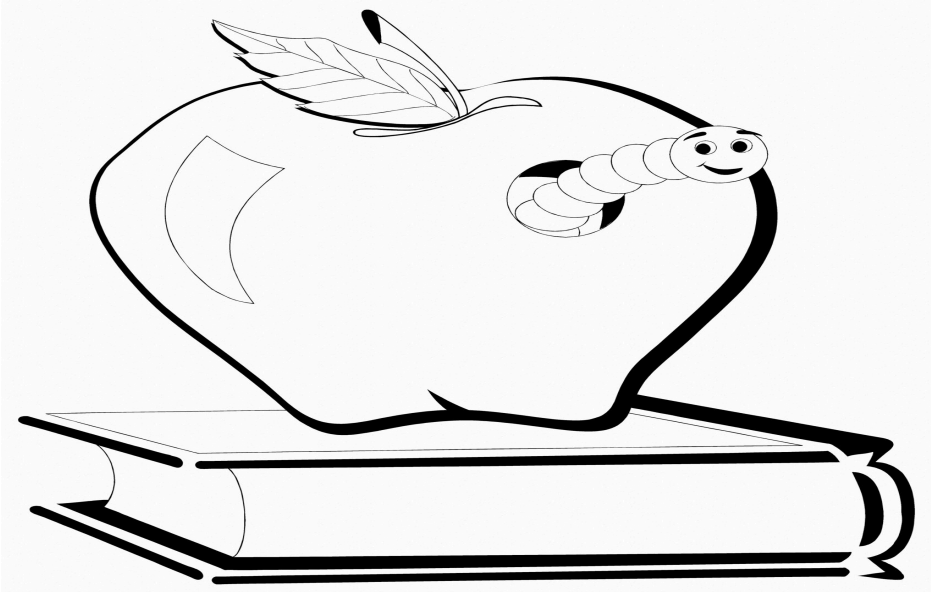
PAULS VALLEY ELEMENTARY

PreK - 3rd Grade
Pauls Valley Public Schools



STUDENT HANDBOOK
2026 - 2027

Letter from the Principal

Dear Parents and Students:

As we embark on the 2026-27 school year, we at Pauls Valley Elementary want you to know that we are here to provide a caring, compassionate, educational setting for your child. We are taking every reasonable safety precaution possible to ensure a secure, yet socially interactive learning environment for our youngest students. By working together, we will have a successful school year!

The Pauls Valley Elementary school year will be filled with new experiences and excitement fostered by high expectations and energy. This Student Handbook has been prepared so we may bring about a better understanding between the school, parents, students, and community. Pauls Valley is a community committed to educational excellence for all children. Through a cooperative effort, your child's natural curiosity and enthusiasm for learning will continue to grow.

Once your child is enrolled in school, our partnership becomes even more important. If you have questions, comments, or concerns about how your child is doing, please let us know right away. The earlier we address a concern together, the better we can work it out. Shared cooperation and expectations between home and school will play a valid role in your child's growth and success.

We are very happy to have you and your child with us and look forward to a productive year.

Sincerely,

Kristi Herd, Principal
Melissa Wallace, Dean of Students

Pauls Valley Elementary
1650 W. Grant Ave.
Pauls Valley, OK 73075
Phone (405) 238-2312 Fax (405) 238-1212
School Website: www.paulsvalleyschools.com

Superintendent: Dr. Brett Knight

Principal: Kristi Herd
Email: kherd@pvps.us

Dean of Students: Melissa Wallace
Email: mwallace@pvps.us

Counselor: Katie Sparks
Email: ksparks@pvps.us

Administrative Assistants: DeNena Smith & Liz Nunez

Pre-Kindergarten Teachers & Assistants
Jeanette Behne & Pam Fields
Micaela Felan & Katilyn Garcia
Katy Ferguson & Krystal Bandy
Carley Kimbro & Sidney Black

Kindergarten Teachers & Assistants
Abby Barcenas & Kendra Earnhart
Jennifer Grounds & Holly Thomson
April Hicks & Tiffanie Gariepy
Christi McCurley & Laryn Jones

Transitional - First Grade
Rhea Ann Williamson

1st Grade Teachers
Charlotte Apel
Carrie Daniel
Angela Holloway
Camille Milligan
Channing Montgomery
Carla Dodge - Assistant

2nd Grade Teachers
Tori Arie
Mady Johnson
Heather Leverett
Alee Livingston
Clyda Ware
Jan Casey - Assistant

3rd Grade Teachers
Angie Campbell
Dana Clayton
Salynn French
Amanda Harrison
Misty Mars - Assistant

Special Education Services
Elizabeth Sam, Director of Special Services
Kelsey Williamson, School Psychologist

Teachers & Assistants
Dara Ammons & Darci Williams
Kara Huff & Charity McCarty
Allyson Jolley & Angela Dalla Rosa
Lynette Ramming & Amanda Solis/Julie Trejo
Nikki Readnour & Jamie Stuckey/Katy Feuerbach
Kathey Niblett/Susan Marchbanks

Speech: Rylee Chapman & Paul Morrow

ELL Interventionist: Lu Torres
Reading Specialists: Sally Tucker & Vickie Schmidt

Library: Ashley Horn & Janie Jones
Music & Art: Charla Forrester
Physical Education: Harlee Moore
Computer Assistant: Genee Carlton

Cafeteria
Kristi Brown
Kristi Hudson
Micky Rodriquez
Jeannie Simpson
Mackenzie Taylor

Custodians
Jennifer Mooneyham
Harlena Pearson

Mission Statement

District Mission Statement

"Empowering all students to succeed in a changing world."

