

# Plainview High School



Student Handbook  
2023-2024



## 2023-24 SCHOOL YEAR

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**Randy Barker, Principal  
Rusty Wood, Assistant Principal**



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## WELCOME

We welcome you to Plainview High School. As a citizen of Plainview High School you are expected to follow the rules and policies of your school and school district that are established for the welfare of the entire student body. All students and parents are expected to know and to follow the information in the Plainview High Student Handbook. All students will acknowledge receipt of the policies and procedures during the enrollment process. Following the rules will help all students to become better school citizens.

Be proud of Plainview High School. Take good care of it, and feel free to make suggestions for improving it. As a school citizen, you are expected to act like a high school student and conduct yourself properly at all times. As a new student you may find some things unfamiliar at first, but you will soon become accustomed to our program and school.

## OFFICE DIRECTORY

<b>Principal</b>	Randy Barker	rbarker@plainview.k12.ok.us
<b>Assistant Principal</b>	Rusty Wood	rwood@plainview.k12.ok.us
<b>Counselor</b>	Mary Lynn Wood	mlwood@plainview.k12.ok.us
<b>Academic Advisor</b>	Christy Parham	cparham@plainview.k12.ok.us
<b>Office Secretary</b>	Bailey Collins	bcollins@plainview.k12.ok.us
<b>Athletic Director</b>	Ryan Luhmann	rluhmann@plainview.k12.ok.us
<b>Special Education Director</b>	Brook Vernon	bvernon@plainview.k12.ok.us
<b>AP Coordinator</b>	Christy Sudderth	csudderth@plainview.k12.ok.us
<b>Librarian</b>	Leah Noland	lnoland@plainview.k12.ok.us
<b>School Nurse</b>	Lacy Phillips	lphillips@plainview.k12.ok.us

**School Colors:**  
Red and White

**School Mascot:**  
Indians

**PHS Fight Song:**  
Our Team has lots of spirit  
All our opponents fear it  
We will always cheer  
Our team to **VIC-TOR-Y!**



# DAILY CLASS TIME SCHEDULE

Doors open at 8:00am  
First bell rings at 8:25am

Class Period	Time
1st	8:30-9:20am
2nd	9:25-10:15am
3rd	10:20-11:10am
4th/Lunch	11:15-12:30pm
5th	12:35-1:25pm
6th	1:30-2:20pm
7th	2:25-3:15pm

## Lunch Schedule

### 1st Lunch

Lunch 11:10-11:35  
4th Period 11:40-12:30

### 2nd Lunch

4th Period 11:15-11:38 &  
12:03-12:30  
Lunch 11:38-12:03

### 3rd Lunch

4th Period 11:15-12:05  
Lunch 12:05-12:30



# ACADEMICS

## AP CLASSES

AP (Advanced Placement) classes are offered to provide rigorous course opportunities. Colleges and universities are increasingly looking for and requiring satisfactory completion of AP courses for admission. AP course content is equivalent to college courses and requires more time and effort than other high school courses. Any student whose average semester grade for said AP/honors class is 93 % or greater will have a 1 point weight added to the qualifying AP/honors course(s) to calculate the overall grade point average (GPA) for said student. (Example: Anytime a student has a 93 % or greater semester grade average for an AP/honors class, the student's overall GPA will be calculated using a 5 point weight for each of the qualifying AP/honors courses. Note: The 5 point weight replaces the traditional 4 point weight typically assigned for a traditional non-weighted "A" grade). This weighted GPA will be used to determine the top ten seniors, valedictorian, salutatorian, and class rank. Though many colleges and universities will not accept weighted GPA's, Plainview High School transcripts will contain both the weighted as well as the non-weighted grade point average. It is for this reason that the Plainview Schools will convert all GPAs to a 4.00 scale before transmitting grades to colleges or universities. The purpose of the weighted grades is to recognize rigor in advanced courses, and in the determining of class rank. Students will be required to pay for the expense of the exams. All Southern Tech courses will be transcribed using Southern Tech letter grade. Only 1st semester AP Calculus grades will count toward Valedictorian, Salutatorian or Top 10.

## CHEATING

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. The teacher will direct the penalty and the student will receive a "0" on the assignment or test and the parents will be notified.

## CONCURRENT ENROLLMENT

Juniors and Seniors may be concurrently enrolled at the Ardmore Higher Education Center if they meet the criteria for enrollment. They must have a 3.0 cumulative GPA or a 19 composite ACT score. Per Senate Bill 290, all college credit will be transcribed on the high school transcript. This credit will not meet core course requirements but will count as elective credit unless the course has been approved by the Plainview Board of Education and the Oklahoma State Department of Education for core credit. **Students must confirm that the counselor receives the final semester grades.** If no grade is provided, the high school credit for the college class will be an "F." Grades will be calculated into the grade point average. If a student withdraws from a concurrent course, they must notify the counselor and request a schedule change within 1 (one) day of withdrawal. The student will be enrolled in courses at the high school and may receive an "NC" credit. If the student withdraws and fails to request a schedule change, the student will earn an "F" for the concurrent enrollment periods. It is the responsibility of the student to verify with the high school counselor that they will meet graduation requirements prior to withdrawing from a concurrent enrollment course. Note: Future financial aid eligibility may be in jeopardy if students withdraw or fail concurrent college courses.

Students who are given a "Pass, Withdrawal or Failure" in lieu of number grade will not be eligible for Valedictorian, Salutation or Top 10 recognition of their graduating class.

## CREDIT RECOVERY

A student that has been denied credit due to absences may appeal the denial of credit to the principal. At the principal's discretion, the student may be given the opportunity to complete a credit recovery plan.



Appeal and written request must be made within 30 days of the last day of class of the semester in which credit was denied.

### **FINAL EXAMS**

Part of a student's education is learning to prepare for tests in academic courses. A test schedule is set up for the end of each semester. No exemptions from semester examinations shall be authorized, unless determined student has earned semester test exemption incentive as written. Parents and students should be aware that rescheduling Final Exams to accommodate family trips may not be possible and that not taking an exam(s) could result in failing grades, subject to teacher's discretion. School Board policy states "that every effort is to be made to eliminate all outside school activities during the week of nine-weeks and semester tests that would distract from a school night's rest and study. (Board Policy –EIAA).

All semester exams are to be comprehensive exams covering the entire semester of work and count 20% of the semester grade.

PARENTS SHOULD NOT PLAN TRIPS CLOSE TO THE FINAL EXAM SCHEDULE AS IT MAY CHANGE DUE TO SCHOOL CLOSURE (WEATHER OR ILLNESS).

### **GRADE CLASSIFICATION**

Freshman – must have completed 0 credits

Sophomore – must have completed 6 credits

Juniors – must have completed 12 credits

Seniors - must have completed 17 credits

To be classified as a senior, students must have completed the minimum of 17 credits before the next school year begins. Students that are taking correspondence or other off campus course work approved through the counselor's office will be adjusted upon completion of those courses.

