

REGULATIONS

CONDUCT

DISCIPLINE POLICY: All students enrolled in Panola Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education while in attendance at school, school sponsored activities, or being transported to or from school or transported to or from sponsored activities. Any student who is found to be disobeying the rules, showing disrespect for any teacher or other school personnel, or damaging any school property will be subject to disciplinary action. The disciplinary action to be taken will depend upon the severity of the violation and/or the number of times the student has broken the regulations.

Panola School recognizes that corporal punishment is a part of their discipline program. The following guidelines are used when corporal punishment is deemed necessary:

1. Check to see that a parental form allowing corporal punishment is on file.
2. Investigation of the incident completely, being sure that the student knew that behavior (unless it “shocks the social conscience”) would result in corporal punishment. The written statements in the school handbook will be considered as previous warning.
3. Teacher-witness will be secured, the student will give their concept of the incident, and a private place will be used to administer corporal punishment.
4. A written report will be filed in the principal’s office. Details of the incident will be given in the report.

SUSPENSIONS: A long term suspension will result when three suspensions of any nature occur within a semester grading period.

APPEAL PROCESS FOR SUSPENSION: Panola School has an appeal process policy on file in the administration office. By contacting the superintendent, a copy of the policy may be obtained.

DETENTION - noon (time assigned) or after school (3:00-5:00)
SUSPENSION - short term suspension (one to ten days)
LONG TERM SUSPENSION - (11 days-semester plus next semester)

	1 st Offense	2 nd Offense	3 rd Offense
Fighting	3-5 days detention	3 day suspension	5-10 day suspension
Assault & Battery	5 day suspension	long term suspension	
Weapons-possession	current sem. or next sem.		
Drugs & alcohol possession/use	10 day suspension	long term suspension	
Drugs & alcohol selling at school	long term suspension		
Possession of pagers	3 day suspension	5 day suspension	long term suspension
Truancy	3-5 day detention	3 day suspension	5 day suspension
Tobacco-use or possession	3 day detention	3 day suspension	9 day suspension
Profanity/verbal abuse of teacher or staff	5 day - long term suspension		
Assault/battery of teacher of staff	current sem. and next sem.		
Vandalism or destruction of property	cost + 1 day detention-long term suspension		
Disrespect for authority/refusal to follow directions of faculty/staff	1-5 day suspension	3-10 day suspension	
Stealing or possession of stolen property	1-5 day suspension	5 day to long term suspension	
Disruptive conduct	1-5 day noon detention	1-3 day detention	1-3 day suspension
Profanity abusive or vile language	1 day detention	1-5 day suspension	5 day to long term suspension

The following will also be reasons for disciplinary actions:

1. Forgery
2. Possession, threat, of use of dangerous weapons
3. Leaving the school grounds without permission from the office
4. Misconduct on the bus
5. Immorality or profanity
6. Conduct which disrupts the normal education process
7. Violation of school rules, regulations, or policies

8. Arson
9. Malicious mischief
10. Unlawful interference with school property
11. Defacing or destroying private or public property
12. Cheating
13. Failure to report to the office as instructed
14. Any demonstrated continuing course of conduct or singular offense committed by a student at or away from school, whether or not the same would constitute a crime if committed by an adult, if determined to be detrimental to the welfare of fellow students or the good order and efficiency of the school.

The above list does not include all possible rule violations. Rule violations not listed will be dealt in an appropriate manner.

PUBLIC DISPLAY OF AFFECTION: Displays of affection such as holding hands, kissing or hugging will not be permitted at school. School is not the proper place for this type of conduct.

HARASSMENT: It is the policy of the Panola School District that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and/or welfare of the school district. The Board of Education prohibits threatening behavior, harassment, intimidation and bullying by electronic communication, whether or not the communication originated at school. The district committee, consisting of members of the Latimer County Sheriff's department and the local safe school committee, will investigate all reported incidents of harassment.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment of the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse
2. Repeated remarks of a demeaning nature
3. Implied or explicit threats concerning one's grades, achievements, etc.
4. Demeaning jokes, stories, or activities directed at the student
5. Unwelcome physical contact

The following procedures will be used in any harassment complaint:

1. Prompt investigation
2. Correction of the conditions causing such harassment
3. Provide for confidentiality
4. Prevention of reoccurrence

STUDENT ARRIVAL: Students are not permitted to arrive at school before 7:45 a.m. When an emergency situation occurs causing need for arrival before the time stated, the student should report directly to the school cafeteria.

