

2025 - 2026

PONCA CITY HIGH SCHOOL



STUDENT HANDBOOK

Policies contained within can be changed or amended at any time with school board approval.

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Vision of Ponca City Public Schools

Our school empowers every student to graduate ready for their future, equipped with the skills to succeed in college, careers, and life as engaged global citizens.

Mission of Ponca City Public Schools

Our mission is to ensure that all students are prepared to live and work successfully in a global society.

Belief Statements of Ponca City Public Schools

We believe...

1. Our students must learn; our teachers must teach; and it is the responsibility of the school community that both happens;
2. Our students can achieve beyond expectations;
3. Students learn and achieve at different rates and in different ways;
4. All students have value and a natural desire to learn;
5. Self-esteem and performance are interdependent;
6. “Student” involvement is vital in the education of children;
7. The entire school community must model life-long learning, open communication, high standards, and ethical behavior;
8. Ponca City Public Schools must teach discipline and respect in a safe, challenging, nurturing climate that maintains high standards of achievement for all learners.

District Goals of Ponca City Public Schools

1. All students will learn a rigorous content-based curriculum within a 21st Century framework of collaboration, communication, critical thinking, and creativity;
2. All students entering Ponca City Public Schools will leave only by transfer or graduation;
3. A continuing commitment to excellence in our extracurricular programs will be maintained;
4. Parents’ input and participation in their own child’s education is actively sought and encouraged by the school;
5. A high level of retention of trained and dedicated employees will be sustained;
6. Effective teaching practices will be used by all teachers to ensure student learning;
7. The district will provide and sustain a technology enriched environment that is necessary to support student learning within a 21st Century framework; and

8. There will be a commitment to excellence through ongoing capital improvement.

Mission of Ponca City High School

The *MISSION* for Ponca City High School is to be a collaborative learning community that develops citizens committed to lifelong learning, academic achievement, and personal excellence.

“Po-Hi is the place where everyone learns”

The VISION of Ponca City High School is that our school empowers every student to graduate ready for their future, equipped with the skills to succeed in college, careers, and life as engaged global citizens.”

The VALUES that will guide us to that vision are

- **Respect all individuals**
- **Behave ethically**
- **Choose a positive attitude**
- **Be committed**
- **Act responsibly**
- **Expect academic excellence**
- **Discipline ourselves**
- **Collaborate**
- **Be productive**

Student Creed

I believe in Ponca City High School and in the things for which she stands – health in body, honest work, generous comradeship and reverence for the spiritual.

I believe in achievement, and I pray for forcefulness to accomplish what I set out to do.

I believe in loyalty to our school and to her traditions, and I pledge upon my honor to help in all her undertakings; in all that will make her a stronger and nobler school.

“Ponca City, We Love You”

**In dear old Oklahoma
Fairest daughter of the west
Stands our beloved high school
In the city we love the best;
We chose the blue of western skies.
The red from sunset’s hue.
Now, what could be more fitting
Than our colors red and blue.
Ponca City, we love you
With our colors, red and blue
Ever loyal, faithful, and true,
dear old Ponca City, We love you.**

“Wildcat Victory Song”

**Wildcats, hold that line, hold that line
Wildcats, now’s the time, now’s the time
Drive on, strive on -
We must make a score
For Ponca City as we have before,
Wildcats, hold that line, hold that line.
We must win this game,
For we will fight, fight
Fight until we have another
Wildcat victory!**

Charles H. Cunning

One Moment of Silence

SB 0815

This piece of legislation directs schools to observe approximately one minute of silence and allows students to exercise choice in silent activity.

Or script which we will adhere to for uniformity is the following:

“Let us observe a moment of silence to allow all students to reflect, pray, or simply clear their minds as we begin this school day.”

Be certain not to skip this moment; time it, and do not vary from the language stated above.

**Flag Etiquette and Statute
OK School Law – Section 495**

- A. The board of education of every school District in this state shall be required to own and display, either inside or outside each classroom building in the district, a United States flag.
- B. Instruction in the history and etiquette relating to the United States flag shall be given in one or more grades in the schools in every school district in the state.
- C. Students are authorized to recite, at the beginning of each school day, the pledge of allegiance to the flag of the United States of America as enumerated at 36 U.S.C., Section 172. Each student shall be informed by posting a notice in a conspicuous place that students not wishing to participate in the pledge shall not be required to do so.

**SECTION 1
ADMINISTRATION AND ORGANIZATION**

1.01 Board of Education and District Administration

PONCA CITY BOARD OF EDUCATION:

Mr. Robin Riley, President
Ms. Nancy Zimmerschied, Vice-President
Ms. Anna Roland, Member
Mr. Joe Vaden, Jr., Member
Ms. Judy Throop, Member

DISTRICT ADMINISTRATIVE PERSONNEL:

Ms. Adam Leaming, Superintendent
Ms. Jennifer Dye, Executive Director of Human Resources/TLE
Ms. Barbara Cusick, Executive Director of Curriculum and Federal Programs
Mr. Jeff Denton, Director of Child Nutrition
Ms. Teri Vogele, Executive Director of Curriculum and Federal Programs
Mr. Randy Empting, Director of Transportation
Mr. Jason Oswalt, Director of Maintenance
Mr. Ryan Dooley, Director of Technology
Ms. Larin Davis, Director of Operations
Ms. Amy Swartz, Director of Special Services
Ms. Erika Johnson, Executive Director of Finance/Treasurer
Ms. Jacquelynn Benton, School Nurse
Ms. Lori Kelley, School Nurse
Ms. Angela Hamlin, Psychologist
Mr. Kirk Hollis, School District Therapist

1.02 Po-Hi School - Administrative/Office Personnel Responsibilities

ADMINISTRATIVE STAFF

| | |
|--|-----------|
| Mr. Sean Tagliatela, Principal | 718- 4803 |
| Ms. Kaitlyn Pressnal , Class of 2026 Principal | 718- 4804 |
| Ms. Dylan Jackson, Class of 2027 Principal | 718- 4807 |
| Mr. Clark Crawford, Class of 2028 Principal | 718- 4802 |
| Ms. Kimberly Stafford, Class of 2029 Principal | 718- 4842 |
| Ms. Betsy Easley, Instructional Coach/AP Coordinator | 718-4810 |
| Ms. Alicia Smith, STEM Director | 718-4811 |

COUNSELING STAFF

| | |
|--|-----------|
| Ms. Bridget Kreisel, Class of 2026 Counselor | 718- 4818 |
| Ms. Kathy Orr, Class of 2027 Counselor | 718- 4816 |
| Mr. Steve Glazier, Class of 2028 Counselor | 718- 4815 |
| Ms. Devin Backhaus, Class of 2029 Counselor | 718- 4813 |

TITLE VI PROGRAM (Indian Education)

Ms. Sarah Bell, is Director of this program and oversees all aspects of the program. Grants, budgets, design and implementation of program goals addressing increased achievement, primarily in the areas of math and reading, are included in his duties. Counseling students and providing cultural information to the district are also part of his position.

PONCA CITY HIGH SCHOOL OFFICE PERSONNEL

REGISTRAR/PRINCIPAL'S SECRETARY – Ms. Nicole Iverson

ASSISTANT PRINCIPAL SECRETARY – Ms. Makenzie Shoate and Ms. Crystalyn Choate

MAIN OFFICE SECRETARY- Ms. Tristan Ryan

FINANCIAL OFFICE SECRETARY– Ms. Teresa Briggs

COUNSELOR OFFICE SECRETARY- Ms. Josie Zepeda

BUSINESS OFFICE AND TESTING SECRETARY – Ms. Tifani Andrews

ACTIVITY OFFICE SECRETARY – Ms. Maggie Klumpp

ATTENDANCE SECRETARIES – Ms. Kori Welch and Ms. Juanita Arcos

SCHOOL NURSE - Ms. Amanda Shields

1.03 2025 - 2026 Faculty

| <u>TEACHER</u> | <u>ROOM</u> | <u>TEACHING ASSIGNMENT</u> |
|------------------------|--------------------|-----------------------------------|
| Albee, Kyle | 333 | Marketing/Business |
| Allison, Caleb | 219 | Math |
| Bartelt, Delwin | 107 | Social Studies |
| Bell, Sarah | 208 | Title VI Coordinator |
| Bennett, Amber | 234 | Math |
| Blue, Jackson | A201 | Aviation |
| Bohnert, Kwanza | 226 | Learning Lab |
| Buller, Angela | 313/314 | Family and Consumer Science |
| Campbell, Ashley | P122 | Special Education |
| Collenback, Lynn | 205 | English |
| Conrady, Keith | 233 | Mathematics |
| Crowder, Haley | 203 | Mathematics/STUCO |
| Davis, Trent | CH103 | Band |
| Dean, Fallon | 301 | English |
| Deitas, Letticia | P121 | Special Education |
| DeNoya, Jeremy | OBG | Physical Education |
| Evans, Cayden | A205 | Science |
| Fannin, Josie | 207 | English |
| Feathers, Cheyenne | Farm | Vocational Agriculture |
| Fischer, Kerri | 229 | Mathematics |
| Franklin, Weston | RFH | Athletics |
| Fredricks, Beth | 215 | Special Education |
| Freeman, Jared | 311 | Social Studies |
| Gallegos, Perla | 206 | Spanish |
| George, Jade | 225 | English |
| Giblet, John | P200 | Social Science |
| Graham, April | 331 | Business |
| Grider, Anne | 212 | Special Education |
| Hall, Haley | 230 | Mathematics |
| Hawkins, Jaden | 300 | English |
| Hensley, Amelia | 316 | Theater |
| Hutson, Zachary | 105 | Social Studies |
| Keeler, Brynna | 129 | Science |
| Keilman, Chad | CH101 | Vocal Music/Color Guard |
| Klein, Jill | 231 | Mathematics |
| Kriech, Shelby | 127 | Science/Athletics |
| Ladner, Holly | P103 | Special Education |
| Landes, Wendy | 126 | Science/Athletics |
| Lansdown-Peoples, Eric | 310 | Foreign Language - French |
| Liles, T.J | 124 | Science |
| Marsh, Paige | 303 | English |
| McCormick, Rhonda | 216 | Special Education |
| McCrary, Anthony | P202 | Social Studies |

| | | |
|--------------------------|----------|----------------------------|
| McDaniels, Tim | 125 | Science |
| McLelland, Alisha | Library | Librarian |
| McLelland, Bradley | 304 | English/Yearbook |
| McPherson-Cochran, Paula | CH102 | Orchestra Director |
| Middlebrooks, Grant | 321 | Social Studies/Athletics |
| Miller, Bill | F100 | Art |
| Miller, Zach | 103 | Social Studies |
| Monks, Alan | 329 | Computer Science |
| Monks, Heather | 327 | Marketing/Computer Lab |
| Morgan, Caryl | F102 | Art |
| Murray, Zach | 123 | Science |
| Olson, Brad | P123 | Special Education |
| Orr, Carly | 101 | Social Studies/Athletics |
| Ortega, Luz | 309 | ELL |
| Parent, Angela | 228 | Mathematics |
| Parent, Brad | 235 | Mathematics/Athletics |
| Parr, Leanne | 211 | English |
| Parr, Steven | A200/330 | Computer Apps |
| Pratt, Conner | CH103 | Band Director |
| Rand, Ian | A100/221 | Special Education/ESports |
| Robinson, Jon | 307 | Foreign Language – Spanish |
| Roland, Justin | RFH | Health/Athletics |
| Salazar, Jason | CH103 | Band |
| Servis, Cole | 328 | Science/Athletics |
| Shellhorse, Kevin | 128 | Chemistry/Athletics |
| Smith, Kristin | 302 | English |
| Smith, Stephanie | 106 | Social Studies |
| Stuart, Sam | 306 | English |
| Taylor, Derek | A105 | Science |
| Turner, Joe | RFH | Athletic Director |
| VanCuren, Dylan | 102 | Social Science |
| Welch, Lisa | 213 | Special Education |
| White, Paula | 232 | Mathematics |
| Williams, Taner | P201 | Social Studies/Athletics |
| Witters, Jazmin | 227 | Mathematics |

1.04 District Calendar

**PONCA CITY PUBLIC SCHOOLS
2025-2026 SCHOOL YEAR CALENDAR**

| July 2025 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| January 2026 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

1-5 Winter Break Con't
6 Teacher Workday - No School
7 Second Semester Begins
19 Professional Development - No School

| August 2025 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

11,12,13 New Teacher Orientation
14 On Site Professional Development
15 State-Required Professional Development
18-19 Teacher Workday
20 FIRST DAY OF SCHOOL

| February 2026 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | | | |

16 Parent Teacher Conference - No School

Evening Conferences: 12 & 17

| September 2025 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

1 Labor Day- No School

15 Professional Development - No School

| March 2026 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

6 End of Third Quarter
13 No School
16-20 Spring Break-No School

| October 2025 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

16 End of 1st Quarter
17 Parent Teacher Conference - No School
20 Fall Break- No School

Evening Conferences: 14 & 23

| April 2026 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

3 No School
6 Snow Day #2 (School dismissed if not used)
24 Snow Day #1

| November 2025 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

24-28 Thanksgiving Break - No School

| May 2026 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

21 Last Day of School
22 Teacher Work Day/Graduation
25 Memorial Day

| December 2025 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

19 End of First Semester
Winter Break- No School

| June 2026 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

Summary of Days:

| | |
|--------------------------|------------|
| Student Contact Days | 165 |
| Parent/Teacher Conf. Day | 2 |
| Professional Days | 4 |
| Workdays/Checkout | 4 |
| Total | 175 |

| | |
|-----------------|------------|
| First Semester | 79 |
| Second Semester | 86 |
| | <u>165</u> |

| | |
|----------------|------------|
| First Quarter | 40 |
| Second Quarter | 39 |
| Third Quarter | 43 |
| Fourth Quarter | 43 |
| | <u>165</u> |

*Any additional inclement weather days will be made up at the end of the school year
Teacher work day follows last student school day*

1.05 2025-20256 Bell Schedule



Ponca City High School 2025-2026 Bell Schedule

| Regular | Advisory | Assembly |
|---|---|---|
| Passing: 7:55-8:00 | Passing: 7:55-8:00 | Passing: 7:55-8:00 |
| 1st Period: 8:00-9:00 | 1st Period: 8:00-8:45 | 1st Period: 8:00-8:45 |
| 2nd Period: 9:05-9:55 | 2nd Period: 8:50-9:35 Advisory: 9:40-10:15 | Assembly: 8:55-9:20 2nd Period: 9:30-10:15 |
| 3rd Period: 10:00-10:50 | 3rd Period: 10:20-11:05 | 3rd Period: 10:20-11:05 |
| 4th Period: 10:55-12:25 1st Lunch: 10:55-11:25 2nd Lunch: 11:25-11:55 3rd Lunch: 11:55-12:25 | 4th Period: 11:10-12:40 1st Lunch: 11:10-11:40 2nd Lunch: 11:40-12:10 3rd Lunch: 12:10-12:40 | 4th Period: 11:10-12:40 1st Lunch: 11:10-11:40 2nd Lunch: 11:40-12:10 3rd Lunch: 12:10-12:40 |
| 5th Period: 12:30-1:20 | 5th Period: 12:45-1:30 | 5th Period: 12:45-1:30 |
| 6th Period: 1:25-2:15 | 6th Period: 1:35-2:20 | 6th Period: 1:35-2:20 |
| 7th Period: 2:20-3:10 | 7th Period: 2:25-3:10 | 7th Period: 2:25-3:10 |

1.06 Final Exam Schedule

**PONCA CITY HIGH SCHOOL
FINAL EXAM SCHEDULE
2025-2026**

FIRST SEMESTER FINAL EXAMS

Wednesday, December 17th

8:00 – 8:40 1st period
 8:45 – 9:25 2nd period
 9:30 – 10:10 3rd period
 10:15 – 10:55 4th period
 11:00 – 12:00 Lunch
 12:05-12:45 5th period
 12:55 – 1:35 6th period
 1:40 – 3:10 7th period Final

Thursday, December 18th

8:00 – 9:30 1st period Final
 9:35 – 11:05 3rd period Final
 11:05 – 12:00 Lunch (open)
 12:05 – 1:35 5th period Final
 1:40 – 3:10 Make Up

Friday, December 19th

8:00 – 9:30 2nd period Final
 9:35 – 11:05 4th period Final
 11:05 – 12:00 Lunch (open)
 12:05 – 1:35 6th period Final
 1:40-3:10 Make Up

SECOND SEMESTER FINAL EXAMS

Wednesday, May 19th

8:00 – 8:35 1st period
 8:40 – 9:10 2nd period
 9:15 – 9:45 3rd period
 9:50 – 10:20 4th period
 10:25 – 11:00 5th period
 11:05 – 12:00 Lunch
 12:05 – 1:35 6th period Final
 1:40 – 3:10 7th period Final

Thursday, May 20th

8:00 – 9:30 1st period Final
 9:35 – 11:05 3rd period Final
 11:05 – 12:00 Lunch (open)
 12:05 – 1:35 5th period Final
 1:40 – 3:10 Make Up

Friday, May 21st

8:00 – 9:30 2nd period Final
 9:35 – 11:05 4th period Final
 11:05 – 12:30 Lunch (open)
 12:30 – 3:10 Make Up

UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED IN THE HALLS DURING LUNCH OR DURING TESTING WITHOUT A PRINCIPAL'S APPROVAL.