Pauls Valley Elementary Mission Statement

The Pauls Valley Elementary staff will recognize and appreciate each child's uniqueness. We will work together to provide our students with a nurturing and positive climate for learning and success.

BELIEFS

At Pauls Valley Elementary, we believe:

1. All children can learn, but not necessarily at the same rate and time.
2. All children have a natural curiosity and enthusiasm for learning.
3. Children learn from each other.
4. Children learn from adult models.
5. Children will learn when it makes sense to them.
6. Children learn best when they are doing.
7. Children will learn when they are happy and comfortable
8. Children become self-directed learners and take responsibility for their learning.

Pauls Valley Elementary Creed

I am a proud Pauls Valley Elementary student.
I have great expectations for myself.
I have the courage to be the best I can be.
I am responsible for my own actions.
I believe the choices I make today affect what I will be and
What I will do in the tomorrows of my life.
I can learn.
I am loved.
I will succeed!

Arrival, Dismissal and Schedules

Arrival

If you transport your child to school, please pull to the first available cone on the east side of the building (front entrance) to drop off your child. If you must escort your child to the building, park on the east side.
Do not block the crosswalk on the east side of the building.
Do not park, drop off, or block bus lanes on the north side of the building.
This is for everyone's safety.

The building will be open, and staff will be on duty at 7:30 a.m. to begin serving breakfast. **Students are not allowed in the building before 7:30 a.m. and should never be left unattended in the mornings.** If your child will eat breakfast in the cafeteria, he/she should arrive no later than 7:45 a.m. in order to have enough time to eat and get to class on time.

When students arrive late, it disrupts lessons that are important for a successful start to the day. Teachers plan many wonderful learning activities that are important to your child's education. We would hate for your child to repeatedly miss out, as this will ultimately affect his/her academic success. Please make the maximum effort to have your child at school on time each day, and when your child is tardy, remember that a parent/guardian must accompany the child to the front office to check in with Ms. Liz or Ms. DeNena. Also, please bring doctor's notes to the office if your child was at an appointment.

The first classroom bell is at 8:05 a.m. At this time, students should be finished with breakfast and situated at their designated area. Teachers pick up students promptly at 8:05 a.m. and escort them to their classrooms. All students should arrive at school by 8:00 a.m.

Dismissal

All buses will be loaded at the designated bus stop. Students riding the bus will exit through the north entrance. Students being transported by parents will be dismissed after the bus students have lined up. **Hallways are to remain clear so the transitions can be attained.** All procedures are for your child's safety.

Car rider release will begin at 3:05 p.m., and students must be picked up on the east side (front entrance) of the building. Please do not begin lining up for dismissal until 2:30 p.m. We have students with special needs who require access to the front entrance prior to this time, and backed up lines create traffic hazards on the highway.

IMPORTANT: Your child's Safe Dismissal card must be displayed in your front car window. NO EXCEPTIONS. This is for the safety of your child!

Cars will enter in single file through the far east entrance (headed south), form two lines in the center parking lot (headed north), and alternate back to single file (headed south) to approach the cones in front of the building. Please stay in line. A school employee will direct you to a cone where your child will be waiting.

If you choose to park and walk up to the front entrance to check out your child, please park in the far east parking lot and bring your Safe Dismissal card with you. We encourage everyone to stay in their cars and pick up their child at the cones if at all possible.

***If your child is still using a car seat, please park in the far east parking lot and report to the office to pick up your child. This will allow the line to move in a more timely manner.**

***Please call the front office before 2:00 p.m. for pick up or bus changes after school. We can not accommodate last minute changes in transportation unless it is an emergency. No changes can be made after 2:30 p.m.**

Early Student Check-out

Parents are asked to not check their child out prior to 3:00 unless it is an emergency. We encourage you to schedule your child's doctor and dental appointments around school hours. If this is not possible, you must call the main office ahead of time to check out your child. We will have your child in the office ready for your arrival.

Daily Schedule

7:30 a.m.	**Front doors open for students/breakfast (K-3)**
7:45 a.m.	**Morning recess begins**
8:05 a.m.	**Breakfast and recess ends - Teachers pick up students** **PK Breakfast - 8:30**
8:10 a.m.	**Classes begin - Students arriving after 8:10 will be counted tardy**
10:35 - 11:35 a.m.	**Pre-K lunch/recess**
10:55 - 11:55 a.m.	**1st grade lunch/recess**
11:00 - 12:00 p.m.	**Mrs. Ramming lunch/recess**
11:15 - 12:15 p.m.	**Kindergarten lunch/recess**
11:30 - 12:30 p.m.	**2nd grade lunch/recess**
12:00 - 1:00 p.m.	**Mrs. Huff lunch/recess**
12:05 - 1:05 p.m.	**3rd grade lunch/recess**
3:00 p.m.	**Bus riders line up and board buses**
3:05 p.m.	**Car dismissal goes active**
3:15 p.m.	**Teacher dismissal**

IMPORTANT NOTICE REGARDING DELIVERIES

PLEASE MAKE EVERY EFFORT TO HAVE ALL SNACKS, EVEN BIRTHDAY TREATS, DELIVERED WITH THE STUDENT ON THE MORNING OF HIS/HER SNACK DAY. DELIVERIES WILL NOT BE ACCEPTED AFTER 8:10 A.M. UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE. THE FRONT OFFICE IS EXTREMELY BUSY THROUGHOUT THE DAY TAKING CARE OF OUR TEACHERS AND STUDENTS NEEDS.