BELLS: Students will go directly and promptly to their next class when the bell rings at the end of each period. Congregation in the classroom and hallways is not permitted. Students will be seated and prepared for class when the bell rings for the beginning of each class period. If a student is tardy for class, the student will report to the principal for an admit slip.

HALLWAYS, CLASSROOMS, AND RESTRICTED AREAS: Students are not permitted to be in the hallways, classrooms, library, gymnasium, auditorium, or ag complex unless they have written permission from a teacher or accompanied by a teacher.

Students in Kindergarten through grade six are not permitted in the area of the high school building except when directly supervised by a teacher. Students in grade seven through twelve are not permitted in the area of the grade school building except when directly supervised by a teacher or attending classes, activities, or assemblies. Students are not permitted to be on the south side of the high school building unless accompanied by a teacher. The area of the sewer pond is off limits at all times.

Unless going to classes, students are to stay in their respective areas; such as: high school area (east from the cafeteria), junior high area (west from the cafeteria).

DRESS CODE: Students should use good judgment in the selection of school wear. Any attire that draws undue attentions to the individual or interferes with the educational process is not appropriate for school wear. The following are **NOT** permitted: tank tops; tank tops and/or t-shirts with signs or advertisements not in good taste, those promoting alcohol or tobacco, obscene pictures or words. Hats, caps, and sun glasses are not permitted in the building. Jewelry cannot be worn in physical education classes for health and safety reasons. Miniskirts (shorter than two inches above the knee), are not acceptable. Clothing that exposes the back, midriff, sides, or chest of any student is not acceptable. Girls and boys will be allowed to wear shorts which are not shorter than two inches from above the top of the knee. Shorts cannot be worn between Thanksgiving and Spring Break. Girls may also elect to wear skorts which follow this guideline. Pajamas may not be worn to school.

For the safety of the student, flip-flops may not be worn in lab classes (Ag, FACS, Science, Art).

Body piercing is not allowed because of health reasons. If you have any body piercing you must keep it covered at all times or remove it.

When school officials detect a student is not dressed in the manner he/she should be, appropriate action will be taken:

- 1st offense: Student will be sent home to change and parent contacted (absent unexcused)
- 2nd offense: Student will be suspended for one day and parent contacted (unexcused)
- 3rd offense: Student will be suspended for three days and parent contacted (unexcused)

CAFETERIA: Students will remain orderly in the cafeteria while waiting in line and while eating. Each student is responsible for cleaning up the area where he or she eats. Food which is not eaten will be placed in the proper garbage cans. Food will not be left on the table or thrown on the floor. Students are to be seated while in the cafeteria except when waiting in line for food or when leaving after eating.

FOOD ITEMS: Food and drink will not be consumed in the classroom at any time including afternoon break **except when approved by the administration.** Lunches will be eaten in the lunchroom. Pop and juice machines will be off limits to the students until the afternoon break. Students will not attempt to operate these machines until that time. Students may not sell food items for fund raisers before afternoon break. Pop and candy may not be eaten in the cafeteria during lunch period.

LEAVING THE SCHOOL GROUNDS: Students may not leave the school grounds at any time during the school day **without permission from the administration.** Failure to check out will result in the student being truant from class.

TRUANCY: Missing classes or truancy is prohibited. Parents of students who are truant will be notified. After school detention will be administered on the first offense. On the second offense, the student will be suspended for three days. On the third offense, the student will be suspended for five days. A fourth offense will result in suspension for the remainder of the semester.