### **GRADE REPORTING DATES**

#### Progress Report Dates

End of Sixth Week      September 22, 2023 (progress reports distributed Sept. 27)

End of Twelfth Week      November 3, 2023 (progress reports distributed November 8)

End of First Semester      December 21, 2023 (grade cards distributed January 11)

End of Sixth Week      February 16, 2024 (progress reports distributed February 21)

End of Twelfth Week      April 5, 2024 (progress reports distributed April 10)

End of Second Semester May 23, 2024 (if no snow days used) (grade cards mailed approximately 1 week after final day of school)





### GRADING SCALE

#### DISTRICT GRADING SCALE

(Excluding Honor Courses)

A = 93 - 100  
 B = 85 - 92  
 C = 73 - 84  
 D = 65 - 72  
 F = 64 & below

#### PRE-AP and AP COURSE WORK GRADING SCALE

<u>PreAP</u>	<u>Score</u>		<u>AP</u>
4.5	93-100	A+	5.0
4.0	88-92	A	4.0
3.0	80-87	B	3.0
2.0	70-79	C	2.0
1.0	60-69	D	1.0
	59 & below	F	

#### **PRE-AP and AP COURSE WORK GRADING SCALE**

AP Course Work Grading Scale Change

<u>PreAP</u>	<u>Score</u>	<u>AP</u>
4.5	93-100	A+ 5.0
-----	<u>90, 91, 92</u>	<u>A 4.5</u>
-----	88, 89	A 4.0
4.0	88-92	-----
3.0	80-87	B 3.0
2.0	70-79	C 2.0
1.0	60-69	D 1.0
	59 & below	F

The Pre-AP and AP coursework grading scale replaces the traditional four point weight typically assigned for a traditional non-weighted grade. Plainview Schools weighted grading scale will only be applied to courses taught by Plainview instructors at Plainview High School. This weighted GPA will be used to determine the top ten seniors, valedictorian, salutatorian, and class rank as noted below.

### GRADUATION REQUIREMENTS

Requirements for graduation shall be 24 units for the classes of 1996 and beyond. Students who lack more than one credit cannot participate in the graduation ceremony. The state of Oklahoma requires all students beginning with those who started the seventh grade in 2008-2009 to fulfill the requirements for a Personal Financial Literacy Passport in order to graduate from a public high school. The requirements shall be the satisfactory completion and demonstration of satisfactory knowledge in all 14 required areas of instruction during grades 7-12. Note: There are changes being made on the state level which could alter the courses required for graduation. Plainview High School officials will inform you of these changes as quickly as they

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are received from the State Department of Education. The state mandated curriculum choices are listed below. Personal Financial Literacy and CPR classes are required. Plainview High School Diploma

College Prep Requirements	Work Ready Curriculum
4 years English	4 years English
3 years Math (Algebra I, II, Geometry)	3 years Math (Algebra I, & 2 others)
3 years Lab Science	3 years Science
3 years History & Citizenship	3 years History & Citizenship
2 years same Foreign Language or	1 units of Fine Arts ( <u>Public Speaking</u> )
2 years Computer Technology	1 unit of foreign language or computer technology
1 unit additional unit from courses above	
1 unit of Fine Arts (Public Speaking)	
<b>24 total credits</b>	<b>24 total credits</b>

\*Students should check with their individual college choice for exact admission and ACT requirements as they may vary from college to college.

All 9-11 grade students will be enrolled in a Math, English, Science, and Social Studies course.

At graduation exercises the only items permitted to be worn above the cap and gown are the National Honor Society (NHS) stoles, medallions for recognition of OSSM students, stoles for members of the National Technical Honor Society, National Art Honor Society cords, and honor cords for students in the top 10% of the graduating class. In order for a student to wear the Beta stole they must have participated in a specified percentage of the NHS activities during the year. Students will be informed at the beginning of the year what percentage of activities they must participate in. Students are not allowed to decorate their caps or have any additional regalia. The principal or designee will make all final decisions regarding graduation dress and accessories.

### HOMEBOUND

In the event of an extended illness or injury (one which will keep the student out of school for five days or more) a student may qualify for a "Homebound" program. Information regarding Homebound can be obtained from the counselor's office. The principal or designee will make all final decisions regarding alternative educational opportunities.

### HOMEWORK STATEMENT

A reasonable amount of homework related to learner objectives provides an enhanced opportunity for students' learning. It is imperative that students, parents, and educators realize the importance of independent practice/study and the responsibilities and self-discipline associated with this independence. Homework is a natural extension of classroom instruction and does provide a necessary expansion of curriculum objectives. Students working together on homework should remember that the teacher may not



accept turning in papers with the same written material. Students must learn to express themselves independently.

Typically, homework will be an application of reinforcement of newly acquired skills, the opportunity to gain background information, or an extension of skills into other objective areas. Educators should adequately model homework expectations with emphasis on a uniform understanding of the application to learner objectives.

It is desirable to provide an environment at home conducive to good work habits and also provide appropriate enrichment, support, and encouragement to the child.

Again, the focus of homework is that of expanded learning opportunities. The responsibility for success in this area is that of all parties: students, teachers, and parents. Successful practice of this responsibility will allow students to experience success at their own rate and in a more self-directed environment.

### **MAKE-UP WORK**

It is the student's responsibility to contact his/her teachers and obtain information regarding work missed. Failure to make up work missed within the prescribed time will result in a "0" for the work missed. There will be one day for each day missed or additional days as allowed by the building principal.

The statement above does not apply when students know of an assignment or test prior to being absent whatever the reason for the absence. In such circumstances students will be expected to take the test or turn in the assignment the day they return to class, subject to teacher's discretion.

### **PROGRESS REPORTS/REPORT CARDS**

Progress reports will be sent home every six weeks. A six-week progress report will inform the parent and student more readily. This progress report will be a cumulative average that will coincide with the eligibility used for extra-curricular participation. This cumulative average will also coincide with the grade on the online gradebook which should alleviate some confusion generated due to our former nine-week reporting process. The cumulative average will be worth 80% of the total semester grade, while the semester test will factor 20%.

Report cards will be distributed upon completion of the semester. Parents should try to make arrangements to visit with their son/daughter's teachers during Parent/Teacher Conference Day.

### **SATURDAY SCHOOL**

Saturday School will be offered at select times throughout the school year at the discretion of the building principal. High School students will have opportunities to gain credit recovery with attendance. Every class period absent over 10= 1 hour of Saturday School. Dates for Saturday School will be released at the beginning of each semester.

Students will meet in the Cube no later than 8:00 am. Students arriving late will not be allowed to attend.

It is the student's responsibility to bring ALL necessary academic materials (textbooks, computer, paper, pencil, and binder) Additional work may be assigned to fulfill requirements.

All students in Saturday School are referred by administrators or counselors.

All student Code of Conduct and Plainview Handbook guidelines apply. Any student who is disruptive or unproductive will phone a parent or guardian to pick him/her up immediately.



Saturday School ends at NOON. Students who remain more than ten (10) minutes after the end of Saturday School will not be given the opportunity to attend in the future.

Cell phones will be checked in before the start of Saturday School and returned upon completion.