WE APPRECIATE YOUR COOPERATION AND UNDERSTANDING.

Minute Of Silence/ Pledge of Allegiance to the American Flag (Pauls Valley District Policy PK-12)

Pauls Valley school district staff and students will observe the Pledge of Allegiance and a minute of silence each morning.

School Safety Drills

PV Elementary will conduct ten (10) safety drills each school year. All students and teachers shall participate in the scheduled/documented safety drills.

The ten (10) drills shall consist of the following:

- Fire
- Tornado
- Security - Lockdown/Intruder
- Additional drill to be determined by the administrator

Student safety will be of the utmost priority during all safety drills. Children will not be permitted to leave school on bus routes during a tornado warning alert in the immediate area. Buses on route will return to the Jr. High or Elementary for student shelter if needed as a safety precaution.

Conduct

Expectations for PV Elementary

1. WE will value one another as unique and special individuals.
2. WE will not laugh or make fun of a person's mistakes, or use sarcasm or put-downs.
3. WE will use good manners saying please, thank you, and excuse me, and we will let others go first.
4. WE will cheer each other on to success.
5. WE will help one another whenever possible.
6. WE will recognize every effort and applaud it.
7. WE will encourage each other to do our best.
8. WE will practice virtuous living, using positive character traits.

Character Traits

Kindness - being friendly, generous, and considerate

Empathy - the ability to understand and share the feelings of others

Perseverance - the ability to get through difficult tasks without giving up

Courage - the ability to do something that frightens you

Teamwork - people working cooperatively toward a shared goal or purpose

Integrity - having moral principles, being honest

Optimism - the belief that good things will happen

Growth Mindset - the belief that your abilities can be developed through hard work

Gratitude - being thankful, showing appreciation

Friendship - the state of being friends

Respect - to consider someone or something worthy of value

Responsibility - the state of being independent and accountable

Attendance

***It is the responsibility of the parent/guardian to contact the office on the day of a student's absence. If no contact is made, the student will receive an unexcused absence.**

Absences for school business or school sponsored activities do not count against a student's attendance. All other absences will count as an absence. A student absent more than 10% of a semester (approximately 8 days) will not receive semester credit. Appeals may be heard by the District Attendance Committee if at least 75% of the total days can be documented by a physician's statement. This statement must be submitted to the principal's office not more than five days after the student returns to school.

A student who is truant from one or more classes may be suspended from school. Parents or guardians must verify absences by personally notifying the school the day of absence. The office can be notified between the hours of 8:00 a.m. and 3:30 p.m.

The law of the State of Oklahoma, Title 10 Section 105, states that 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) years and under the age of eighteen (18) years to neglect or refuse to cause or compel such child with the rules of an approved school system. If your child is enrolled in our Pre-K Program, the same attendance requirements are expected of these students.

Any parent, guardian, child, or other person violating any part of the above statute shall be guilty of a misdemeanor and, upon conviction, can be fined each day the said child does not comply with attendance. Pauls Valley Schools must report to the Board of Education and the local office of the Department of Human Services those students whose attendance falls 90% or below during an attendance reporting period which occurs every nine weeks.

10 Tips to Help Get Your Child to School on Time, Every Day

1. **Set attendance goals with your child and track your child's attendance on a calendar.** Try offering small rewards for not missing any school, such as a later bedtime on weekends.
2. **Help your child get a good night's sleep.** A lack of sleep is associated with lower school achievement starting in middle school, as well as higher numbers of missed school and tardiness. Most younger children need 10-12 hours per night and adolescents (13-18 years of age) need 8-10 hours per night.
3. **Prep the night before to streamline your morning.** Have your child lay out their clothes. Have backpacks and lunches packed. Develop back-up plans for getting to school if something comes up like a missed bus or an early meeting. Have a family member, a neighbor or another trusted adult on standby to take your child to school should you ever need help.
4. **Try to schedule dental or medical appointments before or after school hours.** If children have to miss school for medical appointments, have them return immediately afterward so they do not miss the entire day.
5. **Schedule extended trips during school breaks.** This helps your child stay caught up in school learning and sets the expectation for your child to be in school during the school year. Even in elementary school, missing a week of classes can set your child behind on learning.
6. **Don't have your child stay home unless they are truly sick.** Reasons to keep your child home from school include a temperature greater than 101 degrees, vomiting, diarrhea, a hacking cough, toothache or other infectious illnesses. Keep in mind, complaints of frequent stomach aches or headaches can be a sign of anxiety and may not be a reason to stay home.
7. **Talk with your child about the reasons why they do not want to go to school.** School-related anxiety can lead to school avoidance. Talk to your child about their physical and emotional symptoms. Try to get them to talk about any emotional struggles they may have with issues like bullying, fear of failure or actual physical harm. If you are concerned about your child's mental health, talk with your pediatrician, your child's teacher or school counselor.
8. **If your child has a chronic health issue such as asthma, allergies or seizures, talk with your pediatrician about developing a school action plan.**
9. **Follow the rules.** Be sure you know what your school's requirements are for when your child will be absent or late. If you are supposed to call, email or provide a doctor's note after a certain number of days out, then do it. If we want our children to follow rules, we must lead by example.
10. **Keep track of your child's attendance so you know when the days missed start to add up.**