CARS AT SCHOOL: Students driving to school must obtain a permit from the principal's office. They must hold a valid Oklahoma Operator permit. Students will park their vehicles (in an orderly manner) in the student parking lot located next to the auditorium. **Vehicles may not be moved during the school day without permission from the principal.** A maximum of 5 miles per hour will be observed when entering or leaving the parking lot. Students will not race engines or do drag starts when entering or leaving. When students exhibit inappropriate driving behavior, the first offense will result in the student's keys being turned over to the principal for a period of one week. On the second offense, the student will have driving privileges revoked for a period of one week. A third violation will result in permanent revocation of driving privileges. Students are not permitted to sit in cars during the school day.

WITHDRAWAL PROCEDURES: Students will obtain a checkout sheet from the principal's office. Each teacher must sign the form that all fees have been paid and all textbooks turned in.

The student must also check out through the cafeteria and the library. The final form must be returned to the principal's office.

MOMENT OF SILENCE: Panola School will observe a moment of silence at the beginning of each class period.

ABSENT AND TARDY

ATTENDANCE/ABSENCE: When a student is absent from school, the parent or guardian may call the principal's office to report the absence. If this is not done, office personnel will call the student's home to substantiate that the parent or guardian is aware of the absence.

Upon returning to school after an absence, a student must bring a note from a parent or guardian stating the date and the reason for the absence in order to obtain a class admit slip.

All students who have been absent or tardy, regardless of the reason, must obtain an admit from the principal's office on the first day they return to school. Teachers will not admit a student to their class who has been absent or tardy unless that student presents an admit slip. If the student is reporting back to school in the morning, before classes begin, he will obtain the admit slip prior to 8:15 a.m.; if he or she reports back during lunch hour, they will obtain the admit slip prior to 1:05 p.m. If he or she reports back while classes are in session, they will obtain the admit slip immediately upon returning and then go to his or her class. Failure to obtain this slip at the proper time will count as a disciplinary offense. In no case will students attempt to report directly to class without first obtaining an admit slip. The student will have each teacher sign the admit slip and leave it with his or her last hour teacher, who will return it to the principal's office. It is the student's responsibility to check with all his teachers the day he returns to school. Each student will be given (2) days for each absent day to complete assignments. If a student fails to do make up work in the allotted time, he/she will be given zeros for work not completed.

Assignments or tests that were due on the first day of the student's absence may be required on the first day of the student's return to school.

When a student is absent, the parent needs to notify the school and state the cause for the absence. The principal will notify parents daily of all absences. The school will give a written warning to parents of all children who have missed 4 days or more within 4 school weeks. The warning will be specific as to dates of absences and will "spell out" the penalty for non-compliance. If parents within five days after the written warning do not cause the child to return to school then the administration must immediately (on the 15th day) report this in writing with dates of absences to the District Attorney.

Each student must attend 85 percent of all classes in order to earn a passing grade. Any student having more than seven (7) absences in a class during a nine-week period will not earn a passing grade in that class for that grading period. Any student having more than fourteen (14) absences in a class during a semester will not earn a passing grade in that class for that semester. Exceptions to the attendance regulations will be based on the following:

1. Extended personal physical or emotional incapacity as verified by a physician.
2. Extended hospital stay as verified by a physician.
3. Extended recuperation from an accident as verified by a physician.
4. Extended contagious disease within a family as verified by a physician.
5. Death in the family (not to exceed one week of absence).

6. Religious observance, including travel days, if, before the absence, the parent or guardian submits a written request for an excused absence.
 7. For other extenuating circumstances a parent must make a formal appeal in accordance with the due process procedures established by the Panola School District Board of Education. All exceptions must be approved through the principal's office.
- A student who is verified as meeting extenuating circumstances and, therefore, is eligible to earn grades shall do so only if he/she is able to complete make-up work or pass the course in a time frame decided by the principal and teacher.
- Any student participating in school-approved activities which necessitate being absent from school shall be considered present and given the opportunity for make-up work unless the work could have been completed before the absence.