### **SCHOLARSHIPS**

Scholarships are available to those students who have achieved excellence in academics and also score high on a College Entrance Examination. There are also special scholarships for those who have an outstanding talent, such as athletics, music, art, etc. All scholarships available through the school will be posted in the counselor's office and on the Plainview website: [www.plainview.k12.ok.us](http://www.plainview.k12.ok.us) Click on the "schools" tab and then click on "high school". On the left hand side scroll down to the "counselor's office" link and click. This page will list upcoming opportunities for high school students. At the bottom of the page will be "calendar links" listing upcoming events including scholarships, tests, and important dates. It is the responsibility of the student and/or parent to monitor scholarship opportunities.

### **TERM PAPER/PROJECT POLICY**

It is expected that students will turn in projects and research papers on the assigned due date. These are major assessments that have been given a due date two or more weeks in advance of when they are due. The expectation is that projects and term papers will be turned in on the date assigned or in advance. If a student is absent on that date (for school related reasons or otherwise), the student is responsible for arranging to have the paper or project delivered to the teacher by the time the student has that class. Students may turn in these major papers or projects the day after the assigned date for a maximum grade of a 65, papers turned in two or more days late may receive a credit subject to teacher's discretion.

### **VALEDICTORIAN & SALUTATORIAN**

#### Selection Criteria

Selection of the Plainview High School Senior Class valedictorian(s) & top 10 seniors will be based on the following criteria:

1. The Valedictorian and Salutatorian will be selected by an overall GPA at the end of the first semester of the senior year. It should be noted that any class that is taken with a grade of 'P' (Passing) will not be counted into the GPA calculation as a letter grade; but will count toward credit earned.
2. Weighted GPA will be used as follows: Any student whose average semester grade for said AP class is 93 % or greater will have a 1 point weight added to the qualifying AP course(s) to calculate the overall grade point average (GPA) for said student. (Example: Anytime a student has a 93 % or greater semester grade average for an AP class, the student's overall GPA will be calculated using a 5 point weight for each of the qualifying AP courses.

\*Note: The 5 point weights replaces the traditional 4 point weight typically assigned for a traditional non-weighted "A" grade. This weighted GPA will be used to determine the top ten senior honors, valedictorian, salutatorian and class rank. Colleges and universities will not accept weighted GPA's. It is for this reason that the Plainview Schools will convert all GPA back to a 4.00 scale before transmitting grades to colleges or universities. The purpose of the weighted grades is to recognize rigor in advanced course(s) and in the determining of class rank. Pre AP will be given an additional .5 weight in the calculation of grades beginning with the freshmen class of 2014. Example: an A in a Pre AP class will be given a weight of 4.5.

3. To receive the honor of valedictorian or salutatorian the student must have been enrolled in the Plainview Schools for both his/her sixth and seventh semester AND complete all semesters of AP courses taught at Plainview, in which he/she is enrolled.
4. To qualify for an honor under this section, students must also have completed a minimum of at least 22 units by the end of the seventh semester. Each of these 22 units must be a class in which a letter



grade is awarded. A grade of a "P" (passing) will not be counted towards meeting this 22 unit requirement nor will it be used to calculate the weighted GPA average.

5. Since the use of the weighted GPA has the potential to reward the student who takes the minimum of 22 units, each senior will have the option of dropping any grade of "A" above the minimum 22 required units, prior to the calculated weighted grade point used to determine honors associated with class rank. *In no instance will a student be allowed to drop a grade below an "A" in the weighted grade point calculation.* All semester grades for all course work taken and recorded on the Plainview High School Transcript will be used for the un-weighted official GPA average that will be sent to the Colleges and Universities. The maximum GPA using the method accepted by most colleges and universities will be a 4.00 GPA.

### **NO CREDIT CONSEQUENCES**

Due to the competitiveness of valedictorian, salutatorian, and top ten percent, any student who receives No Credit (N/C) for a class will not be considered for these honors. It is important to remember that the attendance policy cannot lend itself to be abused for personal gain. This policy is set to encourage students to improve attendance.

## **ACTIVITIES AND ATHLETICS**

### **ACTIVITY AND ATHLETIC ELIGIBILITY/OSSAA REGULATIONS**

All students participating in activities or athletic events must abide by all rules and regulations listed in the OSSAA yearly handbook. If any student or parent has questions concerning the rules listed above or those in the OSSAA Handbook they should contact the Activity/Athletic Director at the High School.

Activities included are Band, Jazz Band, Drill Team, Cheerleaders, Pom, Forte', Chorus, Academic Team, Student Council, Athletic Teams and any other school sponsored or sanctioned group or event.

#### **Section 1: Semester Grades**

- A. A student must have earned five credits, counted toward graduation, for classes that he/she was enrolled in during the last semester he/she attended fifteen or more days.
- B. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the six weeks of the next semester they attend. (Unless credit is made up in summer school - limited to one credit).
- 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.

#### **Section 2: Student Eligibility During a Semester**

- A. Scholastic eligibility for students will be checked after three weeks of a term and each succeeding week thereafter.
- B. A student must be passing in all subjects, courses he/she is enrolled in during a term. If a student is not passing all subjects at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary one week period, he/she will be ineligible to participate during the next one-week period.
- C. The ineligibility periods will begin on Monday morning and end on Sunday at midnight.
- D. A student who has lost eligibility under this provision must achieve the minimum scholastic



standard in order to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).

### **Section 3: Special Provisions**

- A. All students must maintain eligibility if he/she plans on participating in activities. He/she must take a full load of classes for each term unless concurrently enrolled in Higher Education. (See Course Description Booklet for details).
- 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 required scholastic standard by the end of a three week period.
- C. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. The principal is authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. There is a two-week maximum allowed for this exception.
- D. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements for the end of the spring term.
- E. The school may choose to run eligibility checks on any day of the week. The period in ineligibility will always begin the Monday following the day eligibility is checked. PHS traditionally checks grades on Thursday or Friday.
- F. A student who is on probation may not miss the class they are failing to attend any sanctioned activity or leave school early for an activity. This does not prohibit a student from participating in the activity after that class has been attended but transportation to the event will be required by the parent/guardian.
- G. After the 3rd week of each semester, a course may not be dropped while failing to achieve eligibility.

### **ACTIVITY DAY OR GAME DAY ATTENDANCE**

All participating students in any activity or athletic event must be present for half of their academic day in order to participate. Skipping a class or staying home on the activity day will prohibit the student from participation. (Doctor's appointment with documentation, college days, or funerals with parental notification are the exception).

### **ACTIVITY ABSENCES**

The maximum number of school sponsored absences for activities which removes the student from the classroom shall be ten (10) for one school year and not to exceed three (3) per activity in any class. After the tenth excused school sponsored activity, students will not be allowed to leave unless the following steps are met earlier in the school year:

- 1. A faculty committee reviews a request of a sponsor/coach for additional days, and reviews the Board of Education policy (FDC-R).
- 2. The faculty committee recommends to the principal approval of additional days and any conditions that may be set by said committee & Board of Education policy.
- 3. The Principal accepts the recommendation and/or conditions and sends approval to the superintendent for Board approval at the next regular school board meeting.