Teachers, we will need your help in monitoring the halls!

THE PARKING LOT WILL BE OPEN FOR LUNCH ALL EXAM DAYS. A **MAKE-UP PERIOD** HAS BEEN SCHEDULED ON BOTH DAYS TO PROVIDE STUDENTS AN OPPORTUNITY TO MAKE-UP MISSING WORK OR AN EXAM.

THE CAFETERIA WILL BE SERVING BREAKFAST AND LUNCH ON BOTH DAYS.

1.07 Ponca City School District Notice of Nondiscrimination

It is the policy of the Board of Education that no person in Ponca City School District No. 71 shall, on the grounds of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity in violation of any federal or state statute prohibiting such discrimination. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

The following people have been designated to handle inquiries regarding the School District's non-discrimination policies:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Mrs. Amy Swartz
Director of Special Services
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) and Age Act Coordinator (for questions or complaints based on age), all other complaints of discrimination

Mrs. Jennifer Dye
Executive Director of Human Resources
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Ms. Larin Davis
Director of Operations
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Grievance Procedure

Any person who believes that the Ponca City Public Schools has engaged in unlawful discrimination is encouraged to file a discrimination complaint using the District's ***Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination*** (Board

policy 3.2-3.0, Section III). Individuals can obtain a free copy of the Grievance Procedures from the compliance coordinator, their school principal or the superintendent, or on the school district website, www.pcps.us under the Board of Education link.

1.08 Civil Rights Compliance

The Ponca City School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex, qualified handicap, or veteran in the educational programs or activities that it operates. The school district complies with federal and state regulations for implementing Title VI, Title IX and Section 504. Non-discrimination is practiced both in employment and in admission of students to school programs.

Students or employees who have complaints of discrimination based on race, color, national origin, sex, qualified handicap, or veteran should direct them to the official assigned to investigate such allegations.

1.09 Special Education Services - Child Find

If you suspect that your child may have a disability or developmental delays, you can call Zuri Mayo, the Child Find Coordinator, at 580-767-8037, or the Office of Special Services at 580-767-8000. If your child is 0 – 3 years of age, you will be referred to Sooner Start of Oklahoma. If your child is 3 – 21, the Ponca City Public Schools District is responsible for identifying, locating, and evaluating your child, regardless of the nature or severity of disability. The evaluation will be at no cost to you. If eligibility is determined, services for your child will be offered by our district, regardless of the severity of the disability or developmental delay.

1.10 Notification of Rights Under FERPA (*The Student Records(F.E.R.P.A.) policy can be found in Section VII, Policy 7.20*)

FOR “VIRTUAL ONLINE SCHOOL FAMILY EDUCATION RIGHTS AND PRIVACY ACT (“FERPA”) (Revised 10/14/2019) (Section VII-Students, Policy 7.20)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents and “eligible students” over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the district receives a request for access.

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

2. The right to request correction of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights.

Parents or eligible students may ask the district to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

If the district decides not to make changes in the record as requested, the district must notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student at the time of this notification.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).

School officials with legitimate educational interests are permitted disclosure without consent. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

School districts may disclose, without consent, "directory" information; however, the district must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the district not disclose directory information about that student.

School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of each school district.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

1.11 Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

· *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Ponca City Public Schools (“District”) will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be

provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

·Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

·Administration of any protected information survey not funded in whole or in part by ED.

·Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

1.12 Directory Information Disclosure Notice

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

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

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA)), as reauthorized by the Every Student Succeeds Act (ESSA) of 2015 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

If you do not want the district to disclose directory information from your child’s education

records without your prior written consent, you must notify the superintendent in writing. The district has designated the following information as "directory information," and it will disclose that information without prior written consent:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student's dates of attendance;
6. The student's grade level (i.e., first grade, tenth grade, etc.);
7. The student's participation in officially recognized activities and sports;
8. The student's degrees, honors and awards received;
9. The student's weight and height, if a member of an athletic team;
10. The most recent educational agency or institution attended;
11. The student's photograph; and
12. The student's electronic mail address.

No parent or eligible student can opt out of the requirement that a student wear his or her ID badge which shows the student's school ID number.

1.13 Military Recruiters

Ponca City Public School is required to release student information to military recruitment officers **unless** we have been directed in writing by the student's parent and/or guardian not to do so.

1.14 Parents Right-to-Know

At the beginning of each school year, a student's parents/guardians may request information regarding the professional qualifications of their student's teachers. Specifically, the parent has the right-to-know:

- whether a teacher has met state qualifications for license and certification,
- whether the teacher is teaching under an emergency or provisional certificate, and
- the baccalaureate and graduate degree majors of the teachers

Additionally, parents may request information concerning whether the student will be provided assistance from paraprofessionals and, if so, the qualifications of the paraprofessional.

Timely notification also is required if a student receives instruction from an unqualified teacher for four or more consecutive weeks.

1.15 District-Wide Parental Involvement (Parent Bill of Rights)

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy book under Section II-Community Relations, policy 2.9-4.0 on this

subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school hours by contacting the building principal or the superintendent.

SECTION 2 ACADEMICS

2.01 State Graduation Requirements

Sample of Po-Hi Graduation Credit Check is on the website

English – 8 credits

Computer Tech OR Foreign Language – 4 credits (2 years)

Math – 6 credits

Fine Arts – 2 credits

Science – 6 credits

Additional Core – 2 credits

(Must have Life Science, Physical Science, Chemistry or Physics)

Electives – Personal Financial Literacy + CPR Awareness, 11 other electives for a total of 12 elective credits

Social Studies – 6 credits

2.02 Graduation Recognitions

Valedictorian/Salutatorian Commendation

Not wanting to deny any student who has achieved high academic success access to financial assistance but wanting to preserve academic rigor and to promote participation in honors and accelerated courses, a separate distinction has been created for the purpose of awarding Valedictory Scholarships. Students who have achieved the rank of top 10 graduating seniors will receive a Valedictory Commendation, and students who have achieved the rank of 11-20 will receive a Salutatorian Commendation. Students wishing to be considered for these honors need to complete eight regular semesters of high school to be eligible for this honor. A class rank including the thirteen-week grades from the second semester will be calculated solely for the purpose of selection of valedictorian/salutatorian. Students wishing to be considered for these honors need to be enrolled all year.

Honor Graduate Distinction

Ponca City High School Honor Graduate Recognition – Students who earn a cumulative GPA of at least 3.5 unweighted, successfully complete 15 Honors (Pre-Ap, AP, and/or Honors) credits, complete 4 credits of foreign language or technology, have two years of active participation in a school organization, and have no grade lower than a “C” in any class may earn this distinction. Recipients will be recognized with a silver cord for graduation and the “Honor Graduate” distinction on their transcript. The program will start with the class of 2027. Students who meet

the criteria in classes 2024-2026 may petition the PCHS administration for inclusion in the program.

Community Service Recognition

Students meeting the requirement for this recognition will wear a gold medallion at graduation. The requirement is to have completed a cumulative total of 50 hours of service to a community agency or non-profit organization during grades 9-12. These community service hours must be performed outside the school day and cannot be court ordered. Log sheets can be obtained in the Counselor's Office.

Certificate of Distinction - Students meeting the requirements for this recognition will wear red cords at graduation and be issued a certificate of distinction with seal. The requirements are to have met or exceeded the following criteria by the end of their senior year in high school: earned 8 credits each of English, mathematics, social studies, and science; earned 4 additional credits of technology, humanities, or the arts; earned 4 credits in a foreign language; achieved at least a 3.25 overall GPA; and achieved a satisfactory score, or its equivalent, on all end-of-instruction tests as those tests are implemented.

Note: Applicable vocational technical classes offered by comprehensive high school vocational-technical programs shall qualify for technology, science, and mathematics credits. Students may use 2 of their 12 concentrated vocational-technical curriculum credits for 2 of the math credits and 2 of their 12 concentrated vocational-technical curriculum credits for 2 of the science credits required in this certificate. Advanced placement classes in the subject areas listed above may be substituted on a course by course basis to satisfy the academic credits required for a certificate of distinction.

Oklahoma Academic Scholars Recognition - Students meeting the requirements for this recognition will wear gold cords at graduation, be issued a certificate with an Oklahoma Academic Scholars seal, and have an Oklahoma Academic Scholars seal placed on their diploma. The requirements are to have met or exceeded the requirements for a standard diploma by the end of their senior year in high school and have met or exceeded the following criteria by the end of the first semester of their senior year in high school: accumulated a minimum unweighted grade point average of 3.7 or be in the top 10 percent of their graduating class; achieved a composite score of 27 on the ACT or 1220 combined score on the SAT I. The ACT or SAT I must have been taken on a national test date.

2.03 Alternative Education Programs

Ponca City High School offers Alternative Education Programs to serve secondary students who function better in a modified educational environment. The program components are: TEEN PEP, S.H.A.R.E., and the Wildcat Academy. The goal of the alternative programs is to educate and train students who may be deficient in attendance and achievement. The student outcome is to graduate from high school prepared with skills and abilities necessary for future life and employment. Student referrals from Ponca City Senior High begin with counselors and assistant principals. Application forms are available in the Counselor's Office. Items that must accompany any application are transcript, current schedule, teacher input, attendance and

discipline records.

2.04 Gifted Program

Ponca City Senior High has an academic program to ensure that all of our students are motivated and encouraged to work at a level that will challenge and stimulate them. We are particularly interested in providing appropriate differentiation and acceleration of those students who have demonstrated exceptional capabilities in one or more academic areas or the potential for creative, productive behavior. Our program at the high school consists of Pre-AP and Honors courses, Advanced Placement courses and independent study if a highly qualified teacher is available and willing to teach.

2.05 Early Graduation

Junior students desiring to graduate at the end of their junior year and senior students desiring to graduate early their senior year must declare their intent to graduate by October 1. An early graduation plan must be completed and approved by the student, the parent, the designated counselor, and the designated assistant principal. Failure to meet the October 1 deadline may result in the student being unable to graduate early.

Seniors who graduate in December will not be allowed on campus after the completion of their last semester and cannot participate in school athletics, activities, and/or organizations according to school policy. The only exceptions to this policy are Prom, Senior Assembly, Awards Assembly and Graduation.

NOTE: Students and parents should be aware that a decision to accelerate their graduation sequence **may affect whether a student receives some recognition/awards or participates in some activities** which are available to students at certain grade levels. According to OSSAA Rules Governing Interscholastic Activities in Senior High Schools Rule 4 Section 1A states: “A student who has completed all requirements for high school graduation in an Oklahoma school district or who has graduated from high school or its equivalent shall be considered a graduate and not eligible for competition.”

2.06 Graduation Program

A student's name will appear in the Po-Hi Graduation Program only once and may participate in graduation exercises only one time.

2.07 Grade Classification

Ponca City High School has adopted a schedule to allow students to enroll in rigorous academic courses and participate in service, activity, and athletic programs. A minimum of 46 credits is required for graduation and to earn a diploma in the State of Oklahoma. A student should earn 14 credits per year. **Classification is based on the number of years in high school.**

To enter Ponca City High School as freshman, students must have successfully completed the

eighth grade.

Credits will be used to determine eligibility for participation in activities, clubs, organizations i.e. Homecoming attendants, NHS selection, attending Prom or participating in Graduation. 46 specific credits are required to earn a diploma in the state of Oklahoma. Students will not be allowed to participate in the Graduation Ceremony unless state requirements have been met.

2.08 Dropping or Adding Classes After School Has Started

Students may drop or add classes, for valid reasons, during the first three days of each semester. Any student dropping a class after the first three days of classes of each semester may receive a failing grade in that class. Modifications or exceptions to this policy may be implemented as deemed necessary by the administration.

The only acceptable reasons for schedule changes without a principal approval:

1. Scheduling error or placed in the wrong course.
2. Adding a course that is required for graduation.
3. Acceptance into PTC, independent study, or athletic program.
4. Adding a concurrent enrollment class (es)

No other changes will be made.

2.09 Concurrent Enrollment

A Ponca City High School student may, if he or she meets the requirements of the law and this policy, be admitted provisionally to a college as a student.

To be admitted, the student must meet the requirements of the Oklahoma State Department of Education, the Oklahoma State Regents, and the college or university in which the student seeks to concurrently enroll, as well as Ponca City High School documentation and administrative requirements.

Concurrent enrollment is defined as a student being enrolled in high school and college courses in the same semester.

The district will provide academic credit for concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education and are aligned to Oklahoma academic standards. All courses must be approved by the principal or designee prior to the student's enrollment in the concurrent course.

Information on higher education courses which may be taken for dual credit is available through the high school counseling office.

Applications for colleges as well as concurrent enrollment forms are located in the high school counseling office.

Important Information regarding Concurrent Enrollment

- Concurrent college course credit will be placed on official transcripts at the

conclusion of each semester.

- Students must abide by relevant OSSAA and district rules regarding enrollment/eligibility.
- Any schedule adjustment/withdrawal requires the relevant high school counselor and administrator signatures.
- Parent and student are encouraged to attend an informational session regarding concurrent enrollment procedures at the beginning of each semester.

Costs are involved with concurrent enrollment and are the sole responsibility of the student. Course fees and books are the sole responsibility of the student. Online course fees can be higher than traditional course fees.

Concurrent enrollment students must reapply each semester

2.10 Homebound Instruction

Students who become ill during the year and have to be out of school for an extended period of time may keep up with schoolwork through homebound instruction. Applications for homebound should be made through the Ponca City Board of Education Special Services. **Once approved, assignments will be handled through the high school Counselors Office.**

The high school Counselors Office needs to be notified from Special Services at the Board of Education how long the student will be on homebound. Once the school has been notified and the student is NOT on an IEP, the secretary will send for one week's worth of work from the student's core classes. It's the student's responsibility to pick up the work from the Counselors Office. The homebound student will need to return completed work within one week to the Counselors Office before more work will be issued. All final semester tests should be taken at the school, either in the teacher's room at their convenience or in the Counselors Office.

If the student is on an IEP, their homebound teacher will be responsible for getting the work from the secretary. The homebound teacher will also be responsible for returning all completed work to the Counselors Office and administering all tests.

2.11 Curriculum Requirements

All students in grades 9-12 shall enroll in a minimum of seven hours of academic and/or vocational courses each day of the school year. This includes fifth-year seniors. Only those students who are enrolled in the cooperative work-study courses or concurrently enrolled students at a college or university will be allowed to leave school early or to go to work prior to the end of the school day at 3:10 p.m. Students will be expected to complete classes that are considered prerequisites for success before enrolling in upper division classes. This applies to core classes in particular. With a request from a student and approval from the principal, parent, and counselor, a student will be allowed to earn high school graduation credit through independent and online from accredited institutions. Students must make a grade of "D" or above in order to receive credit from correspondence and approved online courses.

2.12 Online Program – Credit Recovery

To allow all students the opportunity to obtain course credits. Students work independently on a computer to complete coursework under the direction of a supervising teacher. The Credit Recovery Program is available each period of the school day and after school, although space is limited. Students interested in participating in this program should check the appropriate box during the enrollment process and indicate which class or classes that are needed for credit recovery. Again, class size is limited and placement in the program will be at the discretion of the counselors and the principal. Any student wanting to enroll in the Credit Recovery Program to take a class that they have not previously failed must have permission from the principal.

2.13 Student Transfers

Open transfers previously granted by the school administrators will remain in effect unless the site administrator takes action to deny a future year's attendance based upon capacity, discipline, or attendance as addressed within this policy. The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The District will prominently post on its website the dates on which it will begin accepting transfer applications for the current and upcoming school year. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations.

For more information on transfers for non-resident students, please refer to board policy **7.5-4.0 Student Transfers**.

Transfer Credit

Ponca City High School accepts credits from accredited schools. Credits from non-accredited schools will be accepted if the student has a transcript from the non-accredited school or from the home school and after the student passes competency tests in those classes. Competency tests are administered through the Central Administration Office or through administrators at Ponca City High School.

2.14 Grade Reports/Power School Parent Portal

Grade reports will not be printed and handed out. All grades will be viewable on the Power School Parent Portal. Student grade and attendance information may be obtained electronically through the Power School Parent Portal. Parents/guardians sign up for a required username and password at the school where their child is enrolled. A valid photo ID will be required to verify the legal guardianship of the student. Parents/guardians will need to log on to the districts' web site at www.pcps.us and click on to Power School Parent/Student for further instructions or call (580) 767-9500.

2.15 Meaning of Grades

| | |
|-----------------------|-----------------------|
| Grade "A" 100% to 90% | Grade Point Value - 4 |
| Grade "B" 89% to 80% | Grade Point Value - 3 |
| Grade "C" 79% to 70% | Grade Point Value - 2 |
| Grade "D" 69% to 60% | Grade Point Value - 1 |
| Grade "F" Below 60% | Grade Point Value - 0 |
| Grade "I" Incomplete | |

Grade “*NG*” No Grade

Grade “*P*” Pass

A student who receives a mark of “*I*” must make up the incomplete work within **two weeks after the last day of the grading period of that semester**. Unless there are extenuating circumstances, failure to do so will result in an “*F*”. If the work is made up, and the quality of work is satisfactory, the grade will be changed to a passing grade. Office aides will receive a “*P*” for elective graduation credit. Students who do not perform satisfactorily as an office aide will have a “*NG*” recorded on their transcripts.