MAKE-UP WORK:

1. A student is required to complete any missed assignments/class work.
2. All missed assignments will be made up in a timely fashion. Each student will be given (2) days for each absent day to complete assignments.
3. A student must request make-up work.
4. A student request for make-up work must be initiated upon return to class.
5. When make-up work is requested, the teacher will give the assignment with a specified due date.
6. The assignment will be submitted in a manner and quality acceptable to the teacher.
7. Assignments not submitted or accepted by the teacher will result in grade reduction.
8. Make-up assignments will be checked and returned to the student.
9. A student who is absent the day of a scheduled test will make up the test before school, at noon, or after school. Class time will not be used for make-up work.
10. A student who is truant will receive a zero (0) for each class missed and will not be permitted to do make-up work.
11. Each teacher will keep an accurate account of attendance. A report will be sent to the office when a student has been absent from a class five (5) times per grading period. An appropriate letter will be sent by the office to the parent or guardian regarding the absence.
12. After four (4) unexplained absences, the principal's office will notify the Office of Court Related and Community Services (CRCS).

TARDIES: On the first tardy the student will be assigned one day of noon detention. Noon detention will be assigned for each additional tardy. If tardies become excessive within a grading period the student will be assigned after school detention. Three (3) tardies in a class period will become one absence for that period which will count toward the attendance policy as stated in the handbook.

STUDENT ILLNESSES: If a student becomes ill, he will notify his teacher. The teacher will have the student report directly to the principal. If a student is too ill to report, the teacher will notify the principal. The student will be sent to the school nurse to be evaluated. Every attempt will be made to notify a parent concerning the child's illness. Medications (prescription and non-

prescription) will be administered only by the school nurse or administrator. Written requests concerning the dispersion of medications must be on file in the principal's or nurse's office.

ACTIVITIES

ASSEMBLIES: All students are required to attend assembly programs. There will be no study halls, classes, or athletic events scheduled in conflict with assemblies. Students will sit with their class during all assemblies.

CLASS PARTIES: All class parties must be approved by the principal at least two weeks in advance and placed on the school calendar. Elementary classes (K-6) will schedule parties for Halloween, Christmas, Valentine's and Easter. Grades 7-12 will hold Christmas parties as scheduled by the principal.

AUTHORITY OF TEACHER AFTER SCHOOL HOURS: Students attending any school sponsored activity are under the school rules and regulations. The authority of the teacher or other supervisory personnel at these events is not subject to questioning by the student. The teacher/sponsor is reminded that he/she has supervisory responsibility on these occasions.

EXTRACURRICULAR TRIPS: All school rules and regulations will apply to all trips under school sponsorship. Students are required to follow the "bus riding rules" while being transported on the school bus. The bus driver is the authority in charge of the school bus and its occupants. Conduct by students which interferes in any way with the safe and efficient operation of a school bus will be reported by the driver to the principal. On activities away from the school, the student will be required to ride the bus unless permission is granted by the administration. Signed parental permission forms must be on file with the principal and/or sponsor.

5TH AND 6TH GRADE BALL GAMES: At all ball games players and non-players are the responsibility of their teachers. Just like a classroom situation the teachers are responsible. All students must remain with their class and teacher during games attended. If a parent takes their child the responsibility and safety of the child is no longer the responsibility of the school; it is now the parents. If a child is taken early by the parents, who have notified the teacher, all class time missed will be unexcused unless there is an excusable reason (sickness, emergency, etc.).

BALL JACKETS: Coaches and/or sponsors will inform all students of the current policy approved by the Board of Education.

SCHOOL PROPERTY

TEXTBOOKS: Students will not deface any textbook issued to them by the school. Books which are defaced, lost, or destroyed will not be replaced until the student has paid for the cost of replacement. It is emphasized that the student is responsible for the books issued to them.

ROOMS: Students are expected to keep their books and personal articles in their desks or in their lockers. Waste paper and like items are not to be stored in a desk. **Rooms are not open to students prior to the first bell in the morning or during noon hour, unless a teacher accompanies the student.**

LIBRARY: Students may check out library books from the librarian for a period of seven days. Students in grades 7-12 will pay a fine of five cents per day for overdue books. If a library book is lost, destroyed, or defaced by the student, he will be charged a library fine equal to the replacement cost of the book. Library fines will be paid to the librarian and receipts will be provided upon request.

