

Pauls Valley Intermediate School

Student Handbook

2026-2027



Pauls Valley
PANTHERS

P. O. Box 780 – 301 West Bert
Pauls Valley, OK 73075
Telephone – 405-238-7336 FAX – 405-238-1227

Mrs. Angela Green - Principal
Mr. James Harrison - Dean of Students
Mrs. Heather Clune - Counselor

Letter from the Principal

Dear Parents and Students,

Welcome to Pauls Valley Intermediate School. I am Mrs. Green, the principal at Pauls Valley Intermediate School, a position I have held since 2019. I have taught math in the classroom for seventeen years and served as a school counselor for six years at Lee Elementary(PVIS). I am determined to provide a safe environment to ensure our students grow academically, emotionally, and socially. I have a passion for serving our students, staff, and community, and believe this to be one of my greater purposes in life. I am committed to establishing guidelines and procedures to help secure a positive school experience at PVIS.

It will take all of us working together; students, teachers, and parents to create a community of learners at PVIS. Once your student is enrolled at PVIS we become a team and it is imperative that we work together. Everyone has a role and a responsibility to create experiences that provide students an opportunity to grow and prosper. The school is the heart of our community, and we are very fortunate to have such an amazing school district with extraordinary students and parents, dedicated teachers and staff, and surrounding community and businesses that provide us support.

If you have any questions, comments, or concerns please let us know right away. The earlier we address concerns together, the better we can work it out. Shared respect and cooperation between home and school regarding expectations play a vital role in your child's growth and success.

I am excited to have your child at PVIS and look forward to an amazing year.

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

Sincerely,

Angela Green

Pauls Valley Intermediate Principal

Enclosed you will find very important information. Read all items carefully. Parents and guardians please take the time to sit down with your student and this handbook to ensure your student is familiar with the basic expectations expressed in this handbook. Parents are invited to call the school or email us at any time for additional information or assistance. Let's work together to make this year the best ever!!

Pauls Valley Intermediate Staff

Superintendent: Dr. Brett Knight

Principal: Angela Green

agreen@pvps.us

Dean of Students: James Harrison

jharrison@pvps.us

Counselor: Heather Clune

hclune@pvps.us

Administrative Assistant: Rita Barrios

rbarrios@pvps.us

Office Assistants: Lisa Chisum

lchisum@pvps.us

ISS/Teacher assistant: Yessi Meave

ymeave@pvps.us

Custodian: Maria Argumedo

margumedo@pvps.us

4th Grade Teachers

Shannon Coates - Reading

scoates@pvps.us

Cheryl Johnson - Math

cjohnson@pvps.us

Stephanie Jones - English Language Arts

sjones@pvps.us

Cyndi Ring - Social Studies

cring@pvps.us

Brittany Duarte - Science

bduarte@pvps.us

5th Grade Teachers

Shawna Perry - Math

sperry@pvps.us

Kristine Porter - Science

kporter@pvps.us

Kim Thompson - Reading/ELA

kthompson@pvps.us

Madison Bergner - Social Studies

mbergner@pvps.us

6th Grade Teachers

Deedra Brantley - Math

dbrantley@pvps.us

Miriam Ibarra - Social Studies

mibarra@pvps.us

Kacy Manning - Science

kmanning@pvps.us

Sara Rickey - Reading

srickey@pvps.us

Special Education Teachers & Assistants

Billy Ellis - bellis@pvps.us

Assistant: Chelsey Rozzell & Jennifer Montgomery

April Eubanks - aeubanks@pvps.us

Assistant: Jentri Claiborne

Toni Livingston - tlivingston@pvps.us

Assistant: Brenda Jarman

Shannon Long- slong@pvps.us

Assistants - Amber Boney & Jennifer Yeakey

Physical Education

Laura Mantooth - 4th, 5th, 6th Grade - lmantooth@pvps.us

Kody Delaplain - 4th, 5th, 6th Grade - kdelaplain@pvps.us

James Harrison - 6th Grade Athletics - jharrison@pvps.us

Library

Ashley Horn - ahorn@pvps.us , Heather Davis (Library Aid) - hdavis@pvps.us

Band Directors

Travis Hathcote - thathcote@pvps.us and Abigail Childers - achilders@pvps.us

Cafeteria - Karen Morrison, Karen Taylor, & Irene Amaya

Cafeteria & Lunch Programs Assistant - Cynthia Bowen - cbowen@pvps.us

OUR VISION

District Mission Statement

“Empowering all students to succeed in a changing world.”

PVIS Mission Statement

PVIS believes that all children can learn. Our mission is to provide the best possible instruction, environment, and learning environment for all students. Our goal is to develop responsible citizens while fostering a lifelong love of learning.