2.16 Weighted Grade Point Average

Only Advanced Placement (AP), Pre-Advanced Placement (Pre-AP), Honors and Level 3 and above language classes taken at Ponca City Senior High School will receive weighted credit.

Weighted courses will earn an additional .03 course adjustment. The weighted grade point average is derived by multiplying the number of weighted courses passed by .03 and adding that result to the standard grade-point average.

Starting with the class of 2023, concurrent enrollment students will receive an additional weight of a .015 for selected courses taken at a partner institution.

Example: A student’s GPA on a 4.0 system is 3.97, and the student has taken 22 courses that receive weighted grades.

Step One: Compute standard GPA = 3.97

Step Two: 22 weighted courses x .03 = .66

Step Three: Three concurrent courses x 0.015=0.045

Step Four: 3.97 + .66 + 0.045 = 4.675 weighted GPA

Students enrolled in Advanced Placement classes are expected to take the Advanced Placement exam. The final evaluation of success in the course is the exam itself, and students who do not take the exam have not met all the objectives of the course; therefore, **students who do not take the exam will not receive the weighted credit**. Because the exam scores are not available until mid-July, students will have the weighted credit added to their grade-point average when they pay for the exam, with the understanding that they will actually take the exam in May. In addition, students must also complete both semesters of a yearlong course (one semester of AP Government and PreAP Human Geography) to receive the weighted credit.

2.17 Notification of Unsatisfactory Student Performance

Parents/guardians and students will be notified by the teacher at the end of nine, and thirteen weeks of unsatisfactory or failing performance so that a cooperative effort on the part of the teacher, parent and student can be made to improve the student’s performance. Notification will be made by telephone, written notification or e-mail to student/parents.

2.18 Plagiarism Policy

Plagiarism, whether intentional or unintentional, is a serious violation of academic integrity. The MLA Handbook for Writers of Research Papers, which details the accepted format for presenting research at PCHS, defines plagiarism as “repeating another’s wording or particularly apt term, paraphrasing another’s argument, or presenting another’s line of thinking” without proper credit (26). To encourage students to be aware of appropriate use of research, PCHS will adhere to the following guidelines.

1. **Unintentional plagiarism**
 - A. paraphrasing researched work without proper citation
 - B. using direct quotations from researched work without proper citation
 - C. substituting only a few of the words or phrase from the original source while maintaining the basic sentence structure
2. **Intentional plagiarism**
 - A. copying text from other sources without proper citation
 - B. copying an entire work from another source
 - C. restating an idea or concept to retain the author's original intent or meaning by just rewording

Consequences:

1. Unintentional

- 1st offense Mandatory rewrite with a 10% deduction from grade
 2nd offense Mandatory rewrite and 25% deduction from grade

2. Intentional

1st Offense

- 0% for assignment
- notification of parents and grade level principal
- removal from any leadership positions and honors organizations for the current school year
- ineligibility for any awards voted on by the faculty or student body for the remainder of the school year

2nd Offense

- two 0% scores on major assignments will result in failure of the course

In addition to the foregoing, the consequences under #1 and #2 above may include any other disciplinary punishment permitted by school policies, rules or regulations. An appeal may be made to the Principal, this decision is final and non-appealable

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. New York: MLA, 1995.

ADOPTED: April 19, 2004

2.19 Student Promotion/Retention and Student Pass/Failure of a Course

Introduction

This policy establishes guidelines for teachers and administrators related to student promotion and retention. It also establishes an appeal procedure for parents who wish to challenge a retention or promotion decision.

As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year, or before November 1 of the academic year if the student is being promoted at mid-year in accordance with the Reading Sufficiency Act, and to record on the student's permanent cumulative record that he or she has successfully completed his or her current grade level.

As used in this policy, "retain" or "retention" means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.

As used in this policy, "not passed in a course" or similar wording, means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student's permanent cumulative record.

Promotion/Retention and Failing Courses

Each school in this district will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

Retention Based on the Reading Sufficiency Act

As provided for in the school district's Reading Sufficiency Act Testing and Procedures Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade. To determine the promotion and retention of a third-grade student pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the reading comprehension and vocabulary scores portion of the statewide third-grade assessment and shall not use the other language arts scores portions of the test. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. For more information on the Reading Sufficiency Act Testing and Procedures Policy, please refer to board policy [4.2-7.0 Reading Sufficiency Act Testing and Procedures](#).

The complete policy on 4.3 Student Promotion and Retention and Student Pass/Failure of a Course can be viewed on the district website, www.pcps.us, under Board of Education, Policy Book.

2.20 Testing Program

Each year Ponca City Senior High School administers a number of tests for guidance and counseling purposes.

Tests included are the following:

- **PSAT/NMSQT** (Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test). The PSAT/NMSQT is a test that measures verbal and mathematical reasoning abilities important to college work and is the qualifying test for students who wish to participate in the nationwide scholarship competitions conducted by National Merit Scholarship Corporation. To be eligible for the National Merit Scholarship, students must take the PSAT/NMSQT during their junior year. While most students are juniors at the time they take the PSAT/NMSQT, many sophomores take it for experience and guidance purposes. It is given on a voluntary basis to sophomores and juniors in October.
- **ACT** (American College Test). Prospective college students are required to take the ACT by almost all colleges and universities in Oklahoma and by most other institutions of higher education and scholarship agencies. The “Enhanced ACT Assessment” is comprised of four tests: English, mathematics, reading and science reasoning. The tests are designed to assess student’s general educational development and their ability to complete college level work. Items on the tests require students to demonstrate ability in problem-solving and reasoning. Because March 1 is the deadline for filing scholarship applications at many colleges, it is highly recommended that students who plan to apply for a scholarship or other types of financial aid take the ACT in October or December. Students wishing to apply for the Conoco Scholarship Program should take the test no later than December. The ACT Code number for Ponca City High School is 372895. The test center code number is 8334. The test is administered at Ponca City Senior High five times a year in October, December, February, April and June.
- **CEEB** (College Entrance Examination Board). The SAT (Scholastic Aptitude Test) and the ACH (Achievement Tests) are two services of CEEB. While not required for admission to most colleges in Oklahoma, Ponca City Senior High School students who are considering attending colleges out-of-state may find they need to take the SAT. The SAT is a three-hour test, divided into six 30-minute sections. The ACH (Achievement Tests) are offered in 14 subject areas. Each test is one hour in length and a student may take as many as three on any one test date. The SAT Code number for Ponca City High School is 372895. The Ponca City Senior High School Test Center Code Number for the SAT I or SAT II is 37-160. The SAT and ACH are administered at Ponca City High School in October, November, December, January and May.
- **ASVAB** (Armed Services Vocational Aptitude Battery). The ASVAB is a group of ten tests that measure a student’s aptitude in five separate career field areas and provides an indication of their academic aptitude. Scores on these tests are combined into scores of the following composite: verbal; analytic/quantitative; clerical; mechanical; trade technical; and academic ability. Students considering entering the military service after graduation should take the battery. There is no charge for the test and there is no obligation to the military in any way. The ASVAB is given at Ponca City Senior High School one time each semester. Interested students have an opportunity to register for the test prior to the test date.
- **Oklahoma School Testing Program**. Ponca City High School will administer tests required by the State Department of Education. Information concerning the Oklahoma Testing Program can be obtained from the Counselors Office.
- **Advanced Placement Tests** the Advanced Placement (AP) is a program of college-level courses and exams that gives bright, highly motivated students the opportunity to take freshman-level college classes while still in high school. Advanced Placement Tests are administered in May to

those students enrolled in AP Courses and to others who wish to take the tests. The cost of the exam to the student will be approximately \$95.00. Students who score high enough on those tests may be awarded up to six (6) hours of college credit. The amount of credit and the score required may vary among institutions of higher learning. Interested students should see the AP coordinator for details of this testing program. Scholarships for the cost of AP Tests may be available. See AP Coordinator for more information.

- **Proficiency Tests.** Upon request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in State Competencies. Proficiency will be demonstrated by some means of assessment appropriate to the curriculum area. The tests will be administered, scored and stored at Ponca City High School. Students will be notified within two days of the results of the test. Students demonstrating proficiency in a set of competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum area. Appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma. The school will confer with parents in making such promotion/acceleration decisions. The proficiency tests will be administered through the Principal.

2.21 Scholarships

The Counselors Office researches and prepares information and bulletins regarding scholarship and financial aid opportunities for seniors. Senior can receive a copy of handouts from the Guidance Office. Additional information is made available via announcements and postings on the bulletin board near the Counselors Office. Students who do not hear announcements should check with counselors regularly to be sure that they do not miss scholarship opportunities.

Oklahoma Promise

GOAL: To Increase the Number of College Graduates in Oklahoma

- Provides an award equivalent to tuition.
- No annual limit on enrolled credit hours.
- Allows participants to collect other financial aid as long as sum total does not exceed cost of attendance.
- OHLAP award is calculated after all other aid is taken into account.
- Awards are available for up to five years.
- Students must enroll in the OHLAP program by the 8th, 9th, or 10th grade year of high school for eligibility.

To qualify, students must:

1. Be a resident of Oklahoma,
 2. Complete the courses required for admission to any Oklahoma college or university plus one unit (these courses must include two units of foreign language or technology, and one unit of fine arts),
 3. Graduate with a 2.5 grade point average within the previous three years,
 4. Have been admitted and enrolled in an institution of higher education or postsecondary career-tech program
- Families with incomes below \$50,000/year may qualify.

Oklahoma Tuition Scholarship Program (OTSP)

GOAL: To Ensure that Student that meet the Eligibility Criteria are Rewarded by having the First Two Years of Tuition Paid For

- Provides an award equivalent to tuition.
- Tuition reimbursement for a maximum of 30 hours/year with a maximum of 60 hours total.
- Stipulates that if eligible student receives other financial aid it is counted against award amount.
- Awards are available for two years as long as student maintains a 2.75 GPA in college.

- To qualify, seniors must:
 1. Be a resident of this state for a minimum of two calendar years prior to high school graduation.
 2. Have graduated from a high school accredited by the State Board of Education and awarded a standard diploma. Students must begin using the scholarship within three years of high school graduation.
 3. Have a graduate ranking in the top 15 percent of the student's high school class and have earned not less than a 3.25 grade point average on a 4.0 scale.
 4. Have attained a score of 26 or higher on the ACT.
 5. Meet the income eligibility, which is the income of the student's parent(s) from taxable and nontaxable sources, which shall not be more than \$70,000 per year.
 6. Have satisfied admission standards, secured admission to, and enrolled in an institution which is a member of the Oklahoma State Regents for Higher Education, a postsecondary Career and Technology Education program, or an approved private institution of higher learning in Oklahoma.
 7. Made application for state and federal tuition aid. Any such tuition aid may reduce or eliminate the award.
 8. Have not been adjudicated as a delinquent as defined in Section 571 of Title 57.

Students are recognized for academic excellence in several ways. These include:

- Academic Letters and bars based on cumulative grade point average
- Academic pins and achievement certificates based on grades earned in the current year
- Honor roll based on grades earned for one semester

To determine eligibility for these honors, subjects receiving a Pass grade (P) or No Grade (NG) are not included in computing grade point averages. Students transferring to the Ponca City Schools must have been enrolled in the senior high school for at least a part of the year preceding the awarding of the letter in order to become eligible. Grades from the previous school will be used to determine the necessary cumulative average.

2.22 Academic Letter Requirements

1. The letter will be awarded only once in high school. The student is eligible to earn the letter or bar in each of the four years he/she is at the high school.
2. Students maintaining the requirements for the academic letters in successive years will receive a bar to place on their letters.
3. The letters and bars will be awarded in the early Fall of the year after the students become eligible, with the exception of the 12th grade when the awards will be made after the first semester.
4. **Academic requirements for lettering: (based on A= 4 points, B=3 points, C=2 points, D=1 point, F=0 points).** Subjects include all courses except aides, athletics and driver education.
 - 9th Grade:** Must have a cumulative semester grade point average of 3.5 with all subjects during the 9th grade and with no semester grade lower than a "C" in the current year.
 - 10th Grade:** Must have a cumulative semester grade point average of 3.5 in all subjects during the 9th and 10th grades, with no semester grade lower than a "C" in the current year.
 - 11th Grade:** Must have a cumulative semester grade point average of 3.5 in all subjects during the 9th, 10th, and 11th grades, with no semester grade lower than a "C" in the current year.
 - 12th Grade:** Must have a cumulative semester grade point average of 3.5 in all subjects during the 9th, 10th, 11th and 12th (second semester projected on nine weeks grade), with no semester grade lower than a "C" in the current year. Seniors must be enrolled through both semesters of their senior year to receive the academic bar.
5. Students transferring into the Ponca City Schools must be enrolled at the High School or East

Middle School for at least a part of the year preceding the awarding of the letter in order to become eligible. Grades from their previous school will be used, however, to form the necessary cumulative averages.

2.23 Academic Pin Requirements and Academic Achievement Certificate

Academic Pins - For a GPA of 3.5 (*non-cumulative*) and above, with no grade lower than a “C”, a 9th grader will receive the Freshman pin. Sophomores, Juniors and Seniors maintaining a GPA of 3.5 and above, with no grade lower than a “C” will receive a bronze scholarship pin. For the second year of earning a 3.5 or above GPA, students will then receive a silver scholarship pin. For the third year of earning a 3.5 or above GPA, students will receive a gold scholarship pin. Seniors must be enrolled through both semesters of their senior year to receive the academic pins.

Academic Achievement Certificate - For a grade point average of 3.0-3.49, with no grade lower than a “C” a student will receive the scholarship certificate.

2.24 Honor Roll

Students are recognized for academic performance each semester by being named to the Honor Roll. Students earning a 4.0 (or above) grade average in all subjects, with no incomplete grades, will be named to the Superintendent’s Honor Roll. Students with a GPA (non-cumulative) of 3.00 - 3.99 in all subjects, with no incomplete grade and no grade below a C, will be named to the Principal’s Honor Roll.

2.25 National Honor Society

Ponca City Senior High School recognizes the comprehensive efforts of its students by their nomination to the Ponca City Chapter of the National Honor Society (NHS). The purpose of the NHS is to create an enthusiasm for scholarship, to promote worthy leadership, to encourage the development of character and to stimulate a desire to render service.

Membership is based upon attendance, scholarship, service, leadership, and character. The selection of members to this chapter shall be made by the NHS Faculty Council, consisting of the local sponsor and five members of the faculty appointed by the principal. Consideration for NHS for juniors and seniors occurs in September and January. Students have four opportunities to be selected for membership.

Each nominated candidate must meet the following criteria for membership:

1. be a junior or senior who attends Ponca City Senior High School
2. have attended Ponca City Senior High for at least one semester prior to nomination
3. have no serious or chronic office disciplinary offenses
4. meet the cumulative minimum GPA requirement of 3.50 (on a 4.00 scale), as determined by the NHS Faculty Council, beginning with the freshman year
5. obtain and complete the Student Activity Information Form prior to the set due date
6. submit two Character References from adults (not relatives or school personnel) with whom you have been involved with in school or the community prior to the set due date
7. have demonstrated leadership, character, and service potential overtly or silently (not limited to school site)
8. have the approval (majority vote) of the National Honor Society Faculty Council

SELECTION PROCESS

1. *Nominated students are notified by the main office to complete the Student Activity Information Form and provide two references to the office by a set date (roughly three week after initial notification).*
2. *Faculty members are asked to complete a Faculty Evaluation Sheet, rating the candidates in the categories of Service, Leadership, and Character on a 0 – 4 scale, with 4 being the highest.*
3. *The NHS Faculty Council convenes to review each candidate. The ratings from the Faculty Evaluation Sheet (the minimum numeric average has been set at 3.75 for each category), the Student Activity Information Form and Character References are used to assist the NHS Faculty Council in making sound decisions regarding membership. The NHS Faculty Council, by a majority vote, will determine the membership of each candidate in the local chapter of the NHS.*

Students not selected for NHS membership have three weeks from the selection date to appeal that decision. The appeal process should be initiated with the NHS faculty sponsor and/or the principal. If the student is not satisfied with the given explanation, the student may ask the Faculty Council for a review. The Faculty Council may decide to review the documentation of each non-selected candidate. In this process a candidate's status may be reexamined with the possibility of a re-vote. Non-selected candidates who wish to be considered for selection in the next selection round must continue to have a 3.5 GPA. They may choose to use their original paperwork or turn in a new Student Activity Information Form and/or new Character References.

Candidates selected for membership will receive a NHS pin, card, and certificate at an induction ceremony. Yearly dues and other fees are required. Members must maintain the required cumulative GPA, miss no more than two meetings per semester, and earn a minimum of five service hours per semester, in involving designated group activities within the community or school to be considered an active member. **Only active members may wear an NHS stole at graduation.**

2.26 Oklahoma Academic Scholar

Graduating seniors who meet all of the requirements listed below shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar in compliance with state law which became effective in 1986. Academic scholars get a certificate, gold seals on their diplomas and the honor recorded on their official transcripts.