### **Exceptions:**

All students who are members of school activity groups are limited to ten (10) absences per year. Absences for the following reasons will not be charged against the ten-absence limit:





1. Participation in school sponsored state/national level contests in which the student has earned the right to compete.
2. Activities held on campus and sanctioned by the principal.
3. College entrance exams and college sponsored scholastic meets.
4. Field trips in conjunction with a unit being taught in an academic class.
5. Appearances before any other schools in the district and the annual musical. This does not include competitive activities.
6. One college day for sophomores, two college days for juniors and two college days for seniors with ACT score submitted to counselor's office. Any additional college visits will be counted as an excused absence with proper documentation from the visited school.

**Special Note:** It should be understood that if a student plays a sport that is offered both as a 9th grade or junior high sport and a varsity level sport, the student cannot have three (3) days for each area if they play on both teams. Example: 9th grade baseball student misses two days and then starts playing for the varsity. He can only miss school for one additional day to equal the three allowed by policy.

### ACTIVITY ABSENCE DAYS: CLASSWORK EXPECTATIONS

Students that are absent from school for a school activity will handle their classwork in the same manner as if they were absent. They will have one day for each day they were absent to turn in the work that was done while they were gone. Daily work that was assigned while the student was present and due while they were absent for an activity will be due on the first day that the student is back in class. Term papers and projects that were assigned two or more weeks in advance fall under the term paper policy and are expected to be turned in on the assigned due date.

### CLUBS AND ORGANIZATIONS

Club/Organization	Sponsor
Student Council	Christy Parham/Blain Elliott
NHS	Stephanie Barker
Band	Andy Price
Men's and Women's Chorus	Diana Carter
Art Club	Greg Dudley
Yearbook Staff	Shea Kelch
FBLA	Stephanie Barker
Academic Team	Melinda Wallace
Cheerleaders	Tina Pyles
Senior Sponsor	Jennifer Jones
Speech & Debate	Joh Mann

## ATTENDANCE

### ATTENDANCE REGULATIONS

In order to implement policy and encourage attendance in school, the following procedures and guidelines will be used:

1. Students are allowed no more than ten (10) absences per class per semester. An absence is defined as missing more than fifteen (15) minutes of any part of a scheduled period. Parents are



expected to notify the school when the student is absent. Parent phone calls or written notifications will be accepted for contact to the school.

2. Official documentation in the areas of medical, judicial, religious or family emergency must be submitted in order for the absence to be reviewed. All documentation that supports these absences from school, must be turned in at HS office by the end of the day the student returns to campus After confirmed absences have been reviewed by the principal and teacher, they may be exempted or combined.
3. In case of extenuating circumstances, the principal or his/her designee may intervene.
4. On the eleventh (11th) absence the student will receive a "no credit" on his/her transcript for the semester. If the student is passing at the end of the semester, he/she will receive No Credit (N/C) for the class in which the absence limit has been exceeded. If he/she is failing, the failing grade will be recorded. If the student chooses to continue not to attend class, then he/she will fall under the discipline policy and may lose privileges or may be suspended from school for noncompliance with a school policy.
5. The school may send out courtesy attendance letters on the fourth (4th) and eighth (8th) absence, regardless of absence. On the eleventh (11th) absence a N/C (no credit) will be given with notice of Saturday School.
6. Three (3) tardies equal one (1) absence.

### **ATTENDANCE : SPECIAL NOTICE**

At PHS we request that you provide written documentation of medical or other appointments. If a student acquires an excessive number of absences because of illness, we will require written documentation. All documentation that supports these absences from school, must be turned in at HS office by the end of the day the student returns to campus. If a student must leave the campus during the day, parents must officially check out student in the office unless it is prearranged with the principal. Our teachers are instructed that a student is to be released only if he/she has obtained the necessary permission.

### **ATTENDANCE INCENTIVE: SEMESTER EXAM BONUS**

~~Students with exemplary attendance may qualify for twenty five (25) bonus points, not to exceed one hundred (100) total points, on their semester test. Student attendance will be calculated independently in each class. Students who have been suspended or have missed one class or lunch period due to truancy during the semester are not eligible for the exam bonus. Students who qualify for the exam bonus will be notified the week prior to the semester test.~~

~~The following criteria establish the eligibility of a student to receive an exam bonus:~~

<del>_____</del>	<del>No absences</del>	<del>=</del>	<del>25 points</del>
<del>_____</del>	<del>1 absence</del>	<del>=</del>	<del>20 points</del>
<del>_____</del>	<del>2 absences</del>	<del>=</del>	<del>15 points</del>
<del>_____</del>	<del>3 absences</del>	<del>=</del>	<del>10 points</del>
<del>_____</del>	<del>4 absences</del>	<del>=</del>	<del>5 points</del>
<del>_____</del>	<del>5 or more absences</del>	<del>will receive no points.</del>	

~~The following documented absences will not affect the student's incentive points:~~

- ~~● One college day for sophomores, two college days for juniors and two 3 college days for seniors with ACT score submitted to counselor's office with submitted form in advance.~~
- Young Men's Leadership
- Young Women's Leadership
- Legislative Page
- Student of the Month (Kiwanis, Optimist, Rotary, or Lions)





### Attendance Character Exemption Program (A.C.E)

Plainview High School's A.C.E. incentive program is designed to reward high school students, grades 9-12, with up to 25 points on high school semester exams. Points will be awarded to students who demonstrate exceptional determination in prioritizing the development of qualities necessary to be productive citizens, specifically in the areas of attendance/ punctuality, character/ behavior, and successful academic performance. *This program will replace the use of past bonus point incentives, however, 25 bonus points may still be earned for each Plainview High School course by meeting the defined criteria.*

★ Attendance Incentive (per semester, per class)

0 ABS= 15 points      1 ABS= 10 points      2 ABS= 5 points      3+ ABS= 0 points

In Addition to bonus points, students may qualify for an *Off Campus Lunch Opportunity* should they also meet the following criteria:

- Perfect attendance: ZERO absences OR tardies (exception is a school sponsored absence)
- C or above in all classes
- No ISS, OSS, Saturday School, or Truancy cases

*Off Campus Lunch Opportunity:*

- 9 weeks: 1-hour off campus lunch with parent permission
- Semester: 1.5-hour off campus lunch with High School Principal with parent permission
- Full Year: 2-hour off campus lunch with Superintendent AND special recognition/ award

★ Citizenship/ Behavior Incentive (per semester, all classes)

0 Referrals= 10 points      1 Referral= 5 points      2+ Referrals= 0 points

★ Exemption Incentive (1 Plainview High School Elective course per semester)

In order to qualify for the High School Elective Course Exemption students must meet ALL of the following criteria:

- B or above in ALL classes (core and elective) as of the Monday prior to semester exams
- No INCOMPLETE WORK OR ZEROS in ANY class (core or elective) as of the Monday prior to semester exams
- No ISS, OSS, or Saturday School/ Truancy cases
- LESS THAN 4 ABSENCES in the class in which you are electing to exempt.  
*Please note that attendance will be calculated though the day prior to that semester exam.*



- You may opt out of a Plainview High School semester exam in an elective course (NOT Math, English, Social Studies, or Science courses) **ONLY ONCE PER ACADEMIC YEAR**.
- Students who qualify for an exemption will be notified and issued an exemption pass the Monday prior to the first semester exam.