Last Updated 9/16/2022 - **Source** American Academy of Pediatrics (Copyright © 2019)

Discipline Policy

Schools are meant to be safe places where students can learn, and where educators can work in an atmosphere of care, respect, security, and hope. Classroom and school expectations and procedures guide the PV Elementary Procedure Plan with a clear understanding of what each expectation means, as well as reasons why each is necessary and important. Clear, consistent procedures are in place that protects the classroom and school environment from disruption and chaos.

All students are expected to maintain a high degree of discipline. Self-discipline is one of the most important lessons we should learn from education. Discipline is the training that develops self control, character, orderliness, and efficiency. It is the key to good conduct and consideration for others.

Clearly understood expectations, consistent procedures, logical consequences, and meaningful dialogue - all within a climate of confidence and consideration - are the basis of the PV Elementary Discipline plan.

School Bus Policy

Bus routes are established to provide the best possible service to all individuals in accordance with state laws and regulations. The school bus driver and monitor are the authorities of the passengers on the bus. All students in our system who ride a bus are subject to regulations due to the serious nature of student transportation. No disruptive behavior shall be tolerated on any school bus that might endanger the life or safety of any student transported. Any misbehavior which distracts the driver is a very serious violation and jeopardizes the safety of everyone. Students can be written up and/or denied bus privileges for the following violations, but not limited to this list:

*Failure to remain seated
*Refusing to obey driver
*Fighting
*Spitting
*Throwing Objects
*Hanging out windows
*Use of tobacco or vape products
*Profanity
*Open flame (ex. Lighter)
*Vandalism/destruction of property
*Harassing Others
*Use or possession of any controlled and/or dangerous substance
*Failure to follow rules/procedures in bus lines prior to boarding bus

If your child is reported for any of the above violations, the principal will take into consideration the violation itself, previous violations, and the severity of the violation. Consequences and discipline will be handled accordingly.
Any violation of these rules could result in the following:

- In-house "refocus" time
- Temporary suspension of school bus riding privileges
- Suspension of bus riding privileges
- Or other measures deemed appropriate by school administration

Bus transportation for a student is a privilege, not a requirement. A student may be removed from riding the bus by the principal at any time during the school year. The length of removal will be determined by the principal based on the violation and all available information.

Field Trips

A student will not be allowed to attend a field trip if the student consistently has difficulty in following classroom and school procedures. The principal and homeroom teacher will conference with the student and parent if it is deemed necessary for a student to miss or require parental guidance on a field trip due to a student's difficulty in following procedures.

School Decorum

No person may steal, deface or destroy another person's property or public property. Students will be charged for school property that is abused by them. Parents may be required to pay for lost, destroyed, or unusable textbooks or materials.

Appropriate Dress

Students are encouraged to dress comfortably and neatly at all times. Anything that tends to disrupt the learning process or is worn inappropriately will not be allowed.

- Shirts and tops with "sayings" printed on them should be in good taste. No vulgar speech or drug/alcohol related words/images
- For your child's safety, shoes must be worn; houseshoes are not allowed unless it is a special dress up day.
- Due to student involvement in physical education and outdoor play, we prefer students not wear sandals or "flip flops" which inhibit participation in movement activities.
- No holes above the knees in pants.
- Shirts should cover mid-section (no midriffs)
- No hats unless it is a special dress up day.
- No hair color (must be a natural color)
- Piercings may be worn in ears and small stud in nose only
- Shorts worn under dresses is encouraged.
- We encourage our parents to assist their child to dress appropriately for weather conditions.

No Selling Items at School

No student shall sell any item unless it is from an approved school fund-raising project.

Student Respect Policy (Pauls Valley District Policy PK-12)

The Pauls Valley staff is required to show respect for all students. We request that each student shows respect to other students, staff, and other personnel. Each student has the right to attend school at Pauls Valley without being harassed or bullied by another student at the school. Bullying in any form will not be tolerated, and students who act as bullies will be removed from the regular program or expelled from school. Bullying of any kind is an act of intimidation that may include hazing, threatening, or name-calling that makes another student uncomfortable.

Items Prohibited at School

(Pauls Valley District Policy, PK-12)

I. Electronic equipment
   - A. Cell phones
   - B. CD Players
   - C. Radio/IPod/Headphones
   - C. Games/IPads
   - D. Tape Recorders

II. Martial Arts Equipment and Knives

III. Toys (of any kind)
   - A. Skateboards
   - B. Roller Skates
   - C. Toy Guns
   - D. Water Guns
   - E. Board or Table Games
   - F. Balls

IV. Fireworks and Fire Materials

V. Tobacco Products

VI. Guns, bullets, shells, or any other gun references

*NO BLANKETS UNLESS ALLOWED IN PK FOR REST TIME

****NEW FOR THE 25-26 SCHOOL YEAR: NO STANLEY CUPS OR SIMILAR TYPES OF METAL TUMBLERS****

Tobacco Policy (Pauls Valley District Policy, PK-12)

In accordance with Oklahoma Law, tobacco of any form, or tobacco products of any kind, will not be used on school premises. This includes vaping products.