PVIS Creed

I promise to myself and everyone in this school that I will show respect by treating others the way I would like to be treated.

I will choose to follow the school rules for getting along together because I want to help make my school a safe and caring place.

We pledge as a school to do our best to cooperate with each other.

At PVIS we strive to create open and meaningful communication with our patrons and community. It is the most important tool we have to work cooperatively in the best interest of your student. We encourage you to establish lines of communication with your student's classroom teachers. That can be accomplished through email, phone calls and personal conferences. As parents, you also have access to students' grades through the online gradebook program, which is accessible through our school website at <http://www.paulsvalleyschools.com>.

School Messenger - Pauls Valley Public Schools is enrolled in a Parent Notification System. The system will be primarily used as a text alert system with pertinent information the school deems necessary to inform parents. You may enroll in the system at any time. Please check in the school office for further details.

We also make an effort to keep the community informed through popular social media venues.

- <https://www.paulsvalleyschools.com/> – our district website provides information about our district and our building, including a school calendar with daily events and lunch menu.
- Pauls Valley Intermediate School can be found at https://www.paulsvalleyschools.com/apps/pages/index.jsp?uREC_ID=1524408&type=d&pREC_ID=1660544
- Follow Pauls Valley Intermediate on Facebook <https://www.facebook.com/settings?tab=profile§ion=username>

Pauls Valley School Calendar 2026 – 2027

Pauls Valley School District Calendar

August 5 & 6	Enrollment for All Students: 9AM-3PM
August 10, 11, & 12	Professional Development Days - NO SCHOOL
August 13	First Day of School for Students
September 7	Labor Day - NO SCHOOL
September 25	NO SCHOOL
October 2	Football Homecoming
October 15	End of First Quarter
October 15	PT Conferences - NO SCHOOL
October 16-19	Fall Break - NO SCHOOL
November 23-27	Thanksgiving Break - NO SCHOOL
December 18	End of First Semester
December 21- Jan 1	Christmas Break - NO SCHOOL
January 4	Professional Day - NO SCHOOL
January 5	Start of Second Semester
January 18	NO SCHOOL
February 15	NO SCHOOL
March 12	End of Third Quarter
March 12	PT Conferences - NO SCHOOL
March 15-19	Spring Break - NO SCHOOL
March 26	NO SCHOOL
April 2	Good Friday - NO SCHOOL
April 16	NO SCHOOL - Prom
May 7	NO SCHOOL
May 20	End of Second Semester - Last Day of School
May 21	Graduation
May 21	Professional Development Day - NO SCHOOL

Important Times and Bell Schedule

4th Grade Bell Schedule

5th & 6th Grade Bell Schedule

7:45 AM	Breakfast/Recess begins	7:45 AM	Breakfast begins (Recess 5th gr.)
7:50 AM	First bell rings - Recess	7:50 AM	First bell rings - Recess
8:05 AM	Tardy bell rings and classes begin	8:05 AM	Tardy bell rings and classes begin
8:10-9:00	1 st hour	8:10-9:00	1 st hour
9:05-9:55	2 nd hour	9:05-9:55	2 nd hour
10:00-10:50	3 rd hour	10:00-10:50	3 rd hour
11:00-11:40	Lunch & recess-4th grade	11:00-11:40	4 th hour
11:45-12:30	4 th hour	11:45-12:30	Lunch and recess-5th & 6th grade
12:35-1:25	5 th hour	12:35-1:25	5 th hour
1:30-2:20	6 th hour	1:30-2:20	6 th hour
2:25-3:15	7 th hour	2:25-3:15	7 th hour
3:15 PM	School dismissal begins	3:15 PM	School dismissal begins

STUDENT GUIDE – PRACTICES AND POLICIES

Arrival

The building will be open, and staff members will be on duty at 7:30 AM. **Students are not allowed in the building or dropped off out front before 7:30 AM.** Therefore, students should not arrive before 7:30 AM. The school cannot accept responsibility for supervising students who arrive before 7:30 AM.

If your student will eat breakfast in the cafeteria, he/she should arrive no later than 7:45 AM in order to have enough time to eat and get to class on time. When students arrive in the morning, they should enter the front door and proceed to the cafeteria. Students who are not eating breakfast will go to their designated area until the bell rings for classes to begin at 8:05 AM. Fifth and sixth grade students will go to the auditorium after eating breakfast, and the fourth grade students will remain in the cafeteria. Students will follow teacher directions at this time.

It is imperative that students are in attendance and on time to their classes. When students arrive late, it disrupts lessons that are important for a successful educational experience. If students are repeatedly late, absent, or leave early, it will ultimately have a negative effect on his/her academic success and performance. Please help us at PVIS by having your child here on time and for the full school day. When your child is tardy, remember that a parent/guardian must accompany the child to the front office to check in with Mrs. Barrios. Please bring doctors' notes to the office if your child was at an appointment.