To qualify students must

1. Accumulate over grades 9, 10, 11, and the first semester of grade 12, a minimum grade point average of 3.7 on a 4.0 scale or be in the top ten percent of their graduating class.
2. Complete (or will complete) the curricular requirements for a standard diploma.
3. Achieve a composite score of 27 on the ACT or 1,220 combined score on the SAT I. The ACT or SAT I must have been taken on a national test date before the date of graduation.

SECTION THREE GENERAL PROCEDURES

3.01 School Attendance Policy

It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) and under the age of eighteen (18) years, and who has not completed four (4) years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the attendance rules of Ponca City Public Schools. It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the attendance rules of

Ponca City Public Schools or receive an education for the full term that school is in session except under the following conditions:

1. If a child is prevented from attending school by reason of mental or physical disability as determined by a qualified physician.
2. If any such child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between the school district administrator and the parent, guardian or custodian of the child.

All absences excused or unexcused count toward chronic absenteeism with the exception of approved school-related activities.

It shall be the duty of the attendance office or principal to enforce all provisions of the Compulsory Attendance Law. Any parent, guardian, custodian, child or other person violating any of the provisions of the Compulsory Attendance Law shall be guilty of a misdemeanor and be fined according to the City of Ponca City Ordinance 7-2D-3.

In order to approach each child's individual situation in the most appropriate manner, the following procedures are to be followed when a student's attendance record indicates a pattern of absences that may be detrimental to his/her educational progress. The principal may determine extenuating circumstances. However, for reasons limited exclusively to medical or other extenuating circumstances, parents may appeal to a committee chaired by the appropriate principal or grade level assistant principal.

1. On the occasion of the 4th absence, the building principal or designee will notify the parent/guardian in writing.
 2. On the occasion of the 6th absence, the building principal or designee will notify the parent/guardian with another letter along with a copy of the City of Ponca City's Truancy Ordinance.
 3. On the occasion of the 8th absence, the building principal or designee will schedule a conference with the parent/guardian and student to compile/complete an attendance contract and may report absences to DHS, the SRO, and/or DA office.
 4. On occasion of the 12th absence, the building principal or designee will arrange a parent/guardian meeting with the SRO, parent, and student to review the contract along with the city ordinance. At this time, the SRO may issue a warning to parents/guardians for failure to comply with the city ordinance. Failure of the parent/guardian to attend this meeting may result in a report to DHS and/or the DA office.
 5. On occasion of the 16th absence, the building principal or designee will notify the parent/guardian in writing about his/her child's chronic absenteeism status and will warn the parent/guardian again of the City of Ponca City Ordinance and possibility of a receiving a citation.
- On occasion of the 17th absence, the parent/guardian may be issued a citation. Each additional day of non-compliance with the attendance policy may result in additional penalties.

3.02 90% STUDENT ATTENDANCE POLICY FOR SENIOR HIGH SCHOOL (Revised 6/10/2019)

In an effort to promote excellence in the high school and to meet course requirements, all high school students must be in attendance 90% of each semester to receive course credit. For reasons limited exclusively to medical or extenuating circumstances, parents may appeal an attendance-based denial of course credit to a committee chaired by the appropriate principal or grade level assistant principal. The committee's decision is final.

The Ponca City Public Schools District is established for the purpose of serving the educational interests of resident students. State Law provides that a child's residence for school purposes is the school district in which the parent, legal guardian or person having legal custody of the child holds legal residence.

The School District provides educational services for homeless children to the extent required by law.

Qualified students may establish residency under a Special Power of Attorney as required by the Compact on Education Opportunity for Military Students.

For more information on Student Residency, refer to board policy 7.5-2.0 Student Residency on the district website, www.pcps.us under Board of Education Policy Book.

Attendance/Activities Policy

The Ponca City Board of Education considers regular class attendance to be a high priority so that students may achieve the most from their regular classroom experiences. Since these good classroom experiences are built on continuity of instruction and participation in the classroom setting, it shall be the policy of the Ponca City Board of Education to limit the number of days for activity absences. This policy will also stress the importance of classroom attendance for the development of strong work habits as well as responsibility and self-discipline. It is with these goals that the Board of Education establishes the following regulations:

1. The administration will review the scheduling of activities once each semester to minimize interruptions in the instructional program for our school system. It shall be the responsibility of the Athletic Director, appropriate coordinator, and the respective Assistant Principal at each secondary school (which comprise a review committee) to prepare the necessary information for these reviews.
2. The maximum number of absences for activities which removes the student from the classroom shall be ten days for any one class period of each school year. School sponsored state and national contests for which a student must earn a right to compete are excluded from the ten-day limit. Students who represent Ponca City Schools in activities must meet all academic and attendance requirements to be eligible to compete. Those who miss school because of illness during the school day shall not be considered eligible to represent the Ponca City Schools for any activity the balance of that day. Five extra days will be available for community service activities subject to approval of the building Principal and the Committee.
3. Students who exceed the ten-day limit must complete and submit a Student/Class Activity Extension form to Principal. Five additional days will be allowed if approved.

Check-Out Procedures:

Freshmen and Sophomores: Parents or guardians must come, in person, to the school attendance office to check their student out. Students will only be released to contacts listed in PowerSchool. Please have your ID ready.

Juniors and Seniors: Parents or guardians may come to the attendance office, in person, or call the attendance office on the morning of to check their student out of school, if needed. If calling, please have your student's full name and grade ready as well as your identifying information such as phone numbers, birthdate, etc. If information does not align to the information in PowerSchool, students will not be called out of class to be released. If assistance is needed to update contacts in PowerSchool, please contact the school.

3.03 Final Exam Exemption Policy

To be exempt from the semester test in a class the student must:

Students may earn exemption from 2nd-semester exams provided they meet the following criteria:

- Have no truant infractions during the course of the year.
- Have no in-school or out-of-school suspensions during the course of the year.
- Have no more than 3 tardies in the class each nine weeks.

In year-long courses:

- No more than 8 absences combined from 1st and 2nd Semester and an "A" in the course.
- No more than 6 absences combined from 1st and 2nd Semester and a "B" in the course.
- No more than 4 absences combined from 1st and 2nd Semester and a "C" in the course.

In semester courses or a year-long course taken only one semester:

- No more than 4 absences and an "A" in the course.
- No more than 3 absences and a "B" in the course.
- No more than 2 absences and a "C" in the course.

Conditions for exemptions

1. Students with an Unexcused or Truancy absence are not exempt.
2. Students must display good citizenship and behavior to be exempt. Teacher must have a record of written behavioral reports for evidence.
3. Students who are exempt may choose to take the semester test in order to raise their grade.
4. The teacher's grade book will be final authority in determining grades and attendance for exemption, no exceptions.

The following types of absences DO NOT count against exemptions

1. Conference with administrator or counselor
2. School activity (limited to 10 per year, more with principal approval)
3. School business (must be approved by administration)
4. State testing
5. Funeral of immediate family (father, mother, sister, brother, grandparent), Student will have three days which will NOT be counted against attendance for purposes of exemption.

Exemption from a final exam does not equal exemption from attending school. Attendance will be taken.

3.04 Truancy Policy

Any time a student is absent from school with no parent contact is considered truancy. Truancy is against the law. Truancy will be reported to the District Attorney as required by law. ISD, suspension from school and/or other disciplinary action can be taken to change behavior leading to truancy.

Truancy as indicated here includes an unexcused absence of one or more days or parts of the school day. The principal will take appropriate discipline action to enforce compulsory attendance laws.

State law provides that if a child is absent without valid excuse for four days or parts of days within a four-week period, the parent will be notified, or if a student is absent without valid excuse for ten days or parts of days within a semester, the attendance officer must notify the parent and immediately report such absences to the district attorney.

It is the parent's or guardian's responsibility to notify the school by phone or written message when a student is to miss one or more classes. Without this notification, the absence will be considered unexcused. For an extended absence (more than one day), the parent or guardian should continue informing the school of the reasons for the student's absence each day. It is the school official's responsibility to determine whether the absence is excused or unexcused.

The following constitute examples of truancy:

1. Leaving school without signing out through the Attendance Office.
2. Not attending without parent permission (skipping).
3. Being at school but not attending class.
4. Becoming ill and going to the restroom instead of reporting to school nurse, counselor or Attendance Office.

3.05 Procedure for Occurrence of Absence

Parents should call the morning of the day the student is to be absent and state the specific reason for the student being away from school. Upon return to school, students whose parents have reported the absence may go directly to class. An admit is not required. Students who are absent without consent and/or knowledge of the parent are unexcused or truant. Repeated truancy will be just cause for legal action to be taken against the parent (violation of compulsory attendance law). **(SL 70-10-105) Truancy** is against the law and will be reported to the district attorney. In School Detention (ISD), suspension and/or other disciplinary action can be taken to modify behavior.

Ponca City Senior High staff and administration value attendance and believe all classes present essential information and activities each day; therefore, it is important that your children attend. We discourage excused absences for shopping, salon/barber appointments or other activities not associated with the high school. Oversleeping is not excused, even with a parent phone call or note because we believe that at school, as in the workplace, oversleeping or tardiness is not to be condoned. Parents and/or guardians may contact the Attendance Office by calling **(580) 767-9500**.

3.06 Makeup Work Procedures

Work can be made up for all absences. The student will be given one day to make up work for each day of class he/she has missed. Any extension of this time allotment will be negotiated by the student and the teacher. It is the student's responsibility to make up work in the allotted time.

3.07 Tardy Policy

A student is tardy when he/she has not arrived to class on time. If a student reports to class after the tardy bell, he/she will be given a verbal warning by the teacher. If a student receives a second tardy, the teacher will notify the parent or guardian of the tardies. The third tardy in each class will result in one restorative detention before or after school. The fourth tardy will result in two additional days of restorative detention. Administration may address tardies utilizing other administrative actions such as, but not limited to, in-school suspension, out-of-school suspension, Saturday School, etc.

3.08 Hall Passes

Students must have a hall pass anytime he or she is outside of the classroom.

3.09 Visitors

Ponca City High School encourages visitations by parents, guardians and interested patrons; however, visitors should observe the following guidelines:

1. All visitors must enter through the secure area.
2. Visitors shall provide valid photo identification and state the purpose of the visit.
3. Visitors must report to the main office after checking in.
4. The principal and/or his designee will have the prerogative to approve or disapprove the visit.
5. Visits by students from other schools, unless authorized, or persons interested only in

personal visits with Ponca City High School students will not be allowed.

6. Students will not be called from class to see visitors unless the visitors are legal guardians.
7. Visitors will be requested to wear name tags.

3.10 Permanent Record

The student's permanent record, which is kept in the principal's office, is the school's official record. Information on this record includes the student's entire academic record, his/her rank in class and his/her test scores. It is this record that follows the student when he/she enters an institution of higher learning and requests recommendations for employment and scholarships. The importance of the student's high school record cannot be overstated. Grades cannot be changed except by the teacher who issued them.

3.11 Transcript Information

Transcript requests must be made to the Ponca City High School Main Office by a student, a parent, or guardian. Requests must be made in person, in writing, email or by fax. Phone calls are not acceptable. All official transcripts for college admission, scholarship competition, or for transfer to another school will be mailed directly from the registrar or principal of that building.

3.12 Student Solicitation of Funds

We recognize that there are many worthwhile fundraising organizations that are supported by this community and we recognize the importance of teaching citizenship and community responsibility. However, recruitment of students to solicit money for outside organizations is prohibited.

3.13 Food Service

Application forms for free and reduced fee meals are available at the Counselors Office or the Campus Mart office. Students are encouraged to take advantage of this opportunity.

3.14 Food Service Unpaid Meal Policy and Meal Charging

Ponca City Public Schools is required by the USDA to establish and adopt an "UNPAID MEAL POLICY".

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

Important points and highlights from the policy are listed below.

- Students who qualify for free meals will not be denied a reimbursable meal even if they have accrued a negative balance on their cafeteria account.
- Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the CNP will not use the money to repay a negative balance or other unpaid meal charge debt.
- Students will be allowed to charge meals, depending on circumstances. In this case a student meal debt of \$30.00 is considered excessive debt.
- This policy is required by the USDA to address Child Nutrition unpaid meal liabilities by July 1, 2017.
- This policy sets out the procedure for collecting unpaid meal charges and establishes notification of household in the event of a negative balance.
- The threshold to suspend meal service to a student is \$30.00.
- The policy establishes communication of policy procedures.

- The policy addresses and defines delinquent and bad debt.

For the entire policy statement, go to

<http://www.schoolnutritionandfitness.com/index.php?sid=2807151828427411>

3.15 Food Items

Food service regulations adopted by the Oklahoma State Department of Health state, “Food shall be obtained from sources that comply with all laws relating to food safety and food handling. Only food prepared in a licensed establishment shall be used or offered...” The Kay County Health Department has notified all schools requiring that all food prepared for or served to children in the public schools come from a licensed kitchen. As such, snacks sent from home for celebrations or parties should be purchased and commercially wrapped rather than prepared at home.

3.16 Smart Snacks in School USDA’s “All Foods Sold in Schools” Standards

SMART SNACKS IN SCHOOL

USDA’s “All Foods Sold in Schools” Standards

Effective July 1st, 2014, the United States Department of Agriculture is requiring all schools to meet specific standards regarding foods available to students during the school day. These standards are modeled after the same standards for school breakfast and lunch programs. Foods must have as the first ingredient a fruit, vegetable, a dairy product, a protein food or be a combination food that contains at least ¼ cup of fruit and/or vegetable or contain 10% of the daily value of one the public health concern in the 2010 Dietary Guidelines for Americans. Calories are limited to less than 200 for snack items. Food items must also have less than 230 mg of sodium, 35% calories from fat with no trans fats and 35% of weight from total sugars in foods.

Beverages available to students must be restricted to unflavored low fat milk, 1% flavored milk and 100% fruit and vegetable juice. Elementary may only serve up to eight ounces, while middle schools can serve 12 ounces and high schools can serve 20 ounces. Only sugar free soft drinks are available at the high school level.

Fundraisers are subject to the same rules if items are sold during the established school day.

Fundraising

Fundraising Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day*. The District will make available to parents and teachers a list of healthy fundraising ideas [examples from the Alliance for a Healthier Generation and the USDA].

- *Fundraising during school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards. This may include but is not limited to, donation nights at restaurants, cookie dough, candy and pizza sales, market days, etc. (Meets HSP Gold)*

Other Food Items Sold on School Campuses

1. Ponca City Public Schools will comply with the USDA Smart Snack in Schools rules as they affect all food and beverages sold to children at school during the school day.
2. Ponca City Public Schools will adhere to the fundraiser exemption policy as set by the Oklahoma State Board of Education.

3. Exempt food fundraisers are prohibited from taking place while meals under the National School Lunch, National School Breakfast, and After School Programs are being served to students.
4. Under USA Smart Snack: Exempt Fundraisers, a school district that wishes to conduct fundraisers that are exempt from the Smart Snack rules must adopt a written policy which shall provide for the following:
 - Each school site shall designate a Smart Snacks in School Exempt Fundraiser contact person who shall be responsible for maintaining up-to-date documentation regarding each exempt fundraiser held at the school site.
 - A limit of 30 exempt fundraisers per semester may be held at each school site.
 - Exempt fundraisers are prohibited from taking place while meals are served to students under the National School Lunch Program (NLSP) or the National School Breakfast Program (NSBP) and while after-school snacks are being served to the students under the After-School Snack Program (ASSP).
 - The maximum duration of any individual exempt fundraiser shall be 14 days.
 - For each individual exempt fundraiser, documentation must be kept on file at the school site showing:
 - a. The school organization, activity, class, or other group that benefits from the fundraiser.
 - b. The date(s) the fundraiser is conducted, with the duration not to exceed 14 days.
5. A summary of the guidelines can be found at:
https://fnsprod.azureedge.net/sites/default/files/allfoods_fundraisers.pdf

Schools are encouraged to follow these standards for class parties, but at this time standards apply to regular foods available on campus through school sales and fund raisers.

For information regarding the Smart Snacks in School standards go to:
<http://www.fns.usda.gov/school-meals/smart-snacks-school>

Also, a Smart Snack calculator is available at: <http://rdp.healthiergeneration.org/calc/calculator/>

DISTRICT, STATE AND FEDERAL POLICIES
To access all PCPS policies, go to <https://pcps.us>
And follow the link for Board of Education.

Food Delivery

To ensure the safety and smooth operation of our school environment, we have established the following procedures regarding food deliveries:

1. **No External Food Deliveries:** External food delivery services, such as DoorDash, Uber Eats, GrubHub, and other similar vendors, are not permitted to deliver food to students at school. Any delivery attempts by these services will be turned away at the office.
2. **Permitted Food Drop-Offs:** Only parents, guardians, and individuals listed on the student's emergency contact card can drop off food for students. These individuals must be physically present when dropping off food. These deliveries must be brought directly to the school office, where students can retrieve them during appropriate times.
3. **Responsibility for Turned Away Deliveries:** Ponca City Public Schools is NOT responsible for any costs associated with food that is turned away. This includes food orders placed through external delivery services or individuals not authorized to drop off food.