Dangerous Weapons and Substances

(Pauls Valley District Policy, PK-12)

*Students have no reasonable expectation of privacy in school lockers, desks or any other school property, without notice or reason.

According to Oklahoma School Law, "The superintendent or principal at any public school in the State of Oklahoma shall have the authority to detain and authorize the search for dangerous weapons or dangerous substances, any pupil on any school premises, while in transit under the authority of the school, or at any function sponsored or authorized by the school. The superintendent or principal authorizing such search shall notify the local law enforcement agency which shall be responsible for obtaining any warrant or other authorization necessary to conduct such search.

The notification of such law enforcement agency shall constitute reasonable grounds for obtaining a search warrant. The search shall be conducted by a person of the same sex as the person being searched. Any student found in possession of dangerous weapons or controlled dangerous substances will be suspended for the current school semester and succeeding semester."

Student Suspensions (Pauls Valley District Policy, PK-12)

The principal or dean of students shall have the authority to suspend any pupil who is guilty of any of the following acts while on school property or while in attendance at any school sponsored activity or while under the general supervision of school officials regardless of location:

1. Creating or attempting to create a classroom disturbance;
2. Disobeying a school teacher willfully and openly;
3. Using profanity or vulgar language or expressions;
4. Defying the school administrator's authority;
5. Assault and battery of another student or person;
6. Possession or use of any dangerous weapon including fireworks;
7. Being under the influence of, in the possession of, or consuming any alcoholic beverage or any dangerous and uncontrolled substance;
8. Violation of the written rules and/or regulations of individual school sites;
9. Inciting, encouraging, promoting or participating in attempts to interfere with the normal educational process;
10. Engaging in acts of immorality;
11. Showing disrespect for or causing damage to school property or any property while under supervision of school personnel;
12. Continued absenteeism and tardiness;
13. Violating the rules and/or regulations of the school persistently;
14. Stealing school property or property belonging to a school employee or students, or any theft while under the supervision of school personnel;
15. A student is subject to suspension for violations as identified by civil and school laws of Oklahoma.

The principal or dean of students shall exercise his/her authority as to the length of the suspension, in cases of temporary suspension, less than ten days, the principal/dean shall, within one day, make reasonable effort to attempt to notify the parents or guardian of the school's action. However, no pupil shall be released by the school during school hours without notifying the parents or guardian in person or by telephone.

Serious disciplinary cases may result in a student being suspended from school for extended periods not to exceed the remainder of the present semester plus the succeeding semester. To gain readmittance to school, in all cases, it will require one or both parents to bring the student to the principal's office for a conference before the student is reinstated.

During the time a student is suspended, he/she is excluded from all school district activities, including district extra-curricular activities.

Short Term Suspension (Pauls Valley District Policy, PK-12)

The principal or dean of students in charge is authorized to invoke a short term suspension of up to (10) days when, after investigation and a hearing, it is determined that the presence of the student at the school is disruptive or threatening to the normal educational process. In cases of short term suspension, parents will be contacted immediately by telephone or written notification. As soon as possible, a parent conference will be arranged and conducted to determine if the student should be readmitted to school.

Hearing (Pauls Valley District Policy, PK-12)

A hearing will be arranged for all long term suspensions within three days of the time a charge is made against a student. However, this may be extended by mutual agreement between the building principal, student, and parents. The student suspended may remain in school until the date and time of the hearing unless the administrator in charge deems it necessary to invoke the suspension prior to the hearing for reasons that would be considered in the best interest of the student body's welfare as related to the nature of the offense committed.

The parent or guardian will be notified in person and by mail of the offense of which the student is charged. At this time, the parent or guardian will also be notified of the date and time of hearing. A copy of the notification shall be filed in the office of the District Hearing Officer. The building principal or dean of students will be responsible for convening the hearing utilizing the following guidelines:

1. The hearing will be presided over and conducted solely by the building principal or an assistant preappointed by the principal.
2. The hearing will serve to determine the facts of the case.
3. It will be the responsibility of the building principal or the dean of students to provide facts, witnesses, and evidence to support charges brought against the student and substantiate those charges by answering any questions submitted by the student or his/her parent or guardian pertinent to the case.
4. The suspension will become effective following the hearing, unless as determined by the principal, there is reason to alter the charge and disciplinary action. If a student, parent, or guardian appeals the decision of the hearing, the student may be temporarily readmitted to school at the discretion of the administrator in charge providing re-entry would not jeopardize the normal operation of the school.

First Level of Appeal: District Hearing Office

(Pauls valley District Policy, PK-12)

Following a hearing, any student that has been suspended will have the right of appeal by making a written request specifying the reason or reasons for the appeal to the District Hearing Officer on the appeal form.

The District Hearing Officer shall then schedule an appeal hearing and notify the student and his or her parent or guardian in writing as to the time, place, and purpose of the appeal hearing. Following the appeal hearing, the District Hearing Officer shall state within a reasonable time after the hearing as to whether or not the disciplinary action should be revoked, affirmed, or altered. A copy of the decision shall be filed in the office of the superintendent.