Dismissal

School will be dismissed at 3:15 PM. If students are walking, they are to leave the school grounds promptly, avoiding the congested areas of car pick up and bus pick up. Students must use the underpass or crosswalk to cross the highway. If you, or someone else is picking up your child, they should be in the pickup line on the south side of the building (Bert Street) at 3:15 PM. Cars are to be in a single line closest to the building; we will not make two lanes at pickup. Students will wait until your car pulls into the load zone and then approach your car. If you need to come into the building, please park your car in an area that does not block traffic and is not in the bus lane on the west side of the school. Bus riders will line up until their bus approaches the school. They will then be called to the loading zone as a group and load their respective bus.

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

Early Dismissal

Parents are asked not to check their child out prior to 3:00 PM unless it is an emergency. We encourage you to schedule your child's doctor and dental appointments around school hours. Students miss valuable class time when they leave early. Checking out at 2:30 PM is early, and this causes a 40-minute loss of instructional time. If this is not possible, you must call the office ahead of time to check out your child. We will have your child in the office ready for your arrival.

PVIS Expectations and Consequences

At PVIS, we have expectations for our students that we think provide them the best opportunity to succeed in school and their personal lives. Those expectations can be summarized in the following statements.

- Attend regularly and avoid tardiness.
- Come to school prepared with the right attitude and resources.
- Engage and participate in the learning process.
- Demonstrate your knowledge and skills.
- Be a cooperative and collaborative learner.
- Respect yourself, your school, your fellow students, and faculty and staff.

In order to meet these expectations, some behaviors are not tolerated. The following are some of the most common issues, and behaviors that provide obstacles to students meeting expectations, and being successful in the classroom. They are not all-inclusive but are examples of behavior that is not tolerated.

- General misconduct as a student.
- Disruption of the classroom learning environment (especially if it is chronic in nature).
- Open defiance of the authority of the teacher, staff member, or administrator.
- Continued willful disobedience.
- Bullying or making threats to another student or staff in person or online.

In terms of consequences, PVIS has several levels of consequences depending on the severity, number, and nature of the offense(s). The classroom teacher handles most of the discipline issues in their classroom. The teacher may choose a classroom detention, loss of privileges, or any other reasonable classroom consequence.

If a classroom teacher has been unsuccessful with classroom consequences, they may assign students to **Lunch and Recess Detention**. At the lunch bell, students assigned to lunch detention will proceed to the cafeteria quickly, eat their lunch, and report promptly to the detention room. They will remain there for the remainder of the lunch and recess period, and will be dismissed at the bell to attend their next class. Students assigned to lunch and recess detention are expected to bring classwork or a book to read. They are expected to sit quietly without conversation and disruption.

Students are assigned to **In School Restriction (with services)** if the nature of the offense warrants actions stronger than noon detention or if they have repeated offenses or repeated lunch detention assignments. **In School Restriction (ISR)** provides an alternative setting for the student in the school building, and the student remains in that setting for the entire school day, receiving assignments from their respective teachers. Students begin the day there, they eat lunch at a different time, and at the end of the day, they dismiss from there. The principal will make assignments to ISR.

The last discipline resort is **suspension from school, with services**. With this consequence, students are suspended from school and all school activities with the opportunity to complete their core class assignments at home. Classroom assignments are picked up at school and returned to the teachers upon completion. At the end of the suspension assignment, students return to their regular classes. Students are not allowed to participate in or attend school activities during their suspension. Please see Pauls Valley District Policy for specifics regarding student suspension.

Playground Expectations

- Remain in the designated area at all times.
- No cell phones allowed on the playground.
- Students should not throw any object or participate in any activities that might injure others.
- Fighting will not be tolerated.
- Inappropriate or vulgar language will not be tolerated.
- Students are expected to respect the playground duty teachers, equipment, and all expectations.

School Bus Expectations

Bus routes are established to provide the best possible service to all individuals in accordance with state laws and regulations. The school bus driver is the sole authority 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 for the following violations, but not limited to this list:

- Failure to remain seated
- Use of tobacco
- Refusing to obey driver
- Profanity
- Fighting
- Open flame (ex. Lighter, matches)
- Spitting
- Vandalism/destruction of property
- Throwing Objects
- Harassing Others
- Hanging out windows
- Use of vape or tobacco products
- Use or possession of any controlled and/or dangerous substances

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:

- Two day suspension of school bus riding privileges.
- Two day in-house suspension.
- Suspension of bus riding privileges.
- Or other measures deemed appropriate by school administration

Pauls Valley school buses will have cameras on board this school year. Please be aware that any vandalism or inappropriate behavior will be subject to video scrutiny, and any damage to school buses will be the responsibility of the parents or guardians to reimburse the district.

