm of GMA Environment Management Group. GMA has completed the inspection process and has prepared a Management Plan approved by the Oklahoma State Department of Health.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021

The asbestos inspection and Management Plan is designed to identify any presence of ACM, to provide a program to control those materials and prevent any risk to building occupants. ACM was found to be present in the school buildings. The inspection results and the Management Plan are on file for public review and may be examined by contacting Rick Worden, AHERA Program Manager, at (405) 484-7336 or by visiting the superintendent's office during regular school hours.

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

OPEN TRANSFER POLICY

It is the policy of Paoli Public Schools to be in compliance with Oklahoma Law in respect to open transfer Section 203.1. The following guidelines will be in force.

1. All transfers will be signed and returned to the Superintendent's office by April 1st of each year.
2. All transfers will be reviewed annually.
3. All transfers will be accepted or denied by June 1st of each year.
3. Any transfers turned in after April 1st will be considered as an emergency transfer and will have to be reviewed and agreed upon by both the sending school and the receiving school as to whether they will be accepted by the receiving school district.

RECITE PLEDGE OF ALLEGIANCE & OBSERVING A MOMENT OF SILENCE

Paoli Public Schools will be participating in the "Pledge of Allegiance" every day 1st hour. Those who do not wish to participate will remain seated and quiet while others participate.

Paoli Public Schools will also observe a "Moment of Silence" for the period of one minute daily following the Pledge of Allegiance. Those who do not wish to participate will remain seated and quiet while others participate in this time of silence.

CONCLUSION

Nothing in this discipline schedule shall be construed to deny the student's right to a fair and orderly hearing, appeals, counsel, and due process in cases which may end in short term or long term suspension.

This schedule will be interpreted by the building principals and their designees in a manner they deem just, given the circumstances of the individual case. Additionally, administrators will have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action schedule.

A parent/guardian of every child residing in the school district will be notified at the beginning of each school year that such a policy is in effect. A copy of this policy will be made available to parents/guardians upon request at any time during the school day.

PAOLI PUBLIC SCHOOLS HANDBOOK 2020-2021