SCHOOL GROUNDS: Students are not permitted to be on the ball field except for scheduled classes. Students are not permitted to be in the parking lot except when parking cars, when leaving the parking lot or when under the direct supervision of a teacher. Students will place all trash in the proper receptacles and are encouraged to help in the control of litter.

SCHOOL OFFICES: Students are not permitted in school offices unless they have school business to conduct. Students must plan their business so that it is accomplished prior to the first bell in the morning, at noon, or after school. There is no time allowed between class periods for phone calls, paying lunchroom bills, etc.

SCHOOL EQUIPMENT: Students are not permitted to operate any item of school equipment unless they are under the direct supervision of a qualified teacher. Safety practices will be thoroughly explained before the operation of any equipment. If a license is required to operate a piece of equipment, a person without the license is prohibited from such operation.

DAMAGE TO SCHOOL PROPERTY: Intentional or willful damage to any item of school property will be referred to the appropriate legal authorities for action. Damage which results from violations of school rules but is not intentional or willful will require financial restitution from the student causing the damage as well as specified punishment for the rule violation.

BUSES: Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules:

Previous to loading, the student should:

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful approaching bus stops.

5. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus, the student should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Refrain from loud talking and laughing or unnecessary confusion which diverts the driver's attention.
6. Treat bus equipment as you would valuable furniture in your own home.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects in or out of the bus.
11. Remain in your seat while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils and the bus driver.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety.

After leaving the bus, the student should:

1. Go at least ten (10) feet in front of the bus; stop; check traffic; wait for bus driver's signal; then cross the road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

DISCIPLINARY RULES FOR STUDENTS RIDING BUSES:

First offense: Upon the first offense of unacceptable conduct, the principal in charge of that student's grade will notify the student and parent. The principal will counsel with the student and explain proper behavior when riding a school bus.

Second offense: Upon the second offense of unacceptable conduct the principal will notify the student and parent that the student is suspended from school bus riding privileges for five school days. The student will be transported home the last time he/she rides the bus.

Third offense: Upon the third offense of unacceptable conduct the principal will notify the student and parent that the student is suspended from school bus riding privileges for ten school days. The student will be transported home the last time he/she rides the bus.

Fourth offense: Upon the fourth offense of unacceptable conduct the principal will notify the student and parent that the student is suspended from school bus riding privileges for the remainder of the semester. The student will be transported home the last time he/she rides the bus.

DRUGS/ALCOHOL/TOBACCO

Students are informed that the possession and/or use of illicit-drugs and/or alcohol on campus or as part of any school activity is wrong and harmful. The district prohibits the possession, use, or distribution of illicit-drugs and/or alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions consistent with federal, state, and local laws, up to and including

expulsion and referral for prosecution, will be imposed on students who violate the standard of conduct outlined in the paragraph above. **First time use or possession of illicit-drugs and/or alcohol will result in a ten day suspension from school. Possession with intent to distribute or sell will result in long term suspension (current semester plus next semester) from school and referral for prosecution. If a student repeats a first time offense after returning to school or is involved with any other illicit-drug and/or alcohol use or possession, that student will receive a long term suspension (current semester plus next semester) from school, will be referred for prosecution, and will be required to complete an appropriate drug and/or alcohol counseling and rehabilitation program to re-enter into the school system.** Information concerning drug and/or alcohol counseling will be provided to the student and parents.

TOBACCO: State law prohibits minors from possessing tobacco or tobacco products of any kind. In compliance with the law, it is the policy of Panola School that students may not possess or use tobacco or it's products during school sponsored activities at school or away from school, and while riding the school bus. This policy applies to all school-sponsored activities no matter what time they are scheduled. Students who possess or use tobacco or tobacco products will receive three days after school detention for the first offense. Second offense will result in suspension from school for three days. The third offense will result in suspension from school for nine days.