3.17 Bulletins and Announcements

All notices of club meetings, athletic and social events may be announced via the P.A. System, student Gmail, video announcements, or school website. Any poster placed in the building must have the approval of the district. Posters and flyers will be placed in designated areas only. Posters should be removed upon completion of the event.

3.18 Student Identification Badges

Students will be provided their identification badge (ID). This badge is for the purpose of identifying the student as a Po-Hi student and is non-transferable. ID badge is not to be defaced. If a student loses his/her badge, a replacement must be purchased within two days from the Business Office and the replacement ID will be issued from the Library, the replacement cost will be \$5 at student expense. An ID badge is required to check out library books, purchase food, obtain lost passwords, etc., and must be used with a hall pass to be out of the classroom during class. Students must have ID visible at all times while on campus. Lanyards are available (while supplies last) in the office/library. The initial student ID will be issued free of charge.

3.19 Lockers

Lockers are located in the hall area of each building and will be assigned to students. Students should keep lockers in good condition. Students may use only the locker assigned by the school and should not give the combination to others. Money and/or other valuables are left in lockers at the student's own risk. Lockers are the property of the school and may be inspected at any time.

The letter in front of the locker number indicates the location of the locker.

B 1001-1240= 1st Floor Howell Bldg
 C 2464-2923= 2nd Floor Howell Bldg
 D 3724-4343= 3rd Floor Howell Bldg
 E 1400-1427= 1st Floor Math/Science Bldg
 F 2300-2463= 2nd Floor Math/Science Bldg
 1001 number series is located on 1st Floor
 2300 number Series is located on 2nd Floor
 3600 number Series is located on 3rd Floor

3.20 Locker Search and Seizure (7.09-2.0)

To maintain discipline and ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers, cabinets, etc., as applicable. Thus, although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local laws. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time.

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

3.21 Lost and Found

A lost and found is maintained in the Attendance Office. Articles which are found should be taken to this office. Clothes, books and other articles should be marked for identification.

3.22 Student Vehicles/Parking and Parking Code Contract

Student Vehicles/Parking and Parking Code Contract

STUDENT'S MOTOR VEHICLE CODE FOR SENIOR HIGH SCHOOL

Parking spaces will be available to juniors and seniors during pre-enrollment. Sophomores will be permitted to register their vehicles on a space available basis based on chronological birthdate. A number

of spaces will be available for sophomores who can demonstrate a hardship related to the lack of bus transportation to and from their homes and who do not live within walking distance.

Students who drive a motor vehicle to school must know and obey the following rules:

1. Each student must register the vehicle each school year. Registration forms are available in the main office. Parking permits may require a nominal fee.
2. Students are expected to park their cars in the designated student parking lot on the high school campus and not in other campus lots or on nearby streets or driveways while at school. A student who drives his or her car to school will leave the car in the designated student parking lot until the end of his or her school day. Any car leaving between 8:30 a.m. and 3:20 p.m. must use the south exit of the parking lot. Students must obtain a special permit from the attendance office before leaving the campus.
3. Students must agree to observe the following rules:
 - (a) Observe a speed limit of 10 miles per hour on school property;
 - (b) Cooperate with security personnel at all times;
 - (c) Keep vehicles locked;
 - (d) Not sit in or on parked vehicles or loiter in parking lot;
 - (e) Not write on vehicles;
 - (f) Not ride on vehicles.

Students who violate any of these provisions or who damage the property of others may have their automobile permit revoked and be subject to additional school disciplinary action,

as set forth in the District's code of student conduct including detention, in-school detention and out of school suspension

3.23 Vehicle Search

Students who drive a vehicle on to school property do so as a privilege afforded them by the School District and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks the vehicle on school property is deemed to authorize a search of such vehicle by the school principal or designee at any time and for any reason deemed appropriate by the school principal or the superintendent of schools. Any student who refuses to peaceably submit to a search of the vehicle when requested to do so may be suspended for such refusal and may thereafter be denied the right to drive a vehicle on to school property.

3.24 Telephone

The office telephone is for school business and is to be used by students only in case of an emergency. Students using the telephone must have the approval of the secretary or other school official.

3.25 Textbooks/Special Equipment

When textbooks or special equipment are issued, the students are responsible for the care and keep of those items until they are returned to the teacher/person who assigned the textbook/special equipment to the student. The student is financially responsible for replacement cost of all items lost, damaged, or left in a locker or in a classroom and not properly checked back in to the teacher or to the person who assigned that item. Failure to clear charges for these items or other financial obligations (fees, fundraisers, etc.), may result in the student not being allowed to attend/participate in prom or possible withholding of transcript.

3.26 Building Evacuation and Emergency Procedures

In the event of an emergency requiring the evacuation of the building, students will either walk or be transported by bus to a safe site. Reunification will follow predetermined procedure which will be directed by the principal or other designated personnel. Parents should listen to local radio stations for information. Teachers will dismiss students to parents only. Persons other than parents may pick up students with written permission of the parent. A copy of the plan is kept on file in each office and at the Administration Building.

- Fire Alarm
 1. The fire alarm signal is a continuous ringing of the fire alarm buzzer (horn). The alternative system will be the continuous sounding of air horns.
 2. Specific instructions should be posted in each classroom and reviewed with all students.
 3. Students should move at least 500 feet from the building.
 4. Students should not return to the building until they have been instructed to do so. The “all-clear signal” will be a long ring of hallway bells.
- Tornado

If the city tornado-warning siren blows during school hours, students will be taken to a protected area on campus for refuge. Parents should not call the school. The line must be kept open for calls from the Civil Defense and Administration Office. Students will not be dismissed from the school until the “all-clear signal” is given by Civil Defense officials. A practice drill on how to take shelter in the event of a tornado will be conducted each semester.

A tornado or severe storm alert will be by announcement. The intercom signal to seek shelter will be the European siren. The alternative alarm will be a short burst of an air horn. A tornado warning indicates that a tornado has been sighted in the area. Where space allows, students should sit on the floor with head lowered using hands and arms to cover the back of the head and neck.

Students will not be dismissed from school until the “all-clear signal” has been given or until parents arrive at school and pick up their children. Buses will not pick up students until the “all-clear” is given.

- Earthquake
 - **Drop** (down on your hands and knees)
 - **Cover** (cover your face and neck, face away from windows, under a sturdy desk or

- table)
 - **Hold On** (shelter until shaking stops and all clear is sounded. Remember, there may be aftershocks)
 - **Stay near interior walls**
 - **Avoid hanging objects** (mirrors, pictures, etc. . .)
 - **If you are outdoors stay outdoors, if you are indoors stay indoors until the all clear is given.**
- Shelter in Place
 - Students remain in classroom until further instruction
- Lockout
 - There is no immediate threat, but the possibility for danger exists.
 - Lock all doors.
 - Students in common areas should move away from any disturbance/noise. Going outside is permissible.
 - Class will continue.
- ALICE procedures
 - There is an immediate threat.
 - Lock doors and barricade as necessary
 - Students in common areas should move away from any disturbance/noise. Going outside is permissible.
 - Remain quiet.
 - Do not open the door for anyone.
 - Students may TEXT parents that they are OK and any information that may have been announced.
- Bomb Threat
 - Students evacuate as directed
 - Do not take backpacks

3.27 School Closing

Sometimes it is necessary to cancel school because of severe weather. When this decision is made it will be announced as early as possible. School closures will be announced as follows:

- PCPS App push notifications
- PCPS Facebook
- PCPS Website, www.pcps.us
- Local radio stations
- Ponca City News
- Ponca City Now
- Ponca Post
- Oklahoma City & Tulsa area TV stations

3.28 Illness at School

Many communicable diseases, including Human Immunodeficiency Virus (HIV) an/or Acquired Immune Deficiency Syndrome (AIDS), require special consideration in the school environment. The board of education seeks to provide an environment which is safe for all students and employees while maintaining the dignity and privacy of infected with communicable diseases.

It is suggested that a student stay home from school with any or all of these symptoms: fever above 100 degrees, diarrhea or vomiting, rash, cough or sore throat or other communicable conditions such as lice, ringworm or scabies. School personnel may

consult with the Oklahoma Department of Health regarding concerns of communicable diseases.

3.29 Procedures for Dispensing Medication (7.23-5.0)

Under Oklahoma law, a school nurse, an administrator or a designated district employee may administer prescription and nonprescription medications and assist in applying sunscreen to minor students. The parent must deliver the minor student’s medicine to the school administrator in its original container with the parent’s written authorization for administration of the medicine. The parent's authorization for either medicine or sunscreen must identify the minor student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The parent must complete a new authorization form for each change of medication or sunscreen, change of dosage or change in time of administration. Authorization forms will be available in the campus director’s office.

Pursuant to Oklahoma law, students may be allowed to carry and self-administer sunscreen, prescribed asthma, anaphylaxis, replacement pancreatic enzyme, and diabetes medications according to the provisions in PCPS Policy 7.23-5.0.

3.30 Immunization Requirements (7.23-1.0)

IMMUNIZATIONS

Oklahoma State Law, §70- 1210.191 requires the parent to present evidence of the following immunizations before students can enroll in school. Immunizations must be given at the appropriate age and time interval and considered valid by the Oklahoma State Department of Health.

| Pre-K | Kindergarten -6th | 7th-12th |
|--|--|---|
| 4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps rubella) 1 Varicella (chickenpox) 3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) | 5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps rubella) 1 Varicella (chickenpox) 4 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) | 1 Tdap (tetanus, diphtheria, pertussis) 5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps rubella) 1 Varicella (chickenpox) 4 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) |

All students enrolling in any school in the district shall provide the building Principal or designated representative with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. A copy of this policy shall accompany applicable state law which shall be distributed to all students at the beginning of the school year. The superintendent shall annually issue a news release regarding this requirement of state law.

Students who fail to provide said documentation as required by law shall be excluded from school by the superintendent or his or her designated representative until statutory requirements are satisfied. Notice of exclusion shall be given to the parents or guardians as prescribed by law.

The appropriate Principal shall forward evidence of compliance with health tests and the immunization law to other schools when requested by such schools or the student's parents or guardians.

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

What is meningococcal disease?

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

Who is at risk from meningococcal disease?

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

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

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

How is the disease spread?

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

Is meningococcal disease dangerous?

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

Signs and Symptoms of Meningitis

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

How can meningococcal disease be prevented?

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

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

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

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

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

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Is the meningococcal vaccine safe?

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

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

Does the meningococcal vaccine work?

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

Does the meningococcal vaccine prevent all cases of meningitis?

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

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

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

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

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

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

Is this vaccine required to attend school in Oklahoma?

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

Where can I get more information?

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

National Meningitis Association at www.nmaus.org

Immunization Action Coalition at <http://www.vaccineinformation.org/menin/index.asp>

Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at <http://www.vaccinesafety.edu/cc-mening.htm>

National Network for Immunization Information at <http://www.immunizationinfo.org/>



Oklahoma
State
Department
Of Education



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

3.31 Withdrawal from School

If a student plans to withdraw from school, he/she must notify a counselor of the intent at least one day in advance of the planned withdrawal date and receive a clearance slip to be presented to each of his/her teachers. School-owned property must be returned. Each teacher must sign the clearance slip. The final clearance is then presented to the financial office personnel.

3.32 Elevator Use for Students

If some circumstance arises in which a student is unable to use the stairs, he/she should ask the Attendance Office for a key to the elevator in the Howell Building. A \$5 deposit is required for elevator keys. This deposit will be returned when he/she no longer needs the key. The key should be returned as soon as he/she can use the stairs.

3.33 Library Media Center

The Library Media Center is open from **7:45 A.M. – 3:30 P.M.** Monday through Friday. Students may use the library during their lunch times as long as library procedures are followed.

Library Procedures:

- 1. Backpacks must be placed on shelves provided outside the library near each door. If you have valuables in your backpack, you may take the backpack inside where it will be stored by the librarians.**
2. When coming to the library without a teacher, always sign-in at the check-in laptop. **Only two students from each class are allowed to use the library at one time.**
3. No food or drinks allowed inside the library.
4. Computers are primarily for research; therefore, scheduled classes will have priority. **ONLY ONE STUDENT PER COMPUTER!** The librarian may check at any time to be sure students are logged in with their own password by checking student ID and the monitor.
5. The library is a quiet place for students to research, read or study. Students will be quiet throughout the day.

Checking out Materials:

A student **must have a student ID** in order to check out books. Books are checked out for a period of three weeks. When a student has an overdue item, that student will be **assessed a fine of 25 cents** per school day for each item. The fine will not exceed \$10.00 for each item. Fines are ½ off when paid the **same day** as the book is returned. If a student does not return the item, or returns it damaged, the student must pay the value of the item according to our database records or replace the book which should be in very good condition. Overdue notices are sent weekly to student Gmail accounts.

The library has a security system which will detect material leaving the library without being properly checked out. If the device sounds when a student exits, that student **must return to the circulation desk** to have the item re-examined by the librarian.

Our circulation and cataloging system is called PC Destiny. It can be accessed on any networked computer in our school by typing “pcedestiny” on the Internet, or by going to the District home page and clicking Ponca City High School, click for Students then Media Center.

Accessing online resources at home:

Accessing online resources and library catalog at home:

In order to access databases off site please pick up necessary password list for Online resources from Librarian.

Go to District Library Catalog website at <http://destiny.pcps.us/>

Click High School

Click particular Online Resource or Library Catalog

3.34 Student Network and/or Internet Policy

Students must agree to all statements to gain access to the network and/or Internet:

- I will not allow my use of the network, the internet or email to disrupt, or in any way interfere with instructional time.
- I will keep my login information secure. If I suspect that security has been breached in any way on the network, I will report the security compromise to Information Systems immediately.
- I will not attempt to access the network or internet as anyone other than myself. I understand that my access to the network is monitored and that my account can be suspended indefinitely should I compromise security on the network.
- I will NOT participate in, or allow participation in, any public or private chat room without instructor approval.
- I understand that Ponca City Public Schools monitors my access to the local network, email and the internet. I will be responsible for any damages caused by my access to these resources.
- I will keep all computer systems that I access in good condition. I will not have food, beverages or other harmful items near these computer systems and will promptly report any problems to my instructor.
- I will not download or install software on any computer system owned by Ponca City Public Schools. Should I violate this policy, my access will be terminated indefinitely and I may be charged for the cost of removing the software.

- I will comply with all copyright laws and applicable District regulations regarding software and data files on any computer system in my charge.
- I will not download software without first acquiring approval from my instructor. Downloads include but are not limited to evaluation software and streaming video or audio.
- I will not disconnect, modify or in any way dismantle any computer or peripheral device while accessing computer resources in Ponca City Public Schools. I understand that my access to these devices is monitored and I agree to be responsible financially for any damages resulting from a violation of this rule.
- I agree to have no expectation of privacy while using resources on the district local network, intranet or internet, including email.
- I agree not to develop a web page or site using district equipment, software or web server without prior approval from Information Systems or its designated webmaster. Inappropriate links will result, at minimum, in loss of class website. I also agree not to link any existing district web resource to or from any third party web site without prior approval from Information Systems.

Partial Internet/Intranet Access Policy

Internet access is now available to students and teachers in public school districts in Oklahoma. Accessing the Internet via our Intranet will allow students and teachers to utilize vast resources of information. Internet, Intranet and/or email access that interferes with the instructional or classroom time will not be tolerated. Access to Internet in the Ponca City Public Schools by staff, faculty or students is subject to the following policies:

1. **Definitions:** An Intranet is defined as any communications medium owned and maintained by Ponca City Public schools. The Internet is defined as any communications medium outside of the schools' private network and beyond a firewall. The "District" is defined as the designated Administrative components of Ponca City Public Schools communications network including, but not limited to, the Board of Education, Superintendent, Assistant Superintendents and the Network Administrators. NSFNET is the National Science Foundation Network also known as the internet backbone.
2. **Acceptable Use:** The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with the education and curriculum related objectives. Use of other organizations networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.
3. **Privileges:** The use of the network is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each user who receives access will participate in a discussion with authorized District personnel pertaining to the proper use of the network and Internet. The District will deem what is inappropriate use and

their decision is final. The District may deny, revoke, or suspend specific user access at any time. Your use of the system constitutes your agreement that you have no right or expectation of privacy with respect to any aspect of your use.

4. **Network Etiquette**: You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Your messages should not be abusive to others
 - b. User appropriate language. Do not swear, use vulgarities or any other inappropriate or obscene language.
 - c. Do not reveal your personal information.
 - d. Illegal activities are strictly forbidden
 - e. Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
 - f. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - g. All communications and information accessible via the network should NOT be assumed to be private property.
 - h. You agree that the Ponca City Schools may create and revise additional policies governing the use of the system and you agree to abide by such policies. You agree that policies are not distributed to individuals when created, but are posted to the District's policy manual when created.
5. The District and the Oklahoma State Department of Education make no warranties of any kind, whatever expressed or implied, for the service it is providing. The District and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, miss deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the District or the Oklahoma State Department of Education is at the users own risk. The District is not responsible for the accuracy or quality of information obtained.
6. **Security**: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the Information Systems Department immediately. Do not demonstrate any problems to other users. Attempts to log in as anyone other than yourself will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access indefinitely.
7. **Vandalism**: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, the network, or any agencies that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of a computer virus.
8. **Internet Agreement**: Users of the Internet and Intranet are subject to all conditions and terms of this agreement and any agreements that may be required by the State Department of Education or NSFNET at any time.