Second Level of Appeal: Board of Education

(Pauls Valley District Policy, PK-12)

If the student desires to make further appeal, he/she has the right to make a written request to the superintendent of school requesting a hearing before the Board of Education. The written request shall specify the basis for the appeal. Upon receiving the written request for a hearing before the Board, the superintendent will schedule a hearing before the Board of Education. The decision rendered in the hearing conducted by the Board of Education shall become the final decision.

Curriculum and Programs

Parent Partner interaction

Public Library Partnership - Reading is highly emphasized at PV Elementary with family members playing an important role in the child's love for reading. Each family is encouraged to visit the Nora Sparks Warren Public Library throughout the year.

Computer Lab

Students receive computer software instruction in Reading Readiness, Reading, Math, Problem Solving, and appropriate keyboarding skills. Each class has scheduled times for the Computer Lab.

Library Media Center Policy

Regularly scheduled days will be assigned for students to visit the library and check out books. Students are responsible for the borrowed materials. If the materials are damaged or lost, the students will be required to pay for those materials.

Internet Acceptable Use Policy For Students

(Pauls Valley Public Schools Policy)

All Pauls Valley School sites provide computer resources and access to the Internet in an effort to help support its primary objective which is to enhance teaching and learning. As responsible members of the Pauls Valley Schools community, it is expected that all students will follow and adhere to the guidelines established by Pauls Valley Schools and local, state, and national laws. Strict adherence to the following guidelines will help ensure a positive and productive learning environment.

All students using the Internet will:

Respect others' rights to freedom from harassment and intimidation.

1. DO NOT send abusive, threatening, or clearly unwanted messages to others.
2. DO NOT intentionally cause others' work to be disrupted by your actions.
3. DO NOT identify, imply, or infer gang affiliation.
4. DO NOT continuously disrupt others' while they are using the internet.
5. DO clearly and correctly identify yourself in all electronic communications.
6. DO NOT use pseudonyms or anonymous sign-on.

Use the internet for purposes that are legal and generally acceptable .

1. DO NOT solicit the sale or exchange of any illegal or illicit drugs.
2. DO NOT advertise, sell, or purchase any illegal items.
3. DO NOT discuss or solicit any illegal actions including the solicitation of any illegal action by another.
4. DO NOT retrieve or view any sexually explicit material via the Internet.

Respect and adhere to the laws concerning copyright and other intellectual property rights.

1. Get permission before copying files from another user. Copying files or passwords belonging to other users without their express permission may constitute plagiarism or theft.
2. Never change files or passwords of other users.
3. Reasonably protect computers and software from viruses, and file damage of all types.

Follow security restrictions for all systems and information

1. Never share your password. It is a good idea to change your password frequently.
2. Understand that if you share your password and someone else uses your account, even without your permission, you will be held responsible for their actions.
3. Respect others' passwords and never try to evade, disable, or "crack" passwords.
4. Respect all security provisions of the system.

Use and share computer resources courteously and efficiently.

1. Understand and accept that there are restrictions on computer resources including storage space and time limits. When asked by a faculty or staff member, you must immediately "sign off" from the system.
2. Make a back-up of all important work to refer to later.

Recognize limitations to the privacy of electronic documents.

1. You should always respect others' privacy and expect others to respect yours as well.
2. Understand that electronic communications are similar to pieces of paper in an unsealed envelope, the privacy of which is generally respected.
3. Understand that network managers may need to view the contents of files to diagnose or correct problems.

PV Elementary, on behalf of the Board of Education, extends the above guidelines to systems outside Pauls Valley that are accessed via PV Elementary Facilities, including electronic mail (e-mail) or remote log-ins. If you use networks or computer providers outside PV Elementary, they may have their own conditions of appropriate use for which you are responsible.

Please use appropriate respect for others' privacy when posting pictures and documents on personal networks and electronic devices, as you will be responsible. Schools have media releases, and they do not cover personal individuals outside of the school system.

School Counselor

Our school counselor is dedicated to making each student's school experience as positive and successful as possible. The student-oriented program is designed to help each individual achieve his/her highest growth mentally, emotionally, and socially. We try to do this by:

- Helping the new student feel at home in our school.
- Delivering classroom lessons as a Tier 1 approach to social emotional learning.
- Providing individual conferences whenever a student, teacher, or the parents deem necessary.
- Providing a testing program designed to monitor the academic and social growth of children.
- Providing the opportunity to talk with parents, students and teachers.

Communication

Reports to Parents

In an effort to keep parents informed about their child's progress, reports will be sent home the fifth week of each nine week period. This will be in addition to the report cards that are sent at the end of each nine week period. There will also be two scheduled Parent-Teacher Conferences.

Thursday's Communication Folder (Thursday Folder)

Thursday's Communication Folder is a way to increase parent awareness and involvement. This folder is sent home with students every Thursday with important notes to parents as well as a sampling of the student's work for that week. Parents are encouraged to go through the information Thursday night and send it back to school on Friday with any comments for the teacher. Signatures may be required on specific papers, so please check them thoroughly.

Newsletters

Each teacher will be sending out newsletters and notes about your child's class and events that are happening in the classroom and at PV Elementary. Many teachers will send this through Rooms.

Invitations-Special Notice

Birthday invitations will only be allowed if all members of the class receive one. Arrangements with the teacher must be made prior to sending them. Please do not bring them at the last minute.