*Please note the exemption passes may be used for Plainview High School elective courses **ONLY**. Students enrolled in college classes or SOTC courses are **REQUIRED** to take any final exams on the days scheduled by that school.*

### **ACT College Days w/College Verification Form**

1 college day for Sophomore with at least 1 ACT test score submitted to counselors office prior to college visit.

2 college days for Juniors with at least 2 ACT test scores (1 score must be from Junior year) submitted to counselors office prior to college visit.

3 college days for Seniors with at least 3 ACT test scores (1 score must be from Junior year & 1 score must be from Senior year) submitted to counselors office prior to college visit.

AND

Students must collect College Verification Form and have administrator and counselor approval in advance of a college visit day. During visit, student must have college admissions office complete verification form and return form to high school front office on the day of return in order to keep absence from affecting attendance.

### **PRE-ARRANGED ABSENCES**

Students who must accompany parents who are going out of town must pre-arrange with the office in order for work to be made up. The deadline for make-up work will be left to the teacher's discretion. It should be noted that the days missed will be considered as part of the days allowed under the Board of Education attendance policy (FDC-R1) and any student missing more days than allowed will fail or received "no credit" for that subject (s). Parents/Students will be required to meet with the building principal prior to any extended leave, 2 days or more, which is planned in advance. Documentation will be discussed and collected at this time.

### **MAKE-UP WORK**

It is the student's responsibility to contact his/her teachers and obtain information regarding work missed. Failure to make up work missed within the prescribed time will result in a "0" for the work missed. There will be one day for each day missed or additional days as allowed by the building principal.

The statement above does not apply when students know of an assignment or test prior to being absent whatever the reason for the absence. In such circumstances students will be expected to take the test or turn in the assignment the day they return to class, subject to teacher's discretion.



### TARDIES

Three tardies equal one absence. Students who are not in their room when the last bell has stopped ringing will be tardy. All tardies are counted unless the student has a pass from a staff member. Records of tardies will be kept by each teacher. Excessive tardies may result in disciplinary action being taken.

## BEHAVIOR AND DISCIPLINE

### ALCOHOL AND DRUGS

Any student found on school premises or at a school sponsored activity in possession or under the influence of marijuana, narcotic, hallucinatory, hypnotic, or sedative drugs or any dangerous chemical, alcohol, or stimulant not prescribed by a licensed physician may be suspended from school for two semesters. Possession and/or consumption of any alcoholic beverage or any illegal drug on school property are forbidden. Students and parents should be aware that students will be arrested by local police and removed to the juvenile detention center. If an arrest is made every attempt will be made by school officials to contact the parent/guardian.

### BEHAVIOR

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

1. Fighting:
  - 1st Offense - 1-3 day suspension, parent notified
  - 2nd Offense - 5 day suspension, parent notified
  - 3rd Offense - 5-10 day suspension, parent notified
  - \* The nature and seriousness of the fight may result in varying from this listing.
2. Verbal Abuse of Teacher involving obscenities:
  - 1st Offense - 1-5 days suspension.
  - 2nd Offense - 5-10 days suspension.
3. Use of Profanity: This is the use of obscenities (written or verbal) on clothing, notes, letters, etc. or obscene gestures.
  - 1st Offense - 1-10 days detention.
  - 2nd Offense - 1-3 days in-school detention.
  - 3rd Offense - 1-3 out of school suspension.
4. Referral to Principal by Teacher: Teachers who have disruptive students in the classroom will make every effort to work with the student through after class detention with the teacher, and/or parent and student conferences. If the student continues to be disruptive and is sent to the office after attempts have been made to correct the problem, the student will be removed from their classes, and the parent must come to school the following day for a conference with the principal. Parents must realize that the school recognizes that parents must be at work, but at this point the student is prohibiting the teacher from doing their job (work) and the conference is mandatory.

### Reasons for referral to principal:

General misbehavior  
Talking aloud out of turn

1st Offense - conference and behavior packet  
2nd Offense - detention, 1-3 days



Failure to remain seated on request  
Failure to remain quiet  
Interrupting learning process of others  
Eating/drinking in class  
Poor attitude/effort  
Failure to be prepared for class

3rd Offense - detention, 5-10 days, parent notified  
4th Offense - In School Detention (ISD), 1-2 days, parent notified  
5th Offense - In School Detention (ISD), 3-5 days, parent notified  
6th Offense - Out of School Suspension (OSS), days to be determined, parent notified

\*\*\*Detention May Include: before school ---- 8:00 a.m. - 8:26 a.m. , during lunch after school ---- 3:13 p.m. - 3:45p.m. \*The nature and seriousness of the referral will determine the course of consequences.)

### **CHEATING**

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. The teacher will direct the penalty and the student will receive a "0" on the assignment or test and the parents will be notified.

### **COURTESY**

Courtesy to teachers, school employees, other students, and visitors is a tradition at Plainview High School. Each of us should strive to be considerate of all others, regardless of racial, religious, or economical background.

Respect and obey the judgment of your teachers and substitute teachers. They are not only your teachers and adults, but also your parents during the school day. Treat all other adults of this school with courtesy too, and follow any request or directive given by them. Rudeness by a student will result in disciplinary action.

### **CYBERBULLYING**

Plainview schools provide computers as tools to enhance our students' education. The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment of any kind. All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school administrator.

In situations in which the cyberbullying originated off-campus, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct may also violate another District policy.



### DISCIPLINE OF STUDENTS

The Plainview Public School system has the responsibility of maintaining a high quality educational program for its students. The Board of Education, through its appointed school officials, has the obligation to establish policies which ensure an atmosphere free from any disruptions or distractions that might interfere with the educational process.

The school principal at each site is the appointed authority for implementing and interpreting policy. The primary responsibility of the school, under this policy, is to those students whose behavior falls within accepted limits. The policy obligates the school to deal fairly with those students whose behavior falls outside accepted limits.

The teacher shall have the same right as a parent or guardian to control and discipline a student during the time the student is in attendance, or in transit to or from the school or any school function authorized by the school district.

The Plainview Public School system will not tolerate the damaging of property or disruptive acts that interfere with the tranquility of its schools or the safety of its students.

Administrative response to student misconduct should be based on a careful assessment of the circumstances surrounding each infraction. In administering discipline, consideration should be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case.

A disruptive or interfering act shall 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, if for the purpose of disrupting or interfering with the due process of the educational program, are examples of behavior that will be considered disruptive.

1. Demonstrations
2. Sit-ins
3. Walkouts
4. Blockages
5. Group Violence
6. Disrespect or disobedience to school personnel
7. Disruptive publications
8. Harassment and/or intimidation, verbal or physical, of students or school personnel
9. The use of obscene, lewd or profane language (visual and/or auditory)
10. Fighting
11. Theft or inappropriate use of personal or school property
12. Tardies
13. Lack of Academic Effort

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. All student discipline should be based on a careful assessment of the circumstances surrounding each infraction (i.e. the student's attitude, the seriousness of the offense and its potential effect on other students).