GRADES

Panola School uses the following grading scale in 1st through 12th grade:

94-100	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
Below 60	F

Incomplete grades will be given for any grading period in which the student misses final examinations. "I" grades will not be removed until the teacher reports a new grade or the grade will change to an "F" if the work has not been made up within a year.

REPORT CARDS: Students will receive report cards on Wednesday following the end of each nine-week period. Teachers will turn in weekly deficiency reports for students who are failing. Grades 4-6 will send grade reports home to parents every two weeks. (This may vary when circumstances warrant.)

HONOR ROLL: There will be a Superintendent’s Honor Roll (students who make all A’s) and a Principal’s Honor Roll (students making no grade lower than a “B”) for each nine week grading period and for each semester.

STATE HIGH SCHOOL HONOR SOCIETY: The Honor Society will be composed of the top 10% of the students in grades 9-12 and will cover the previous two semesters.

GRADUATION REQUIREMENTS

Twenty-three (23) units are required for graduation from Panola High School. Thirteen (13) of these units are required while the remainder may be chosen by the student. At least seventeen (17) of the required courses shall be earned in the last three years of high school. At least seven classes will be attempted during the senior year unless the student is attending college. Senior students who are enrolled in one college class may enroll in a minimum of four high school subjects. Students enrolled in two college classes must take a minimum of three high school subjects. If a student fails a required subject, he must retake that subject in order to graduate. Students who fail elective subjects may be in danger of having less than the required units for graduation. A graduation plan will be provided for students classified as a junior or senior. The plan will be available in the counselor’s office. Before being classified as a senior, a student must have enough units so that he can graduate in the given school year. Classification as a senior means that a student will graduate during the school year, if he makes passing grades in the subjects required for graduation. The administration will make every effort to assist students in retaking failed subjects; however, the responsibility for passing or failing a subject rest solely with the student. Students who are under 21 years of age and who have attended high school for 4 or more years will be allowed to enroll in less than five units to graduate. **SENIORS ARE REQUIRED TO ATTEND GRADUATION CEREMONIES.**

The high school graduation requirements will follow a “4x3x3x3-plus plan. (See chart on next page.)

Language Arts	4 units total 1 unit of grammar and composition	3 which may include, but are not limited to, the following courses: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition
Mathematics	3 units total 1 unit of Algebra I or Algebra I in a contextual methodology	2 which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual

		<p>methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra, contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.</p>
Science	<p>3 units total 1 unit of Biology I or Biology I taught in a contextual methodology</p>	<p>2 courses from the following: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses, and approved contextual science courses taught at a technology center.</p>
Social Studies	<p>3 units total 1 unit of U. S. History 0.5-1.0 unit of U. S. Government 0.5 unit of Oklahoma History</p>	<p>0.5-1 which may include but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above U. S. History.</p>
The Arts	<p>2 units or sets of competencies which may include but are not limited to courses in Visual Arts and General Music</p>	
Electives	10	
TOTAL	23 UNITS	

Beginning in the 2006-2007 school year, all incoming 9th grade students must choose a

curriculum as established by the State Department of Education. Students must choose the high school graduation plan as outlined on page 14 or a college preparatory curriculum as outlined in the chart below.

English	4 units	Grammar, Composition, Literature, or any English course approved for college admission requirements.
Laboratory Science	3 units	limited to Biology, Chemistry, Physics, or any lab science course with content and/or rigor equal to above Biology and approved for college admission requirements. Science courses above Biology I may be taught at a high school or technology center.
Mathematics	3 units	limited to Algebra I, Algebra II, Geometry, Trig, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements. Math courses above Algebra I may be taught at a high school or technology center.
History and Citizenship Skills	3 units	Including 1 U. S. History, and 2 units from the subjects of History, Government, Geography, Economics, Civics, or Non-Western Culture.
Foreign Language or Computer Technology	2 units	2 of the same Foreign Language or non-English language or Computer Technology approved for college admission requirements, whether taught at a high school or technology center school, including Computer Programming, Hardware, and Business