General Information

Textbooks

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. If a lost book is found, money paid will be refunded.

Lost and Found

Students who find lost articles are asked to take them to the office. Students who have lost articles should inquire at the office and give a description of the article. It is suggested that name labels or some form of identification be used on articles of clothing. Articles not claimed within a reasonable length of time will be given to charity.

Telephone Use and Privileges

The office telephone was installed primarily to aid in carrying on official business. It is available for the student only in emergencies deemed justifiable by the principal. All calls made by students should be brief, and good manners should be practiced.

Student & Parent Cell Phone Policy Acknowledgment Form
2026–2027 School Year

New State Law – Senate Bill 139 – Cell Phone Ban (Bell to Bell)

Pauls Valley Public Schools will enforce a "bell-to-bell" ban on student cell phone use in all classrooms and instructional settings across all school campuses.

This means students may not use or have their cell phones, earbuds, smartwatches, or similar personal communication/electronic devices from the start of the school day until the end of the school day, unless expressly permitted by a teacher for instructional purposes.

This law is designed to limit distractions and support student learning in the classroom.

Consequences for Violation of the Cell Phone Policy

Offense	Consequence
1st Offense	**Phone confiscated. Conference with student and parent/guardian notified. Phone returned to student at the end of the school day. 1-day of detention assigned.**
2nd Offense	**Phone confiscated. Conference with student and parent/guardian notified. Parent/guardian must pick up the phone at the end of the school day. 2-days of detention assigned.**
3rd Offense	**Phone confiscated. Conference with student and parent/guardian notified. Parent/guardian must pick up the phone at the end of the school day. In-School Suspension (ISS) assigned.**
4th & Subsequent Offenses	**Phone confiscated. Conference with student and parent/guardian notified. Parent/guardian must pick up the phone at the end of the school day. Multiple days of ISS or more aggressive disciplinary action at administrator's discretion. Student may lose the privilege to have a phone on campus.**

Change of Address/Telephone Number

Any change of address or telephone number shall be reported to the office. **This is important in the case of emergencies. We must have a working contact number on file!**

Emergency Numbers

It is **very important** that the school be given the telephone number of a person to call in an emergency if the parent cannot be reached.

Withdrawing from School

When a student leaves a school district to attend another school, the student will be given a check-out slip from the principal's office. Each of the student's teachers must sign the check-out sheet and record the grade the student has earned in each class. This check-out slip must then be returned to the principal for her signature. A transcript will be mailed to the student's new school only upon written request from that school.

Closed Campus

PV Elementary has a closed campus. Students leaving school grounds at any time must be signed out through the office by a parent or guardian. No one other than a parent or guardian may pick a student up during the school day unless prior arrangements have been made with the office.

Visitors

In order to secure the safety of our staff and students, all parents and visitors must schedule appointments in order to enter the school building. Upon arrival, a visitors tag will be issued through the office. No unannounced visitors will be allowed to enter the building.

School Closing

Bad weather occasionally requires the schools to make decisions regarding closing or delay of starting time. We intend to act in the best interest of our students in every instance. In order to make sure that everyone knows exactly what the situation is, we will authorize only the following media to announce a closing or delay:

Pauls Valley Schools App
School Website & Social Media Links
Television Stations: KFOR, KOCO, KWTV

Emergency Dismissal Procedures

If you receive a school message informing you of an emergency or early dismissal, please follow these guidelines in order to secure a safe and orderly dismissal process for all students:

1. Contact your child's TEACHER if there is a change in their usual school pick-up plans. If your child is a bus rider normally, please notify the TEACHER if no one will be home to receive the child off the bus.

2. Parents must remain in their vehicle if they have their child's pickup number. We will run our normal Safe Dismissal procedure. THIS IS THE BEST METHOD OF PICKUP DURING AN EMERGENCY, EARLY DISMISSAL.

3. If you do not have your child's pick-up number, park in the back row facing Ace Hardware.
DO NOT PARK IN THE MIDDLE TWO ROWS. Form a single file line at the front door. Someone will take your child's name and grade. Once your child has been called to the front, weather permitting, please step outside to wait for him/her.

NOTE: The REC will not accept children on emergency dismissal days.

Health Information

Medication

If it is necessary for a student to use or take a prescription medicine or non-prescription medicine at school, it is the policy of Pauls Valley Schools that the parent/guardian must sign a medication authorization form provided by the school. **Medication must be in its original bottle and provide the following information: name and address of pharmacy or origin, date of filling, name of parent, name of prescriber, name of medication, dose per unit, directions for administration, and prescription number. The parent (not the student) should bring the medication to the school and sign a release form (See APPENDIX A) allowing the principal's designee to administer the medication.** Medication should never be sent with students on a bus. The medicine will be kept in a secure place in the office. The student may not keep the medication in his/her possession. The school assumes no responsibility for the control of medications not listed or registered with the administration office.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

MEDICAL EXCLUSIONS

HEAD LICE: If head lice or nits are discovered on any child at school, that child will be sent home and prohibited from attending school until a form from a health professional or an authorized representative of the State Department of Health is received stating that the child is no longer infected with head lice as defined by Section 2601 of Title 63 of the Oklahoma Statutes. (Reference 70 O.S. Section 1210.194) In most situations, students should be treated and return to school within two days. Recheck in 7-10 days.