### AVAILABLE DISCIPLINARY ACTIONS:

1. Warn Students
2. Advise Parents
3. Remove from class or group (temporary or permanent)
4. Parental Conference
5. In-School Detention
6. Before or After School Detention (if available)



7. Review Committee
8. Student/School Contracts
9. Corporal Punishment (parent notified)
10. Financial Restitution
11. Involve Law Enforcement
12. Refer to Other Social Agencies
13. Probationary Period
14. Community Service
15. Suspension (short term of 10 days or less)
16. Expulsion (long term suspension of more than 10 days - appeal available)

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

### **DRESS CODE**

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

All students are expected to dress and groom themselves neatly in clothing which is proper and situational for school and school activities. Any manner of dress or grooming which is offensive, disruptive or interfering will be corrected.

T-shirts and other attire may not advertise or display alcohol, tobacco, drugs, or inappropriate or disruptive language.

Clothing which has any connotations of immorality, obscenity, nudity, or gang activity is not appropriate for school or school activities.

The wearing of trousers in an inappropriate manner is prohibited; they should not expose undergarments nor be revealing.

Gloves or bandanas may not be worn or displayed in the school.

Shoes, not to include house shoes, must be worn.

Mesh shirts or bare midriff tops, spaghetti strap tops/dresses, tank tops with and without low cut sides and cutoff jeans without a hem are prohibited.

Racer back tops, tops revealing the midriff, and low-cut tops that are revealing are not permitted.

Students are not allowed to wear tights or leggings unless a dress/sweater/shirt is worn so that it is covered with the appropriate length top (within 3" of the knee)

Holes or tears in clothing above the knee are unacceptable. All others must be patched with no skin showing.

Holes may not expose skin, undergarments or pockets.

Shorts, skorts, and dresses must be no shorter than 3" above the top of the knee when standing.

Pajama tops or bottoms are not to be worn.

See-through apparel, including clothes with holes or which are sheer will not be worn unless the clothing underneath also meets the dress code.

Common courtesy is not to wear a cap/hat/hood in a building. Therefore, head coverings of any type are not to be worn at any time during the school day in the classrooms or hallways.





Exposed facial or body piercing is limited to the ears while at school.

If a student is in violation of the dress code, discipline actions will be taken as follows:

1st offense: The student will be given the opportunity to change into their own appropriate clothing or will be allowed to borrow school provided appropriate clothing. Discipline will be recorded.

2nd offense: Parents will be contacted, and the student will be given the opportunity to change into their own appropriate clothing or will be allowed to borrow school provided appropriate clothing. Discipline will be recorded.

3rd offense: Students will be assigned 2 days of lunch detention, and the student will be given the opportunity to change into their own appropriate clothing or will be allowed to borrow school provided appropriate clothing. Discipline will be recorded.

4th offense: Students will be assigned ISD, and the student will be given the opportunity to change into their own appropriate clothing or will be allowed to borrow school provided appropriate clothing. Discipline will be recorded.

\*\*\*Principal or designee maintains the right to skip disciplinary steps as necessary.

### **HAZING OR BULLYING**

Hazing or bullying of students will not be tolerated in any form and will be investigated to the fullest. Students should notify a Plainview staff member upon the first incident. Students involved may be suspended from school and may be subject to legal and monetary ramifications. Parents of all parties will be notified.

### **DETENTION**

Detention may be assigned by teachers and administrators and is held before school/after school and during lunch. In addition, a teacher may assign detention to be served with the teacher at a time of his/her choosing (before/after school or lunch).

Each student must have school assignments to work on during the detention.

DETENTION RULES: STUDENTS WHO DO NOT FOLLOW RULES OF DETENTION WILL BE REQUIRED TO LEAVE AND WILL NOT RECEIVE CREDIT FOR DETENTION AND RESULT IN FURTHER CONSEQUENCES.

### **IN-SCHOOL DETENTION**

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

- Students will report to office when they arrive to campus to sign in no later than 8:20 and sign out at 3:15 with the ISD coordinator. Any student who enters or exits throughout the day is required to sign in and out.
- Students will need to check in backpacks, lunches, etc. with ISD coordinator upon reporting for ISD.
- Students will begin ISD by writing the outlined ISD procedures.
- Students will be provided work by the ISD coordinator/classroom teachers.
- Students will have assigned seats and are expected to remain in the chair with desk legs staying on the floor.
- Breaks will be given at the discretion of the ISD coordinator.
- Lunch will be served in the ISD room between 11:10 and 11:30. Students will use their lunch number or bring lunch from home. Students may not have candy, gum, or carbonated beverages. Water will be allowed in a clear water bottle.



- Students should not expect the same behavior or privileges that may be allowed in regular classes. ISD is not a regular class and should not be treated that way. ISD is an alternative punishment for students.
- Students will not be allowed to leave the ISD room without permission from the ISD coordinator.
- Students may not get up without permission from the ISD coordinator.
- Students may not talk without permission of the ISD coordinator.
- Students may not have any electronic device including cell phones. Any use of these items during ISD will be confiscated and further discipline will be assigned.

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

### **MISCELLANEOUS REGULATIONS**

With the exception of water, no food or drink will be permitted in the classroom.

Students may not stand in the halls to visit during class time.

Public display of affection is inappropriate in the building or on the campus.

Students may not have in their possession any of the following items: matches or lighter, heavy chains, handcuffs, radios or head-sets, canes, electronic games, metal hair picks or rat-tailed combs, pocket knives, sunglasses, small hand tools, blankets, pillows or any other items which might pose a danger or a disruption.

### **SUSPENSION**

Plainview High School will follow and be in accordance with the current State Law - House Bill 2130.

Summary of House Bill 2130:

1. A more comprehensive listing of acts which may result in an out of school suspension: violation of school regulations, immorality, and adjudication as a delinquent for an offense that is not a violent offense; possession of an intoxicating beverage, low-point beer, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, and possession of a dangerous weapon or a controlled dangerous substance.
2. The school district may, but is not required to, provide an education plan for a student suspended out of school for five or fewer days.
3. The school district must provide an education plan for students who are suspended out of school for a non-violent offense, or possession of an intoxicating beverage, low point beer, wireless telecommunication device (pagers), or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
4. The parent or guardian of the suspended student is responsible for the provision of a supervised, structured environment for the student and is also responsible for monitoring the student's educational progress.
5. The student's education plan shall be designed for the student's eventual reintegration into school; shall provide for core units in which the student is enrolled (English, Mathematics, Science, Social Studies, and Art); shall set out the procedure for education and the academic credit for work satisfactorily completed; and a copy shall be provided to the student's parent or guardian.





6. Under House Bill 2692, the school or district should consider alternative in school placement options such as placement in an alternative school setting, reassignment to another classroom or in school detention.

7. A student who has been suspended for a violent offense directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

8. Districts receiving new students may request that a sending school district send disciplinary records as well as the student's educational records. These shall be treated as confidential records and disclosure shall be in accordance with the Family Educational Rights and Privacy Act of 1974.

Students suspended from school have the right to due process and the right to appeal the decision of the Principal as per Board of Education Policy (FOD-R). (Note: State Law may change the wording of due process - the Board of Education has yet to address the due process and appeal process statement in House Bill 2130 at the time of this writing).

### **SUSPENSION - FIREARMS (House Bill 2130)**

Students in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended from school for a period of not less than one year.