		Computer Applications such as Word Processing, Databases, Spreadsheets, and Graphics, excluding Keyboarding or Typing courses.
Other	1 unit	Selected from any of the above or career and technology education courses approved for college admission requirements.
Fine Arts	1 unit or set of competencies	Fine Arts, such as Music, Art, or Drama, or 1 unit of Speech.
Total Credits	23 Units	

HONOR STUDENTS: Valedictorian and Salutatorian honors will be selected using the following criteria: Ten point grading scale and the student must be enrolled at Panola School the last three semesters before graduation (January of their junior year for high school students). Junior high students must be enrolled the first day of the second nine weeks of the first semester of their eighth grade year.

GENERAL

LUNCHES: The school will serve breakfast and lunch. All lunches and breakfasts will be on a cash basis only - **NO CHARGING**. The prices for lunches and breakfasts will be kept as low as possible but may change due to increasing cost of food. Students who qualify for free and reduced prices on school lunches or breakfasts may make application by obtaining an application from the principal.

CHANGE OF ADDRESS: Any student who changes their address or phone number during the school year must report these changes to the office.

VISITORS: All student visitors are required to check in at the school office prior to conducting any type of business at school. Students are not permitted to bring visitors to school. Teachers will require that all visitors report to the office and parents will be notified to pick them up.

FIRE AND DISASTER DRILLS: Fire and disaster drills will be held without notice through the school year to ensure that teachers and students are familiar with procedures for evacuation of buildings and other emergency procedures. The evacuation should be as rapid as possible consistent with good safety practices.

SIGNALS: Fire: fire horn will sound
Tornado: Civil Defense siren will sound
All Clear: Teachers will be notified by administration

PERSONAL EQUIPMENT AT SCHOOL: Students **MAY NOT** bring walkmans, CD players, or any electronic equipment to school. Students **MAY NOT** bring laser lights to school or to any school activity. Students **MAY NOT** bring trading cards of any type. Wireless communication

devices (cell phones, pagers, etc.) are to be turned off during school hours (8:00-3:00) and may not be used without prior approval from the administration. The first offense of use will result in 2 days after school detention and parents will need to pick up the wireless device from the office. The second offense will result in 5 days after school detention and parents will need to pick up the wireless device from the office. The third offense will result in suspension for 2 school days and parents will need to pick up the wireless device from the office.

MEDICATION USE: Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.

ASBESTOS: In response to the Asbestos Hazard Emergency Act, P. L. 99-5519, and EPA regulations, we have completed the reinspection of our buildings that contained asbestos building materials. As a result of our reinspection, we are pleased to announce that areas that contain asbestos pose no health problems. The management plan and the results of the reinspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request to access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the

Board of Education, 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 in the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The district will effectively notify parents who have a primary or home language other than English of the rights stated above.

DIRECTORY INFORMATION

The Panola Public Schools proposes to designate the following personally identifiable information contained in a student's record as "directory information", and it will disclose that information without prior written consent:

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

After the parents or eligible students have been notified of the above list of directory information by publication in a local newspaper or through this handbook, they will have two weeks to advise the district in writing (a letter to the Superintendent of School's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

PROJECT CHILD FIND: Project Child Find is a project of Panola Public School that was established in compliance with Public Law 94-142, the Education for All Handicapped Children Act.

The goals of Project Child Find are:

- *To locate, identify, and serve all unserved handicapped children, ages birth to 21, who live in the Panola School District
- *To increase the general population awareness of public school age children.

*To work with the Oklahoma State Department of Education in assessing the need for future programs.

If you know of a handicapped child who is not being served, please contact Panola School, Box 6, Panola, Oklahoma 74559 or call (918) 465-3298.

Parents Right-To-Know

Parent Notification Letter

Dear Parents and/or Guardians:

In accordance with the NO CHILD LEFT BEHIND ACT of 2001 (NCLB), Section 1111(h)(6) Parents Right-To-Know, this is a notification from Panola School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

In addition to the above information you will be notified if you student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

If you have any questions or concerns, please feel free to contact the school principals.

District Superintendent