BED BUGS: A note and call to parent(s) will be made alerting them that bed bugs have been found on their child's clothing or belongings. Infected belongings will be placed in a sealed bag to be sent home with the student. The student's belongings will be checked the following day to assure no evidence of bed bugs are present.

CONJUNCTIVITIS: (Pink Eye) Exclude student from school; may return when eyes are clear.

IMPETIGO: Exclude student grades PK-6 from school until lesions are dry.

FEVER: 100.0 or greater, exclude student from school, may return when fever free for 24 hrs. without medication.

RINGWORM: Exclude student from school until treatment has been started. The area should be covered with gauze or dressing when the student returns. Recheck in 1-2 weeks; if no improvement is seen then refer to a physician.

SCABIES: Exclude student from school until 24 hrs. after treatment verified by a physician.

STY: Exclude student, may return with verification of treatment.

VOMITING/DIARRHEA: Exclude from school, may return when no vomiting or diarrhea for 24 hrs.

Cafeteria Information

CHILD NUTRITION - Breakfast and Lunch

A breakfast and lunch program is provided for the benefit and convenience of our students. Breakfast and lunch will be served in the PV Elementary Cafeteria. **If your child has any allergies please have your Doctor provide the required information.**

***DUE TO LIMITED SPACE, NO OUTSIDE VISITORS WILL BE ALLOWED IN THE CAFETERIA.**

Supplemental information pertaining to the school breakfast program is available to all children. **All children must have an application signed by their parents. A lunch form needs to be completed for all students. One per household.** Please keep in mind we are required to provide every parent with the opportunity to apply.

The price for breakfast:
Students: ---------- $ 1.75
Reduced Students: ----------$ .30

***If your child brings a breakfast from home, it must be eaten in the cafeteria. Students should not bring open food/drink into the building.**

The price for lunch:
Students: ----------$2.60
Reduced Students:----------$ .40

We encourage you to pay for your child's lunch in advance, either by the week or by the month.

Breakfast: By the week: $8.75 By the month: $35.00
Lunch: By the week: $13.00 By the month: $52.00

* A student will only be allowed to charge for 2 weeks. **Please, Pre-pay!**

Cafeteria Behavior

- For health reasons, there will be no sharing of food in the cafeteria.
- Students eating in the cafeteria are asked to not bring additional items to eat or drink.
- Absolutely **no glass** containers or **carbonated drinks** can be brought in school lunches.
- Students are to exhibit appropriate table manners and behaviors.
- Lunches brought to school must NOT need refrigeration or heating.
- Staff will assist your child to open containers in PK/K.
- If your child brings lunch, when possible please do not send sugary drinks.

Public Records

Pauls Valley Public Schools I-18 Statement of Rights

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy.

1. The right to inspect and review the student's educational record.
2. The right to exercise a limited control over other people's access to the student's educational record.
3. The right to seek to correct a student's educational record; in a hearing if necessary.
4. The right to report violations of the FERPA rights.
5. The right to be informed about FERPA rights by obtaining a copy of the policy.

Student cumulative school records and health records are kept in the School Office. All rights and protection given parents under FERPA and this policy transfer to the student when he or she reaches the age of 18 or enrolls in a post secondary school. The student then becomes an "eligible student".

Student Transfer Policy

- Open Transfers previously granted by the school board will remain in effect unless the board of education 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 school district will begin accepting applications for the next school year starting March 1. 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.
- The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.
- Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues.
- The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.
- A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care.
- Students are legally entitled to reenroll at any time in his or her school district of residence.
- Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling

does not meet a basis for denial as listed below.

- A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.
- It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

    1. The district has the capacity to accept the student at the grade level at the school site;
    2. The transferring student has not been disciplined for:

        a. violation of a school regulation,

        b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, 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, or

        c. 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.

    3. The transferring student does not have a history of absences. "History of absences"means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

- By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district.
- The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website.
- The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.
- In making the decision to determine capacity, the board of education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of classroom teachers employed by the school district at each PK-5 grade level.
- If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size.
- For grades 7-12, capacity is set based on the total number of students who are enrolled for in-person instruction for at least one period a day.
- To be able to plan for in-district growth, provide adequate staffing, and ensure that teachers do not exceed class size limits set forth in 70 O.S. § 18-113.3, the current capacity of students per grade level is set at 125 students.
- A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.
- The district will approve or deny the application and notify the parent of the student of the

determination in writing within thirty (30) days of receiving an application.

- The school district shall enroll transfer students in the order in which they submit their applications.
- If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application.
- Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

    1. At least one parent of the student has a Department of Defense issued identification card; and

    2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

Non-Discrimination Policy

The Pauls Valley School District does not discriminate on the basis of race, color, national origin, sex, or handicap in the educational programs or activities which it operates. Inquiries regarding discrimination on the basis of race, color, national origin, or sex should be made to Kristi Herd, Principal, PV Elementary, P.O. Box 780, Pauls Valley, Oklahoma 73075 and/or Superintendent, Dr. Brett Knight, P.O. Box 780, Pauls Valley, Oklahoma 73075. Inquiries regarding discrimination on the basis of handicap should be made to Elizabeth Sam, Director of Special Services, Garvin County Educational Co-Op, 301 N. Chickasaw, Pauls Valley, Oklahoma 73075.