### **SUSPENSION- SEEKING ENROLLMENT ELSEWHERE (House Bill 2130)**

If the student has been suspended from another school (whether in Oklahoma or outside of Oklahoma) for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students, that student shall not be entitled to enroll in an Oklahoma school and no Oklahoma school shall be required to enroll the student until the terms of the suspension imposed by the Oklahoma school district or the out of state district have been met or the time period applicable to the suspension has expired.

Continuous and willful refusal to accomplish school tasks even though able to do so, insubordination, disorderly, vicious, illegal or immoral conduct, and persistent violation of school regulations are causes for suspension from school. This includes violation of narcotics law, use of alcoholic beverages, hazardous or unauthorized use of automobiles, use of weapons or fireworks, or violation of any local, state or federal law. School authorities will determine length of suspension. A suspended student may not loiter or appear on school property. A suspended student is also removed from all extra-curricular activities for the period of the suspension. Students who are suspended may receive "0's" for work missed.

### **TELEPHONES/CELLULAR PHONES**

The office telephone is a business phone and should be used by students only in cases of emergency. Parents should not call school except in cases of real emergency. The only calls students should have to make during this time are emergency calls. If students are ill, they are to report to the office to call their parent/guardian. The office staff will then talk with the parent/guardian to receive permission for the student to leave school. In addition, the ethical use of cellphones and electronic communication devices is a needed skill in the 21st century. Students will be allowed to use cell phones for texting, checking email, and calendars during specified times: before school, at lunch, after school, and during passing periods.

~~1st Offense (any class) - Confiscated cell phones will be placed in the in the main office and will be given back to students at the end of the school day. Discipline will be recorded.~~

~~2nd Offense (any class) - Confiscated cell phones will be placed in the in the main office and parents will be called and given to parents at the end of the school day. Discipline will be recorded.~~

~~3rd Offense (any class) - Confiscated cell phones will be placed in the in the main office and will be given to parents at the end of the school day. Student will receive 2 days of lunch detention.~~



~~4th Offense (any class) Confiscated cell phones will be placed in the in the main office and will be given to parents at the end of the school day. Student will receive 1 day of ISD.~~

~~5th Offense (any class) Confiscated cell phones will be placed in the in the main office and will be given to parents at the end of the school day. Student will receive 2 days of ISD~~

### **WIRELESS TELECOMMUNICATION DEVICES**

It is school policy that no student use a wireless communication device inside any school building or walking to classes during school hours (7:30-3:13) All student cell phones should be stored, secured and out of sight in a backpack, purse or pocket during the school day. Students may use device during assigned breakfast/lunch session in cafeteria or cube only. Students may use office phone at other times during the day. Students may use wireless communication devices after 3:13 once they have exited the school building. Cell phone violations will result in the following punishments:

1st offense: Parent contact and Parent Pick-up Phone

2nd offense: Parent contact and Parent Pick-up Phone + 1 day ISD;

3rd offense: Parent contact and Parent Pick-up Phone + 3 days ISD;

Any offense after 3 will result in principal's discretion. Violators will have the phone taken away and kept in the office. Violators may pick up the phone at the conclusion of the school day (3:13) that the phone was taken and when a parent/guardian has been contacted by school administration.

Unethical use of cell phones for the purposes of bullying, sending of inappropriate messages, photos, etc. that interrupt the school day or learning process, will not be tolerated.

### **TOBACCO USE**

THE USE OR POSSESSION OF TOBACCO OR TOBACCO PRODUCTS BY STUDENTS IS PROHIBITED ON THE PREMISES OF PLAINVIEW HIGH SCHOOL.

Students are not permitted to use, or carry on their person, have in their car, or have in their locker, lighters or matches, any type of smoking tobacco, smokeless tobacco (i.e. snuff, Skoal, chewing tobacco, etc.), or vapor cigarettes on school grounds. This applies to all school sponsored activities as well as the regular school day. Violation of this rule constitutes a serious offense, and possible suspension from school. The best form of discipline is self-discipline, and we certainly hope our students will discipline themselves. For those who do not abide by this policy, however, disciplinary action can be taken.

#### 1st Offense

Report to Able Commission under Prevention of Youth Access to Tobacco Act and 3-days of ISD

#### 2nd Offense

2-day OSS suspension and report to Able Commission

#### 3 or More Offenses

Report to Able Commission and additional school consequences



# DAY TO DAY OPERATIONS

## **ANNOUNCEMENTS**

Announcements for the intercom must be turned into the office by 8:10 a.m. and 12:30 p.m. Announcements should be kept brief and related to school or school activities (not birthdays). Announcements for the weekly calendar must be turned into the office no later than 3:30 p.m. on Tuesday, for the next week's calendar. (Sponsors should see that their needed activity is posted on the school calendar in the office). The faculty sponsor or the principal must authorize all announcements.

## **ASSEMBLIES**

Assemblies and pep rallies are scheduled as part of the curriculum for educational and entertaining experiences. They provide an opportunity for students to learn audience behavior. Regardless of what type program is being presented the audience (or students) is expected to be respectful and appreciative. Loud disruptive behavior is discourteous and disturbing and will not be tolerated. Yelling is appropriate only at pep assemblies.

## **ACCIDENT AND ILLNESS PROCEDURES**

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

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

## **ANY MEDICATION SHOULD BE TAKEN DIRECTLY TO THE MAIN OFFICE UPON ARRIVAL AT SCHOOL, WHERE IT WILL BE DISPENSED BY SCHOOL PERSONNEL.**

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

Parents should notify teachers in writing if children have health problems. Written documentation from a physician is required for long term/permanent restrictions from school activities.

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

The school does not assume any financial responsibility.

## **CAFETERIA**

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



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

1. Deposit all lunch litter in trash receptacles.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around you in a clean condition.
4. No running, playing or loud talking.
5. No throwing of items (food, paper, etc.).
6. Do not take glasses/cups or food trays from the cafeteria.

Violators of these rules may lose their lunchroom privileges and face possible removal from school.

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

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property or equipment will be required to pay for the damage done or replace the item. Students who lose books, fail to pay library charges, lunch charges, or neglect to pay any fees, are obligated to take care of their responsibilities as quickly as possible. (Semester Grades will be held until payments have been made).

### **CHECKING OUT OF SCHOOL**

If you must leave the building before the end of the school day because of illness or any other emergency, parents must check you out from the main office. Failure to follow the proper procedure will be considered an unexcused absence and may result in suspension from all classes.

### **CLOSED CAMPUS**

Plainview High School has a closed campus policy. Parents will need to be present to check their child out of school unless it has been approved in advance by the principal. Students are not allowed to leave the campus at anytime during the school day without proper authorization from the office. Students are not allowed to leave during lunch. Students who are absent for more than 15 minutes during the 4th hour period will be counted absent. Other students will not be allowed to take them home. It should also be noted that if the parent/guardian returns the student(s) back to school late for class, it is an unexcused tardy or absence depending upon the time of arrival.