3.35 Computer Use Policy

Ponca City Senior High School enforcement of the computer network use policy will intensify as a result of the expanded problems that are placing our entire computer system in jeopardy. The consequences for violation of the network computer use policy will be determined by administration.

Examples of violations include: inappropriate sites (including videos), games without permission, circumventing network blocks disconnecting network cables and other forms of computer tampering.

3.36 Use of Computers and Electronic Communication Equipment and Services

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

As a part of the resources available to students and employees, the district provides Internet access at each school site and at its administrative offices. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the district's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

In addition to Internet access, the district also provides each student and teacher with a laptop computer. This equipment is loaned to the student for the remainder of the school year for the express purpose of increasing educational opportunities. The student/teacher is required to return the laptop at the conclusion of the school year in the same condition the laptop was issued to the student, minus normal wear and tear. In the event the laptop is damaged, lost or stolen, the student's parent/teacher agrees to reimburse the district in accordance with the fee schedule attached to the Laptop Use Agreement.

Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications.

This policy in its entirety may be accessed from the district website, www.pcps.us under *Board of Education, Policy Book Section III*. Should you require a copy, please contact the Board Clerk.

3.37 Internet and Technology Systems Safety and Appropriate Use

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. §254(h)].

Definition:

Key terms as defined in the Children's Internet Protection Act:

Access to Inappropriate Material - To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet (or other forms of electronic or digital communications) access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

Any individual who uses the district's resources to access the Internet or engage in any electronic or digital communication is required to participate in the district's education efforts (undertaken pursuant to the Children's Internet Protection Act) and comply with the district's acceptable use policy.

Supervision and Monitoring

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district's technology policies and the Children's Internet Protection Act. The district's IT director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district's technology resources in a manner inconsistent with the district's policies.

Personal Safety

Employees and students shall not use the district's technology resources in any manner that jeopardizes personal safety. Students and employees must follow the district's technology policies, including the acceptable use policy which details the district's safe use standards.

3.38 Personal Wireless Devices and Electronic Accounts

It is the district's policy that students who possess a personal wireless device at the elementary and middle schools must keep that device turned off and out of sight throughout the entire school day. No student will be permitted to access his/her personal wireless device during the school day except with teacher permission.

It is the district's policy that students who possess a personal wireless device at the high school must keep that device turned off and out of sight during class time unless instructed by a teacher. No student will be permitted to access his/her personal wireless device during class time except with teacher permission. Students may use their personal wireless devices during breaks and lunch.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference, and may lose the privileges of possessing such a device at school or school-related activities for the remainder of the school year. Students are also subject to other disciplinary action.

Students may not use any personal wireless device to:

- send or receive answers to test questions or otherwise engaged in cheating;
- record conversations or events during the school day, on school property or at school activities;
- threaten, harass, intimidate, or bully;
- take, possess, or distribute obscene or pornographic images or photos;
- engage in lewd communications;
- violate school policies, handbook provisions, or regulations.

Policy 3.21-2.0 may be viewed in its entirety by accessing the PCPS website (<https://pcps.us>) and following the link for Board of Education.

SECTION 4
STUDENT ACTIVITIES AND ORGANIZATIONS

4.01 Eligibility Requirements for Ponca City Secondary Schools

- A. The senior and junior high schools in the Ponca City School District are members of the Oklahoma Secondary School Activities Association (OSSAA). All concerned in the OSSAA sanctioned programs will strictly adhere to rules and regulations of this association. Interpretations that are questioned or perhaps not covered in this section may receive clarification by contacting the OSSAA. This contact will come through the athletic director or coordinating sponsor

Eligibility will be determined on a weekly basis beginning at the end of the third week of each semester. A student must be passing all subjects. The only exception is a senior who is taking a class that is not necessary to have for graduation. If a student is failing one or more classes, he/she will be placed on probation. Should the student fail one or more the next week, he/she will be ineligible for the following week. Eligibility will be determined on Thursday for student eligibility that runs Monday through Sunday. The OSSAA also requires an eighteen-week grade check. This will occur at the end of each semester.

At the end of the semester, students must have passed 5 out the 7 classes in which they are enrolled to be eligible to compete at the beginning of the semester. Students will remain ineligible for the first six weeks of the semester if they do not meet eligibility requirements in the preceding semester.

In order to receive credit for a course in grades nine through twelve or to be promoted to the next grade level in grades one through eight, a student must be in attendance at school with a maximum of 10 absences per semester. All absences, whether excused or unexcused, are counted in computing attendance. Participation in school sponsored activities during the regular school day will not be calculated as an absence for the purpose of this policy. Any student who misses 10 consecutive days without excuse will be dropped. The athletic director and principal shall determine eligibility rules and decisions other than those established by the OSSAA.

Coaches and sponsors are responsible to see that all new students are completely eligible before they are allowed to compete.

- B. Other school related activities which may occur at random times as field trips, school talent shows, Civic Club attendance, major school elections, etc. require scholastic eligibility in which a student must be passing all subject in which he/she is enrolled during the week in which the activity is to occur. All scholastic eligibility is based upon the cumulative semester grade that would be awarded to the students if the semester would end on the day in which eligibility was checked.

- C. Activities not requiring academic eligibility would include assemblies and performances within the school, and events and performances of a non-competitive nature outside of school hours (with the exception of performance at athletic events).

4.02 College Day

Each fall, College Day is held to acquaint the students at Ponca City High School with opportunities for them upon graduation. It is a day when representatives from numerous colleges, universities, military services, and financial aid providers come to the campus and visit with the students about their institutions and services.

All students may be involved in the College Day activities. Seniors who attend College Day and sign in are allowed one day from school to visit a college. Seniors must present documentation from the college visited to the attendance office within 48 hours to have the absence coded as a college visit. Juniors who attend College Day and sign in may petition for a day to visit a college. This decision will only be made in special circumstances, with proper documentation from the college or university, and with at least a two-week advance approval from the student's counselor and principal. This one-day is counted as a school activity if it is scheduled in advance with the attendance office. Any other days taken to visit a college will count as absences from the school (an excused absence as long as the proper procedure is followed preceding the trip).

4.03 Junior-Senior Prom

A Prince and Princess and four attendants (two boys and two girls) are elected by the senior class to reign over the Prom (Ton-Ga-Wa-Tsi). A nominating ballot is taken. The name of the three boys and three girls receiving the most votes go to the run-off ballot. The Prince and Princess are the boy and girl receiving the most votes. Eligibility for princesses, attendants, and student officers is the same as for any student representing Ponca City High School in inter-school activities. The runners-up are the attendants. *The results of the voting will be announced at the end of the Grand March.*

The Junior-Senior Prom is a privilege that is given for students as a celebration at the close of the school year. To keep this a safe, festive and orderly event, these policies have been adopted event:

1. In order to attend the prom you must have at least 24 credits and be classified as a Junior or Senior status at the beginning of second semester to attend the prom.

Freshman and

Sophomores may not attend prom.

2. Outside guests must be a junior or senior in high school or a high school graduate who has been out of high school one year or less.
 - There will be an application for outside guests. The complete application must come with a recommendation/signature from an administrator or counselor at that guest's school. The application will be sent directly to the designated assistant principal. The guest must present picture identification at the prom.
 - The same parameters apply to the promenade, which is part of the prom.

3. No person may attend the prom who has dropped out, been expelled, is currently suspended or assigned to ISD from Ponca City High School.
4. Failure to clear charges for textbooks, special equipment or financial obligations (fees, fundraisers, etc.), may result in the student not being allowed to attend/participate in prom and/or graduation ceremonies.
5. Every person attending the prom must have a ticket to attend. A limited number of tickets will be available on a first-come, first-serve basis. Tickets will only be sold at Ponca City High School for two weeks during lunch. Arrangements will be made through administration for ticket sales to Wildcat Academy, Teen Pep, and Share.
6. Seniors who graduate early and are in good standing will be allowed to attend the prom.

Ponca City High School administrators, staff, and parents have taken a NO tolerance stance toward alcoholic beverages and illicit drugs, before, during, or after the Prom. Breathalyzer tests will be used before the Grand March and during the Prom. Refusal of the test is automatic expulsion from the Prom.

Positive detection for alcohol or illicit drug use will result in consequences according to school policy and procedure. Additionally, students will be examined by a police officer and as a result of the police evaluation and may be issued a police citation for public intoxication.

4.04 Panic Board

The Panic Board is an all senior panel responsible for organizing the Panic, a school wide talent show. Interested seniors sign up three or four weeks before Panic. Twenty to twenty-six students (even number of female and male students) are chosen by the sponsor from the list of approved students. Those students selected to the Panic Board are responsible for choosing the Panic theme, choosing the acts, choreographing and performing the opening, closing and introduction to acts, and creating the backdrop design. Administration will have final approval of the panic board, theme, choreography of opening and closing dance, acts and the introduction of the acts. These decisions are final. Failure to comply with these decisions may result in cancellation of Panic.

4.05 Homecoming Royalty (Football)

The Ponca City Senior High School Homecoming Court is composed of a queen, two senior attendants, a junior attendant, a sophomore attendant, and a freshman attendant. The queen is nominated by the senior class and is elected by the entire student body. The names of the three girls receiving the most votes go to the run-off ballot. Runners-up for the queen election are the two senior attendants. The freshman, sophomore, and junior attendants are nominated and elected by members of their respective classes. Winners must receive a majority of the votes cast in the run-off (except senior attendants). Eligibility for queens, attendants and student officers is the same as for any student representing Ponca City High School in inter-school activities. The runners-up are the attendants. The queen will be announced during half time of the Homecoming football game. The Senior Homecoming Royalty is eligible for no other royalty election *that is*

voted on by the entire student body. A girl may be an attendant only once, but is still eligible to be queen or senior attendant even if she has been an attendant during her freshman, sophomore, or junior year. The Student Council officers and advisors choose the escorts from the leadership of the Student Council and other student clubs.

4.06 Student Clubs and Organizations

The purpose of school clubs is to give students an opportunity to join a group and to pursue certain interests in a situation which is less formal than in a regular classroom. Worthy use of leisure time during adult life as well as during high school days may result from club activities. The eligibility is checked each week for students who participate in certain student activities.

Parents and guardians may notify the District that they are withholding permission for their student to join or participate in one or more extracurricular clubs or organizations sponsored, directed or controlled by the District. However, parents and guardians may not withhold permission for student participation in clubs and organizations that are necessary for a required course of instruction. Parents and guardians are solely responsible for preventing their student from participating in a club or organization for which they have withheld permission, but they are also solely responsible for retrieving their student from attendance at a club or organization for which permission has been withheld.

The following clubs and organizations are available at Ponca City Senior High:

Academic Team - The Academic Team uses their knowledge in academic subjects to compete in academic bowls and tournaments. Practices are after school. The purpose of the OSSAA Academic Bowl is to enhance the learning and intellectual pursuit of Oklahoma students. Faculty sponsor is Mr. Delwin Bartelt.

Afro-American Club – Afro-Am Club’s mission is to provide cultural awareness, enhance knowledge of African-American history, and provide structured social and volunteer interaction among students. The Afro-Am Club is an organization that is intended for, but not limited to, African-American students. Afro-Am is a community service club.

Anime Club – The Anime Club offers a time and place where fans can get together and discuss Manga and Animation associated with the genre. Meetings are held each Tuesday in room 300 beginning at 3:15 p.m. to discuss books, animation, games, and a sharing with friends who are Anime enthusiasts. Everyone is welcome to come and build friendships and/or to meet and make new friends. The faculty sponsor is Mr. Ian Rand.

Band – The Po-Hi Band is an organization open to all students grades 9th through 12th.

Previous band experience is a plus but students without experience will be welcomed if they visit Mr. Dino Heilman. The band director and faculty sponsor is Mr. Connor Pratt.

Baseball - This group is made up of 9th- 12th grade boys that are split into three teams. This is an open sport based upon tryouts for summer baseball help in May each year. We play during the Spring and Summer months with workouts beginning in October and practices starting December 1 after school. Head coach is Mr. Grant Middlebrooks

Basketball– This team is open to 9th- 12th grade boys based on tryouts held each spring.

Practice begins 7th hour until finished. Summer events are required. You must be in good academic standing at the time of tryouts in order to participate in the tryout. Mr. Jacob Birnbaum is the head boys' basketball coach.

Basketball Girls – The team is open to girls in the 9th through 12th grade. Tryouts are held in May of each year and summer participation is required. The teams will practice during 7th hour and after school. Ms. Mica Estrada is the head girls' basketball coach

Business Professionals of America - This club is for students enrolled in any business course. The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills. Faculty sponsors are Mr. Stephen Parr.

The Cat Tail Yearbook Staff- The school yearbook is produced through the yearbook class and requires an application and advisor's approval to take the class. The mission of the Cat Tale yearbook staff is to create a record of each academic year at Ponca City. Faculty sponsor is Mr. Bradley McLelland

Cheerleading - Varsity Cheerleading is based on tryouts during the spring. Summer practice is required as well as summer camp. Varsity Cheerleading, cheers at all football games, basketball games, as well as various community service involvement activities throughout the community. Head Coach is staff sponsor Ms. Beth Graves.

Chess Club- The purpose of this club is to play chess. The times that chess club will be held are before or after school- Room 102. Everyone is welcome and encouraged to attend.

Chorale - This music organization is for student's grades nine through twelve by auditions held in the Spring. Advanced vocal and choral techniques are taught through rehearsal and performance of all styles of choral music. Students are required to attend all extra rehearsals and performances. The faculty sponsor and director is Mr. Chad Keilman.

Color Guard – This organization is open to only those who are members of the instrumental music department. Tryouts are held every April. The Color Guard meets in conjunction with the Marching Band. The faculty sponsor is Mr. Connor Pratt.

Crime Stoppers – Po-Hi Crimes stoppers allows students to give information to help solve

crimes while remaining anonymous. The Crime Stoppers program allows anyone to send tips by text or through email. It is simple, just text “PCPD plus your message to CRIMES (274637)”.

Cross Country – This team is for students grades 9th through 12th who like to jog. Cross Country is a fall semester sport and there are no tryouts for this team. Practice begins the first Monday in Practice during school is over at 4:30 pm or earlier and Cross Country meets are once a week. The head coach and faculty sponsor is Ms. Wendy Landes.

DECA - This organization is for students enrolled in any marketing education course. Members develop leadership skills, vocational understanding, civic consciousness, and social intelligence through activities and competition. The mission of DECA is to enhance the co-curricular education of students with interest in marketing, management, and entrepreneurship. DECA helps students develop skills and competence for marketing careers, build self-esteem, experience leadership and practice community service. Faculty sponsor is Ms. Heather Monks.

Family, Career, and Community Leaders of America (FCCLA) – The mission of Family, Career and Community Leaders of America is to promote personal growth and

leadership development through Family and Consumer Science education. All students enrolled in a Family and Consumer Science class or that have previously taken a Family and Consumer class can join FCCLA. The membership fee is \$30.00. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for work, home and community. They learn cooperation, take responsibility, develop leadership, and give service. The faculty sponsor is Mrs. Angela Buller.

Football- Students in 9th – 12th grade will be eligible to be on the football team. Practices will be in the afternoon from 2:30pm until finished. Attendance to summer activities is required to be a member of the football team. Students must pass all courses and have an athletic physical to play football. Mr. Justin Roland is the head football coach.

Foreign Language Club - The Foreign Language Club is a group that promotes the understanding of foreign cultures. The club tries to include all of the foreign exchange students that are currently attending Po-Hi, so that other students can learn more about their countries and cultures. Activities primarily center on cultural events. Faculty sponsors are Mr. Jon Robinson

Future Farmers of America (FFA) – FFA is an organization that allows students to learn about modern techniques in agriculture. The FFA students study everything from growing wheat to raising sheep. The Ponca City FFA is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through Agricultural Education. Faculty sponsor is Ms. Cheyene Feathers.

Key Club - This student service club offers teens an opportunity to develop leadership skills through community involvement, working with both children and adults toward a common goal, and experiencing the rewards and fulfillment that come when one helps make a difference. Key Club is an international student-led organization which provides its members with opportunities to provide service, build character, and develop leadership. This club is sponsored by Kiwanis International. The faculty sponsor is Mrs. Paige Marsh.

Lesbian, Gay, Bisexual, Trans, Straight Alliance (LGBTSA) – LGBTSA is a club whose goal is to unify all communities and knock down LGBT targeted bullying. We focus on LGBT rights and equality, raising awareness on issues related to LGBT people, and making LGBT youth feel safe and supported at school. The faculty sponsor is Ms. Paige Marsh.

Mock Trial- Mock Trial is a competition that allows students to experience the trial process. Students will take on the roles of witnesses and attorneys to try a case in a courtroom setting. Through the fall students learn the basics of courtroom proceedings and practice roles. The competition occurs in February. It is strongly recommended Mock Trial participants enroll in the Mock Trial course but is not required. The faculty sponsor is Mr. Zach Murray.