### **DRILLS- FIRE, TORNADO AND SECURITY**

Fire, tornado and security drills are required by law and are an important safety precaution. Instructions will be given to each classroom by your teacher. Any student guilty of phone threats to the school may be suspended for two semesters of school and authorities will be notified

### **EXCUSING A PUPIL FROM THE CLASSROOM**

Do not ask any teacher to excuse you from another teacher's class. This practice has brought criticism and will continue to do so as long as it is practiced. Arrangements for practices and rehearsals should be planned before or after school. Do not ask a teacher to excuse you from class to leave the building without receiving clearance from the principal. We want each student to be where he/she is scheduled during each hour of the school day. The only way a student can be excused from one teacher's class to be with another teacher is prior and mutual agreement.

### **FLOWERS, BALLOONS, GIFTS, ETC**

Flower, balloons or gifts will not be accepted from any individual or florist for delivery to a student attending PHS. Food deliveries are not to be made to the school at anytime (exceptions: #1: special meetings such as student council, yearbook; #2: The delivery of flowers may be made on Valentine's Day and homecoming after 1 PM only and will be held in an area designated by the office for students to pick up after school).



### **FOOD DELIVERY**

Students may accept food deliveries from the outside. However, all food items must be brought in to the main office in between the hours of 10:45-12:00. Students are not allowed to go to the parking lot to retrieve lunches delivered to school. Food Deliveries from outside services (i.e. doordash, restaurant deliveries, grubhub, etc.) are not allowed.

### **FOREIGN EXCHANGE STUDENTS**

Students will apply and be considered at the discretion of the building principal. Any student who is accepted regardless of credits or age, will be classified as a freshman or sophomore.

### **GUIDANCE COUNSELORS**

The purpose of the guidance services is to help each of you in your social, educational, vocational and personal development. Please allow 24 hours' notice when needing paperwork, transcripts, etc. Letters of recommendation should be submitted 7 school days in advance. The counselor is in the office from 8:00 a.m. - 3:25 p.m. each day.

### **HALL POSTERS**

The activity sponsor must approve all posters or signs before being placed in the building. Removal of the posters will be the responsibility of the organization which put them up.

*Commercial advertisements are not permitted. Poster must be hung in designated areas approved by the office.*

### **LIBRARY SERVICES**

The library exists to provide high quality services and materials to meet the educational, technological, and recreational needs of the students and faculty and to offer services, materials, resources, and equipment which support the curriculum and contribute to all modes of learning.

The library opens at 8:00 a.m. and closes at 3:20 p.m. Board policy states that students may check out up to 2 items for a 2 week period. The library staff may extend the limit of number of items at their discretion for research projects as needed. All materials must be returned or renewed in a timely manner. There is no daily charge for overdue books; however, student check out privileges may be suspended whenever a student has overdue, lost or damaged materials.

### **LISTENING DEVICES**

No wireless or bluetooth listening devices are allowed. Each student will be supplied with a wired set of headphones at the beginning of the school year. If a student needs to purchase a set of wired headphones, they are available in the office for sale. If a student chooses, they may supply their own wired set of headphones. When in use, all wired listening devices must be "one in, one out."

### **LOCKERS/BACKPACKS**

Each student is assigned a locker and lock for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. The school and staff will accept no responsibility for any items stolen or lost from a locker. The best way to assure that your property is safe is to have a lock on your locker and not give out the combination to your friends. Backpacks/Book bags are allowed in classrooms. Book bags must not be left in hallways. They must be in secure areas.

Students should be aware that their locker might be inspected at any time by the school administration.

### **LOST AND FOUND**

Students who find lost articles are to take them to the office. Lost articles that are not claimed within a reasonable length of time will be given to charity. If you lose an item or article, please check in the office daily.





### **PARKING LOT/STUDENT VEHICLES**

1. All motor vehicles (no RV's, buses, trailers, farm equipment, etc.) shall be parked in the student parking area or designated parking space. This area is located in front of the high school. (The visitor's parking lot south of the football field is not to be used unless approved through the office).
2. All students should be of the appropriate age to drive with a valid driver's license; verification is required. No students are allowed to be passengers in any student vehicle on campus during the school day unless permission is given from front office.
3. All students must register all vehicles with the school that may be used during the school year. The cost of parking pass is \$10.00 for the year (this covers all vehicles); proof of driver's license. Failure on your part to register the vehicle will cause the vehicle to be towed at your expense. Registration materials are available in the office. Parking pass must be clearly visible from front of vehicle.
4. No sitting in parked cars during any part of the school day (this includes before school and lunch period).
5. No vehicle shall be moved from the parking lot during or between classes without the permission of the principal.
6. Speed limits and driving rules are to be obeyed at all times. The speed limit is 5 MPH in the parking lot and on all school grounds.
7. Students may not drive to athletics or other activity classes unless prior approval has been granted by the principal. Students are required to drive with care and may lose the privilege if not driving carefully. Without prior approval, students may move their vehicles after school has been released for the day.
8. Students leaving the school grounds without approval, students driving in an unsafe manner on any school property, and students parking illegally will be subject to losing their driving privileges.

1st Infraction- 3 day suspension of driving privilege

2nd Infraction- 5 day suspension of driving privilege

3rd Infraction- possible suspension of driving privilege for remainder of semester.

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

**DO NOT PARK AT ANYTIME IN ANY OF THE ELEMENTARY/MIDDLE SCHOOL PARKING LOTS, ON THE EAST SIDE OF THE PRACTICE GYM, BLOCK ANY DRIVE, OR PARK OVER ANY YELLOW STRIPED AREA DESIGNATED FOR NOT PARKING. SPECIAL REMINDER - DO NOT PARK IN THE HANDICAPPED PARKING UNLESS APPROVED FOR HANDICAPPED PARKING.**

Many students have car alarms that continue to go off during the day. The alarms can be disruptive to both your education (requesting to leave class to reset the alarm) and to others due to the noise that can be heard in the classrooms. It is requested that you set the sensitivity so it will not be set off by a small disturbance. If your alarm becomes a problem, you will be requested to not set the alarm. If it continues to be a problem, you will have your driving privileges removed.

### **SCHEDULE CHANGES**

Schedule changes will be allowed for 5 days including the first day of school, providing the change can be made. After this 5 day period, changes will only be made after the student & parent have met with the teacher/counselor of the class the student wishes to leave and every effort has been made for the student to stay in the class. If the parent and teacher agree that the student should move, the change will be dependent on availability of classes, permission of receiving teacher and moving minimal classes.



Changing a student's entire schedule is not possible. No student's schedule can be changed without following these steps. Note: Schedules will not be changed to avoid and or be in a specific teacher's or fellow student's class

### **SCHOOL DANCES**

The Student Council may sponsor dances during the school year. Your conduct determines the success of dances and whether they will be continued. Students are reminded that they are subject to alcohol testing. Students that cause a problem at any dance will be removed and parents notified. If you bring an out of district date, he/she must be signed up in advance of the dance and also be subject to sponsor/administrator approval. Students are not allowed to bring any middle school students to a high school dance. All dances are closed once you arrive, and if you leave the dance you will not be allowed to return. Permission to attend all dances (including the prom) will be denied to any person who is 21 or older. Any activity that is deemed inappropriate will be stopped, student(s) will leave premises and the student(s) parents' will be called. Other rules will be explained as needed during the year. All school dance dates must be current high school students or a PHS graduate 1 year removed, in good standing with administrator approval.

(August 20, 2023)