National Honor Society (NHS) – National Honor Society (NHS) – The mission of National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. To be a member of the NHS, a student is nominated by the school based on their academic standing at the end of their sophomore year. The eligible student must then complete the selection process and have the approval of the NHS Faculty Council to become a member. For more information please refer to the NHS section 2.26 of the Student Handbook. Faculty sponsor is Mr. Eric Landsdowne-Peeples.

National Technical Honor Society (NTHS) – National Technical Honor Society honors student achievement and leadership, promotes educational excellence and enhances career opportunities for technical students. NTHS provides recognition of the top achieving students in the Career Tech Classroom. This organization is for junior and senior students who are currently enrolled in a Career Tech class. Scholarship and local, state and national recognitions are available through this club. The faculty sponsor is Ms. Heather Monks.

Po-Hi Steppers – This drill team organization is open to freshmen, sophomores, juniors and senior girls based on tryouts held each spring. Rehearsals are from 6:30 a.m. through 1st period. Summer rehearsals are required. The Head Coach and faculty sponsor is Ms. Katie Parr.

Robotics-Robotics exists to inspire engineering in youth interested in academic excellence through a safe learning and working environment. The support of the community will be attained by developing successful students celebrating through Robotics Competitions while practicing good stewardship of our entrusted resources. The Robotics Teams provides a unique opportunity for students to learn firsthand the science and technology of making a multi-functional robot for competitions. The club offers technical and non- technical opportunities, such as mechanical and electrical design as well as web design and public relations. Students can earn a robotics letter after two full years of participation, meeting letter requirements. The faculty sponsor is Mr. Derek Taylor.

Soccer – A spring semester sport with a fall semester offseason. Open to 9th through 12th grade girls and boys based on tryouts each spring (usually between the last week of April and the first week of May), 1st semester grades, and participation/completion of offseason (unless they are in another sport during the fall/winter seasons or have full schedule). Practices for the fall offseason run every day during 7th hour until 3:30 pm. Spring practices start in January and occur during 7th hour and last until approximately 4 pm, there are several practices that occur of spring breaks (usually the latter half). If a student's schedule allows coaches strongly recommend strength and conditioning class.

Softball - Girls' softball is open for girls 9th through 12th grades that are interested in being part of the softball program. Tryouts are held the last week of April every spring. Practices for the summer begin the second week of May, and continue throughout the month of June. Once school begins, practices will begin 7th hour and last until after school. Practices and games will be held at Po-Hi Softball field behind West Middle School.

Student Council - The students of Ponca City Senior High School have formed the Student Council in order to promote student/faculty relations; to institute and coordinate school-wide student activities; to improve school pride, morale, and spirit; to set a high standard of citizenship; and to establish an atmosphere of working school spirit and a democratic form of student government which will further the best interests of themselves and their school. Officers are elected by the entire student body; representatives are elected by each class. Elections for class representatives and officers are held in the spring for the following year. The at-large members are chosen by the council in August of the current year of service. The faculty sponsors are Ms. Haley Crowder and Ms. Betsey Easley.

Students Standing Strong (S3) - An on campus Christian club that meets to encourage one another with Bible lessons and prayer. Meets Tuesday mornings at 730am at the

Assembly Center. The faculty sponsors are Mr. Derek Taylor and Ms. Jill Klein.

Swimming – Swimming is a winter sport open to boys and girls grades 9th through 12th. There are no tryouts for swimming and practice begins the first day of school at the RecPlex and a bus will pick up the kids on 7th street by A building for those who need a ride. The faculty advisors are Mr. Max Piper and Mr. Derek Taylor is the assistant coach.

Symphony Orchestra - This organization is comprised of string musicians in grades 9-12 that are enrolled in orchestra during the school day. The woodwind, brass, and percussion members are selected through audition and must be enrolled in band. The mission of the Symphony Orchestra is to give string, woodwind, brass, and percussion student musicians the opportunity to have a full symphony orchestra experience not available during the regular school day. The highest level of musicianship is expected from each person in order to achieve the level of performance, as well as the quality of music, expected from our high school students. The faculty sponsor and director is Ms. Paula Cochran.

2M2L (2 Much 2 Lose) – This group meets to discuss the benefits of making good decisions. This organization helps students understand the consequences of their own decisions and decisions of others. The mission of 2M2L is to raise awareness about the problem of underage drinking and offer students an opportunity to positively influence their peers. The faculty sponsor is Mr. Zach Murray.

Tennis – Tennis is a spring sport for boys and girls, grades 9th through 12th. Tennis does have an off-season program, first semester, starting on the first day of school. Presently, there are no-tryouts for tennis, but Head coaches must approve all that want to enroll. Ms. Lynn Collenback Head Varsity Tennis Coach.

Track – Track is a spring sport for boys and girls grades 9th through 12th. There are no tryouts for track. Practice begins second semester during 7th hour and meets are typically held on Fridays from January through May.

Volleyball – Volleyball is a fall semester sport for girl's grades 9th through 12th. Tryouts are held the first week of May. Practice is all summer and games begin before school starts and the season lasts from August to the first week in October. Ms. Jennie Hinterreiter is the head coach. Assistant coaches are Mr. Stoney Parks.

The Wildcat Theatre Company - The mission of the Wildcat Theatre Company is to encourage students to develop an appreciation for the fine arts, to discover individual talents, whether they are technical, design, or performance skill, and to understand how those skills can be used in an everyday setting. The Wildcat Theatre Company seeks to involve any current student who wishes to take part in theatre arts, even if they don't have time for theatre class during the regular school day. Play rehearsals are in the evenings and technical work is done right after school, prior experience is helpful but not necessary. The faculty sponsor is Ms. Ami Hensley.

Wrestling – The Wrestling team is open to freshmen, sophomores, juniors and senior boys. Wrestling offers year round training for the athletes involved. Practices start at 2:25 P.M. on weekdays. Holidays and weekend practices will be announced for regular season. Practices are a mandatory part of this organization as we are committed to team unity. The head coach is Mr. Steve Moore.

Youth Traffic Court - Established in 1953 by the city council, Youth Traffic Court promotes safe driving among Ponca City's high school students. The court presides much like the Municipal Court. Any students at Ponca City Senior High who are under 18 can take their citations to Youth Traffic Court. Students file for offices in the spring.

Then the Student Council votes for the Youth Traffic Court officers for the following year. The faculty sponsors are Ms. Rhonda McCormick in connection with the Ponca City Police Department. Ms. Ballinger is the local police department sponsor.

4.07 Athletic Events

The OSSAA & Ponca City Schools disapprove of any form of taunting which is intended to anger, embarrass, ridicule, or demean others on the basis of race, religion, gender or national origin. Boom boxes or any type of device that plays music, sounds, or voices and noise makers of any kind such as air horns, cow bells, etc., that interrupt the normal game/contest procedures or announcers, bands, cheer squads, drill teams, or other game/contest related activities, will not be allowed. Violations will result in disciplinary action.

4.08 Activity Student Drug Testing

The board of education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school sponsored event, or in school vehicles, hereby adopts the following policy.

Statement of Purpose and Intent

1. The safety of students and employees of the district is of paramount concern to the board.
2. Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, or in school vehicles, pose serious safety risks to students, employees and the public.
3. The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.
4. The board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This policy will not infringe on those rights.
5. Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on a student's ability to perform as a student, the board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, or in school vehicles.
6. This policy will apply to all students of the district.
7. Violations of this policy will subject the student to disciplinary action, including out-of-school suspension from school.

Definitions

1. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.
2. "Alcohol" means ethyl alcohol or ethanol and includes "low point" beer.
3. "Under the influence" means any student of the district who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.
4. "Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.
5. "School property" means any property owned, leased or rented by the district, including but not limited to school buildings, parking lots and motor vehicles.
6. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.
7. "Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:
 - A. Observable phenomena, such as:
 - i. the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, or in school vehicles, or
 - ii. the direct observation of alcohol or drug use while on school property, at a school sponsored event, or in school vehicles.
 - B. A report of drug or alcohol use while on school property, at a school sponsored event, or in school vehicles, provided by reliable and credible sources;
 - C. Evidence that a student has tampered with an alcohol or drug test; or
 - D. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, or in school vehicles.

Procedures for Alcohol or Illegal Chemical Substance Testing

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory employees at a school site or site designated by the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample.

If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school.

The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by board rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules.
4. Upon written request, the student will be furnished with a free copy of all test results performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the district under this policy shall be at district expense.
5. Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The district will rely on the opinion of the district's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.
6. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the district will not report on or disclose to the district any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

Student Alcohol and Drug Use Tests - When Required

1. Any student whose behavior while on school property, at a school sponsored event, or in school vehicles, creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the district from disciplining any student in the absence of an alcohol or drug use test of the student.
2. Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action including out-of-schools suspension from school to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

Medical Marijuana

1. Pursuant to OKLA. STAT. tit. 63, § 420 *et. seq.*, unless failure to do so would cause the school district to imminently lose a monetary or licensing related benefit under Federal law or regulations, the school district will not discriminate against a

- student in enrollment or otherwise penalize a student solely on the basis of the student's status as a medical marijuana holder.
2. The school district will not subject a student holding a valid medical marijuana license to disciplinary action based solely on a positive drug test for marijuana or the metabolites thereof. Students who use, possess, sale, distribute, purchase or are under the influence of medical marijuana or medical marijuana product may be subject to discipline pursuant to this policy regardless of license holder status.
 3. As used in this section, a determination of whether a student is "under the influence of medical marijuana or medical marijuana product" shall be based on the totality of circumstances. Circumstances that may contribute to a determination that the student is under the influence may include, but are not limited to:
 - A. Observation of any of the conduct or phenomenon described below:
 - (1) the smell of marijuana on around the individual;
 - (2) Disorganized thinking;
 - (3) Paranoia and/or confusion;
 - (4) Bloodshot eyes;
 - (5) Increased heart rate;
 - (6) Increased appetite; or
 - (7) Loss of Coordination and
 - B. Any circumstance that would permit the school district to engage in "reasonable suspicion" drug or alcohol testing of the student under this policy.

Student Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on school property, at a school sponsored event, or in school vehicles, or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including out-of-school suspension from school.

Persons Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of students under this policy:

1. The superintendent;
2. Any employee designated for such purposes by the superintendent or the board.

Out-of-School Suspension Due Process Procedures

Any student who is subject to an out-of-school suspension for the violation of this policy shall be afforded appropriate due process procedures allowed by the district's policy on student behavior.

Circulation of Policy

This policy shall be given broad circulation to all students of the district which shall include prominent posting at various places in the district.

4.09 Concussion/Head Injury Fact Sheet Student-Athletics

What is a concussion?

- A concussion is a brain injury
- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practice or games in any sport
- Can happen even if you have not been knocked out
- Can be serious even if you have just been “dinged”

What are the symptoms of a concussion?

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

What should I do if I think I have a concussion?

- Tell your coaches or parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates may have a concussion.
- Get a medical checkup. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

How can I prevent a concussion?

- Follow your coach’s rules for safety and the rules of the sport.
- Practice good sportsmanship.
- Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards—IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)

For more information visit:

- www.cdc.gov/TraumaticBraininjury/
- www.oata.net
- www.ossaa.com
- www.nfhslearn.com

IT IS BETTER TO MISS ONE GAME THAN THE WHOLE SEASON

4.10 School Activity Trip and Transportation Policy

All school activity travel must comply with the following rules:

1. An activity trip permit sheet and a list of all students involved is to be submitted to the Attendance Office three days prior to the trip - the attendance secretary will get principal's signature for you.
2. The sponsor/coach, etc. is responsible to check the student eligibility before the event.
3. If a bus for transportation is needed, a request must be turned into financial secretary in the Business Office at least two weeks in advance of the activity.
4. Medical releases are on file in the Counselors Office with the activity secretary and must be copied before any school trip. These forms will accompany students on out-of-town trips.
5. Any student participating in a school sponsored activity that would like to take alternate transportation from the activity must complete the Alternate Transportation Form available in the main office. One copy will return to the assistant principal and the other copy must be turned into the sponsor/coach. If a student does not adhere to this policy he/she will forfeit the opportunity to represent the school at that activity if they arrive by other means or if they leave by other than the approved means, he/she will be suspended from participating or attending the next activity.

4.11 Assemblies

At all times students' behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled for clapping, yelling and/or talking during the program.

4.12 Restricted Access to PCPS Concert Hall

Between the hours of 8:00 a.m. and 3:30 p.m. on days school is in session, the area in and around the PCPS Concert Hall property will be off-limits to all Ponca City Public School students. Students who violate this restriction will be considered truant and may receive ISD and /or suspension. This restriction does not include scheduled school activities at the PCPS Concert Hall property, such as assemblies, musical performances, and tennis practice/matches.

4.13 Misconduct at School Activities

Inappropriate actions while at school or while attending school activities is unacceptable behavior. Students engaging in any act of misconduct shall be referred to the principal for appropriate action. Such behavior may be grounds for suspension.

SECTION 5

STANDARDS OF BEHAVIOR

5.01 Student Behavior (7.16-1.0)

Discipline Code

The following behaviors at school, while on school vehicles or while attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
12. Failure to comply with state immunization records
13. False reports or false calls
14. Fighting
15. Forgery, fraud, or embezzlement
16. Gambling
17. Gang related activity or action
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
19. Hazing's (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran

status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or distribution of a caustic substance
29. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
30. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test

31. Possession, without prior authorization, of a wireless telecommunication device
32. Possession, threat or use of a dangerous weapon¹ and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
33. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
34. Possession or claimed possession of illegal and/or drug related paraphernalia
35. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school related functions without prior district approval
36. Profanity
37. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
38. School Bus or Transportation Misconduct – While riding on any District school bus or other District-provided mode of transportation, engaging in any of the following acts is prohibited: (i) throwing any object; (ii) placing any part of one’s body out of window (bus moving or stationary); (iii) eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (iv) failure to remain seated (feet on floor, facing front); (v) disrespectful words, comments or actions toward the driver or

¹ Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the principal, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.

other passengers; (vi) blocking the aisle; (vii) pushing while loading/unloading or while bus is approaching; (viii) transporting unauthorized items; (ix) any type of harassment; (x) excessive noise; and (xi) improper street crossing during loading or unloading.

39. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
40. Theft
41. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
42. Truancy
43. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the District's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)*)
44. Use, possession, claimed possession, distribution or selling tobacco, or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor product not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
45. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
46. Using racial, religious, ethnic, sexual, gender or disability-related epithets
47. Use of the school's resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
48. Vandalism
49. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
50. Vulgarity
51. Willful damage to school property
52. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

5.02 Sample Disciplinary Options:

- *Instructor or Administrator Intervention*
May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.
- *Detention or In-School Intervention*
Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.
- *Alternative In-School Placement*
Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.
- *Alternative Out-of-School Placement*
Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.
- *School Service*
School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

- *Out-of-School Student Suspension*
Students may be suspended out of school pursuant to the district's policy regarding student suspension.

This policy applies only to out-of-school suspensions and, unless otherwise noted, all references to "suspension" in this policy mean out-of-school suspension. References to "parent" in this policy means a student's parent(s) or legal guardian(s). References to "principal" means the school principal or staff member to whom the principal has delegated the responsibility for student discipline.

Behavior or Conduct that May Result in Suspension:

Students may be suspended for:

1. violation of a school regulation (which includes but is not limited to any policy, rule, regulation, directive, etc.);
2. possession of an intoxicating beverage, low-point beer, as defined by OKLA. STAT. tit. 37, § 163.2, 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;
3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the district's policy related to firearms;

Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

Violent Acts Toward School Personnel

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the district's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

District's Obligations Prior to Suspension

Before the district recommends suspension, other disciplinary options will be considered, including but not limited to: placement in an alternative school setting, reassignment to another classroom, and detention. The district will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act.

Pre-Suspension Conference

When a student engages in behavior or conduct that may result in suspension the principal shall conduct an informal conference with the student.

At the conference the principal shall read the regulation that the student is charged with having violated and shall discuss the student's conduct. The student shall be asked whether he/she understands the regulation and be given a full opportunity to explain and discuss his/her conduct.

If the principal concludes that suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the suspension. The principal shall immediately notify the parent by phone and in writing that the student is being suspended and that other disciplinary options were considered and rejected. The written notice will state which alternative disciplinary options were considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

A student may be suspended without a pre-suspension conference only in situations when the principal reasonably believes that the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process. In such cases, a conference with the student and parent will be scheduled as soon as possible after the student has been removed from the building.

Conferences with Parents

The principal will seek to hold a conference with the parent as soon as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is verbally notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

At the conference, the principal will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The principal will also explain the reason for rejecting other disciplinary options. The parent should be asked by the principal if he/she understands the regulation and the charges against the student.

At the conclusion of the conference the principal shall state whether he/she will terminate or modify the suspension. In all cases the parent will be advised of the right to have the suspension reviewed by the superintendent, board of education, a hearing officer appointed by the board, or the suspension committee as provided by this policy. If the parent agrees with the principal's decision, he/she will be requested to sign a waiver of review.

Individualized Plans

Suspensions in excess of five (5) days shall include an Individualized Plan ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal with the assistance of other school employees.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent. The parent shall be responsible for providing a supervised, structured environment monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records

The principal will keep written records of each suspension conference. The records will contain the date of the conference, names of participants, time and duration of the conference, and the basis for rejecting alternative disciplinary options. The principal shall also maintain records related to the Plan and the student and/or parent's compliance with the Plan.

Suspension Terms

All suspensions will have a definite start and end date. The term of a suspension may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension. Suspension lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions are those suspensions in excess of ten (10) school days. Suspensions will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days.

Long-Term Suspension Appeals

A parent/student may appeal the suspension to the superintendent and board of education or a hearing officer appointed by the board. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing. At the parent/student's option the appeal may be directly to the board or the board's appointed hearing officer.

A written appeal must be received by the superintendent within five (5) calendar days after the parent/student receives the principal's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the principal's decision, the principal's suspension decision is final.

Appeals to the Superintendent or Designee ("Superintendent")

If the superintendent receives a timely written appeal request, the superintendent will hold a conference with the parent or guardian as soon as possible. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

At the conference, the superintendent will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The parent will be asked if he/she understands the regulation and the charges against the student. The student/parent will be given an opportunity to provide his/her version of events.

At the conclusion of the conference the superintendent will state whether he/she shall terminate or modify the suspension. In all cases the parent shall be advised of the right to have the suspension reviewed by the board of education or a board-appointed hearing officer. If the parent agrees with the superintendent's decision, he/she shall be requested to sign a waiver of review by the board.

Appeals to the Board of Education or Designated Hearing Officer

An appeal must be presented by letter to the superintendent within five (5) calendar days after the parent/student receives the superintendent's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the superintendent's decision, the superintendent's suspension decision is final.

If the board receives a timely written appeal request, the board or an appointed hearing officer will hear the appeal as soon as possible. This decision is final and non-appealable.

The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an "open" or "closed" hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:

1. The board president or the appointed hearing officer should:
 - a. Announce that the next agenda item is a suspension review hearing.
 - b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The board president or hearing officer should advise the parent/student:
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parent or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.
 - d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
 - e. That the parent/student may ask any questions about the procedure.
3. Administration may call witnesses and present documents subject to cross-examination.
4. Parent/student may call any witnesses and present documents subject to cross-examination.
5. After each witness is presented board members or the hearing officer may ask the witness questions.
6. Parent/student's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to: (1) affirm the suspension; (2) modify the suspension (increase or decrease severity of the suspension); or (3) revoke the suspension. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

Attendance at School Pending Appeal Hearing

Pending an appeal of the student suspension, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process.

Short-Term Suspension Appeals

A parent or student may appeal the suspension decision to a suspension review committee established by the superintendent. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing.

An appeal must be presented by letter to the principal within five (5) calendar days after the parent/student receives the principal's decision. If the principal does not receive a written appeal within five (5) calendar days of the decision, the principal's suspension decision is final.

Upon receipt of the request, the principal shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the principal determines that the suspension is a long-term suspension, or the original short-term suspension is extended beyond ten (10) school days prior to the hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the board of education.

Hearing the Appeal

1. The superintendent shall appoint a review committee consisting of not less than three certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent whenever possible. The parent/student will be notified in writing of the date, time and place of the hearing. The principal shall attend the hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four (24) hours advance notice. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's suspension in an informal manner. The principal will briefly outline the student's conduct, read the regulation that the student's conduct violated, and present any evidence and witnesses that support the suspension decision. The parent/student will be asked by the committee if they understand the regulation and charges against the student. The parent/student will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent, the principal and the superintendent.
5. The decision of the committee shall be final and non-appealable.

Corporal punishment will not be utilized at any school site.

5.03 Student Privileges While Under Suspension

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

5.04 Student Dress Code (7.22-1.0) Code on Student Attire and Grooming for Senior High and Secondary High School Students

Dress and grooming should enhance the education process, not distract from it. Parent and students are urged to use good judgment and accept responsibility for appropriate grooming and attire while attending school or school related functions. The school staff and administration will evaluate dress and grooming and will counsel with students and parents when necessary.

The goal of the dress code at Ponca City Public Schools is to create a safe and positive school environment conducive to learning for all students,

1. Clothing will not expose undergarments and must provide complete coverage.
2. Apparel with offensive writing, suggestive slogans, or logos that pertain to beer, liquor, drugs, tobacco, or sex is not to be worn. Items that carry connotations of vulgarity, obscenity, or nudity or promote violence and/or gang activity are not allowed. Such items include but are not limited to, articles of clothing, belts, jewelry, or school materials, including backpacks.
3. Caps, hats, visors, sunglasses, or other head coverings are not permitted within the school building unless approved by the school administration for religious reasons and/or documented medical need.
4. Street shoes must be worn. Footwear must provide adequate foot protection. Footwear that can damage or mark carpet or flooring may not be worn.
5. In order to promote school spirit, school uniforms normally worn for extracurricular activities or performances may be worn to school on days designated by the activity sponsor and approved by the school administration.

A student aggrieved as to any disciplinary action under this policy may avail himself or

herself of the existing appeal procedures for disciplinary action.

5.05 Felonious Act

Any student involved in a felonious act (other than drug abuse or possession of a firearm) while under school supervision or while on school property will be subject to the following procedures:

1. Any such act will be reported to the superintendent or the superintendent's designee, the police, and the parents/guardians of the student.
2. The Ponca City Schools will request the District Attorney to file appropriate charges.
3. The student will be suspended for a minimum of ten school days and may be suspended a maximum of the current semester plus the next semester.

5.06 Possession of a Firearm

According to Section 1031, School Laws of Oklahoma, "It shall be unlawful for any person, except a peace officer or other person authorized by the Board of Education of that district or governing body of public or private school, to have in his or her possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon designated in Section 1272 of this title."

Possession of a firearm while on school property or while being transported in a school vehicle will result in out-of-school suspension of not less than one year and subsequent fines for a felonious act as provided for in the law.

5.07 Harassment, Intimidation and Bullying (Including Sexual and Disability Harassment) (7.16 & 7.25)

Student/parents/teachers can report bullying/harassment online using the report bullying/harassment incident form on the Ponca City Senior High School website. All students, employees and non-employee volunteers are strictly prohibited from engaging in any form of harassment. Harassment, intimidation and bullying includes, but is not limited to, verbal and physical conduct, epithets, slurs, gestures or graffiti, even in jest, that are targeted toward an individual because of race, color, religion, sex, age, national origin, disability or veteran status. What may seem harmless, trivial or "all in good fun" to one person may be offensive to the person to whom the comments or actions are directed.

Any student who is or has been subjected to harassment, intimidation or bullying by another student or who knows of any student who is or has been subjected to harassment, intimidation or bullying should report all such incidents to the building principal, counselor or a teacher. All complaints of harassment, intimidation or bullying will be investigated. Contact the school principal or compliance coordinator, Bret Smith, at (580)767-8000, for further information.

5.08 Policy Prohibiting Student Bullying

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq. (“Act”). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

A. Statutory definition of terms:

“Bully” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

“At school” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. Types of Bullying

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

Understanding and Preventing Bullying

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district’s website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district’s annual written notice of the availability of the district’s anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district’s commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district’s other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district’s bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district’s strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

B. Safe School Committees

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety. With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee

will study the district's policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, Bret Smith, Executive Director of Operations.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation. In the event the investigation reveals that bullying occurred, the district's bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the

investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Student Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

Bullying Report Form

Instructions

Complete the form below with as much information as possible. If you need assistance completing this form, contact the district’s bullying coordinator (Bret Smith, Executive Director of Operations). Return the completed form to (Bret Smith, Executive Director of Operations, 613 E. Grand Ave., Ponca City, OK 74601).

Anonymous reports will be investigated to the best of the district’s ability, but full information allows the district to conduct a more thorough inquiry. No individual will be retaliated against for filing a good faith bullying report.

Individual Making the Report

Name: _____ Report Date: _____
School: _____ Grade / Job Title: _____
Contact Numbers: _____

Incident Information:

Date of Incident: _____ Time: _____
Location of Incident: _____
Describe Incident: *Use additional pages as necessary, and attach any relevant documents*

Other Witnesses: _____

The information in this report is true and correct to the best of my knowledge. I understand that the district will not tolerate retaliation for filing a good-faith report of bullying. I also understand that if I knowingly file a false report of bullying, I may face disciplinary consequences.

Reporter’s Signature

Date

5.09 Hazing (7.16 – 3.0)

Hazing means any activity that recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

No organization having student members which is sponsored by the School District or which is permitted to hold meetings or other events on School District property (a “Student Organization”) and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

Students violating the hazing prohibition shall not be permitted to participate in any extra-curricular activity sponsored by the School District for a minimum of three (3) school months, shall be subject to disciplinary measures which may include suspension, and shall be referred to local law enforcement authorities for prosecution. Student Organizations that violate the hazing prohibition shall forfeit all rights, privileges, and recognition from the School District for a minimum of one year, and shall be referred to local law enforcement authorities for prosecution.

This policy shall be considered to be a part of the by-laws or other organizational rules of all School District-sponsored Student Organizations.

5.10 Alcohol, Drugs, Tobacco and Illicit Drugs (7.17 – 1.0)

It shall be the policy of the Ponca City Board of Education that any teacher, or any other school employee, who has reasonable cause to suspect that a student in school, on school premises, or in attendance at a school-sponsored function, either as a participant or spectator, at home or away, may have used or consumed or has in his or her possession:

- (1) 3.2 beer
- (2) alcoholic beverages
- (3) controlled dangerous substance
- (4) illicit drugs (The term illicit drugs shall include, but not be limited to the misuse of prescription drugs or the misuse or inhaling of aerosols, inhalants, glue, or other similar misuses of chemicals.)

as the above are now defined by state law or as defined by federal statutes, shall immediately notify the Principal or his or her designee of such suspicions. The Principal shall immediately notify a parent or legal guardian of said student of the matter.

Every employee employed by the Ponca City Board of Education, who has reasonable cause to suspect that a student in school, on school premises, or in attendance at a school-sponsored function is under the influence or has in the student's possession alcoholic beverages, beer of any type or a controlled dangerous substance, and who reports such information to the appropriate school official, shall be immune from all civil liability.

Students will be informed in writing THAT DISCIPLINARY SANCTIONS (CONSISTENT WITH LOCAL, STATE, AND FEDERAL LAW), UP TO AND INCLUDING OUT OF SCHOOL SUSPENSION AND REFERRAL FOR PROSECUTION, WILL BE IMPOSED ON STUDENTS WHO POSSESS, USE, DISTRIBUTE, SELL, CONSPIRE TO SELL OR POSSESS OR ARE IN THE CHAIN OF SALE OR DISTRIBUTION OR ARE UNDER THE INFLUENCE OF 3.2 BEER, ALCOHOLIC BEVERAGES, CONTROLLED DANGEROUS SUBSTANCES, OR ILLICIT DRUGS. A disciplinary sanction may include the satisfactory completion of an appropriate rehabilitation program.

Parents and students shall be given a copy of the Board policy **7.17 *Reporting of Students Using, Possessing, or Distributing 3.2 Beer, Alcoholic Beverages, Controlled Dangerous Substances, or Illicit Drugs*** (Section VII) as this policy contains the standards of conduct and the disciplinary sanctions that can result by not complying with these requirements of student conduct.

In addition, information about drug and alcohol counseling and rehabilitation as well as re-entry programs will be made available to students and parents.

It shall be the policy of the Ponca City Board of Education that any substance believed to be a harmful illegal drug or illicit drug, whenever found, will be turned over to the Ponca City Police Department.

5.11 Punishment for Possession of 3.2 Beer and Alcoholic Beverages (7.17 – 2.0)

Any student who is found to be or have been in possession (person, locker or car) or have conspired to possess alcoholic beverages or beer of any type, as defined by the Statutes of the State of Oklahoma or as defined by federal statutes, while attending school, on school premises, or while attending a school-sponsored function, either as a participant or spectator, at home or away, or any student who is found to have used or consumed alcoholic beverages or beer of any type, as defined by the Statutes of the State of Oklahoma, or as defined by federal statutes, while attending school, on school premises, or while attending a school-sponsored function, either as a participant or spectator, at home or away, shall, be subject to disciplinary action including out of school suspension.

It shall be the policy of the Board of Education that students who spend time in a

residential treatment facility will have the time count in lieu of time that the student would have been required to spend in the In School Detention.

Any student found guilty of a second offense may be suspended out of school for the remainder of the semester and the following semester. Students assigned to In-School Detention will be ineligible to participate in any school activity during the day or evening hours.

5.12 Distribution or Sale of 3.2 Beer, Alcoholic Beverages and Possession, Distribution or Sale of and Possession, Distribution, or Sale of Controlled Dangerous Substances or Illicit Drugs (7.17 – 3.0) --

A student who is found to have distributed, sold, conspired to sell or was in the chain of sale or distribution of alcoholic beverages or beer of any type, or is found to have been in possession, distributed, sold, conspired to sell or possess or are in the chain of sale or distribution or are under the influence of a controlled dangerous substance or illicit drugs, as defined by the statutes of the State of Oklahoma or as defined by federal statutes, while attending school, on school premises, or at a school-sponsored function, shall be issued a long-term out-of-school suspension.

The student violator may be considered for reinstatement after the Principal is assured that the student and the parents or guardian will cooperate fully in avoiding further violations.

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

5.13 Possession and Use of Tobacco Policy for Students (7.17 – 4.0)

To ensure compliance with certification requirements of Section 4116 of the Safe and Drug Free Schools Community Act of 1994 (P.L. 103-382), it shall be unlawful to use or possess tobacco products in any form by students while attending school, on school premises or at a school-sponsored activity. Any student in violation of said policy will face immediate disciplinary action. A person who knowingly violates this policy may commit a criminal misdemeanor under state law.

The disciplinary actions to be taken are:

First offense – up to five days in In-School Detention.

Second offense – may result in an out-of-school suspension for the remainder of the semester and the following semester.

5.14 Medical Marijuana, Hemp & Cannabidiol (CBD)

"Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle or in any personal vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited

controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

This policy may be viewed in its entirety on the district website, www.pcps.us, under the Board of Education/Policy Book.

5.15 Student Search and Seizure (7.09-1.0)

The school principal or designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

1. Reasonableness.
 - a. The decision to search must be based upon a reasonable suspicion that
 - (1) a violation of the law or school rules has occurred or is occurring;
 - (2) the student to be searched has committed the violation; and
 - (3) particular evidence of the violation will be discovered in the search.
 - b. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
 - (1) the student's age, history, and record in school;
 - (2) the prevalence and seriousness of the suspected violation;
 - (3) the school officials' prior experience in detecting the problem or recognizing suspicious behavior;
 - (4) the need to make a search without delay and further investigation;
 - (5) the specificity and source of the information used as justification for the search; and
 - (6) the particular teacher or school official's experience with the student.
2. Scope.

- a. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.
 - b. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.
3. Discovered items.
- a. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
 - b. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
4. Refusal to submit to search. A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.
5. Reports. The person conducting the search shall prepare a report to be maintained by the principal including the date, time, place, names of witnesses, purpose, basis, and result of the search.
6. Vehicle Search. Students who drive a vehicle on to school property do so as a privilege afforded them by the School District and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks the vehicle on school property is deemed to authorize a search of such vehicle by the school principal or designee at any time and for any reason deemed appropriate by the school principal or the superintendent of schools. Any student who refuses to peaceably submit to a search of the vehicle when requested to do so may be suspended for such refusal and may thereafter be denied the right to drive a vehicle on to school property.

5.16 Asbestos Notice

As a requirement of the Asbestos Hazardous Emergency Response Act of 1986, school officials are to annually inform parents, students, and employees of the possibility of asbestos containing materials (ACM) in some of our schools. Some buildings have asbestos containing materials located in walls and crawl spaces, and/or encapsulated, out of reach contact.

The district has completed an extensive asbestos removal process that has removed asbestos out of areas used by students and employees. Our capital improvement plan has given us the opportunity to remove even more asbestos in our buildings in the last few years.

The district has a state approved operation and maintenance plan. The plan is designed to maintain the ACM where employees may be working, or to handle an emergency such as

a broken water line. Twice a year, employees of Precision Testing Laboratories inspect all of the district's ACM areas. Inspectors assist the district in maintaining the integrity of the encapsulation of those pipes and suspected ACM.

The district has an asbestos awareness program for all custodial and maintenance personnel given annually as a part of the district's hazard communications policy. If additional information is needed, contact Bret Smith, Risk Manager and Asbestos Coordinator, at the Ponca City Public School Central Office, 613 East Grand or call (580) 767-8000.

ACKNOWLEDGEMENT OF BOARD OF EDUCATION POLICIES**

Policies and procedures outlined in this handbook are subject to change. All policies adopted by the Ponca City Board of Education supersede guidelines outlined herein. Please address any questions and concerns regarding district policy to the building principal.

Availability of Policy

A copy of the complete policy of the Ponca City Public Schools is available for parent and eligible student review in the principal's office of each school building, at the superintendent's office, and on-line at the district's web site www.pcps.us under the Board of Education link.ferpa