Bus transportation for a student is a privilege, not required. 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. We hope that you will see this system as a reflection of our interest in the safety and well-being of all children.

Student Expectations and Field Trips

A student will not be allowed to attend a field trip if the student's behavior has been inappropriate at school, has excessive absences, or excessive zeroes/missing assignments. A student may also miss a field trip if he/she has not been following school policies. This applies to all field trips and is to be determined by school administration and will be enforced.

School Decorum

We will value other people's property as well as the school facilities that we share. No person may steal, deface or destroy another person's property or public property. Students will be responsible for any school property vandalized or abused. That includes textbooks, chrome books, tablets, bathroom stalls, desks, tables, chairs, or any other materials or school property.

Expectations of Appropriate Dress

PVIS recognizes the importance of encouraging school appropriate standards in dress and personal grooming. The standard of dress should be comfortable and appropriate for learning. In an attempt to set a higher standard in Pauls Valley Public Schools, the following articles and types of apparel will not be considered suitable for school purposes and **will not be permitted**. Failure to comply may result in disciplinary action.

This policy is to educate students on what attire may be appropriate in the workplace and life. Failure to abide by this code may result in disciplinary action. If students are sent home to change, their absence will be unexcused. All decisions are left to administration interpretation and discretion.

- Students should wear neat, comfortable, school-appropriate apparel.
- Students should be well groomed with good personal hygiene.
- Students are not permitted to wear any item, jewelry or clothing with suggestive, vulgar, or derogatory pictures or phrases, or that promotes the advertisement of alcohol, tobacco products, or drugs.
- **Holes, shorts, or skirts above mid-thigh level are prohibited.** They must ride no lower than the hip bones. No exposed undergarments. Slits should not come up higher than mid-thigh. Midriff shirts (no stomachs showing), tank tops, spaghetti straps, see-through material are considered **unacceptable**.
- Students should not wear excessive, oversized or tight clothing. Leggings are to be worn with a long shirt to cover the buttocks. No gang related attire.
- Any item of clothing that disrupts the learning process (ex. clothing with tears or holes above the knee, worn inside out, or inappropriately worn) is not allowed.
- No hats, caps, or any garment that covers the head (hoodies, bandanas etc.) may be worn in the building.
- No blankets, bathrobes, pajamas, or house shoes.
- Any item of jewelry that can be used as a weapon, this includes but not limited to spiked bracelets, spiked necklaces, or chains(no billfolds on chains) are not allowed.
- A single stud may be worn in the nose. Hoops, rings, or any other objects are not allowed. Ear piercings are also allowed.
- Anything that tends to disrupt the learning process or is worn inappropriately.
- Hair must be neat and clean. Hair weaves and dyes must be a natural hair color(ex. No pink, blue, maroon, etc.)
- Shoes, sandals, or boots must be worn. This will be enforced.

School Respect Policy

It is the policy of the Pauls Valley Intermediate School to prohibit threatening behavior, harassment, intimidation, hazing and/or bullying of students at school, in school vehicles, at designated bus stops, at school activities, or at school sanctioned events, or by electronic communication if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The staff is required to show respect to all students. We request that each student show 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 school. Bullying will not be tolerated and students who act as bullies will be removed from the regular program or expelled from school. Bullying is an act of intimidation that may include hazing, threatening, or name-calling that makes another student uncomfortable. We want each of our students to enjoy coming to school. Students who think they are being bullied by other students should immediately report it to the office.

Items Prohibited and/or Restricted at School

- I. Electronic equipment
 - A. Cell phones/Smart watches/electronic devices/Bluetooth devices
 - i. **Students may not use cell phones or smart watches during school hours; if they fail to follow this policy, phones or watches may be confiscated, and parents/guardians will be contacted. Parents must pick up devices at the office.**
 - B. Headphones/earbuds
 - C. Games or APPS (i.e., DS, tablets, electronic devices, Tik Tok, SnapChat, etc.)
- II. Knives and/or any other form of weaponry or threat of weaponry
- III. Toys
 - A. Pokemon Trading Cards-these will be taken to the office and returned to students in May.
 - B. Skateboards/ rollerblades/skates
 - C. Toy/water guns
 - D. Board/table games
 - E. Balls- Footballs, basketballs, soccer balls, etc.
- IV. Fireworks, Fire Materials
- V. Tobacco or vape products/controlled, dangerous substances/open flame
- VI. Guns, bullets, shells, or any other gun materials/equipment

Tobacco Policy

In accordance with Oklahoma Law, tobacco or any form, or tobacco products of any kind, will not be used by students while on school premises. Tobacco should not be passed or used by students attending any school-sponsored event outside school premises or while in transport to or from such an event in school authorized vehicles. This includes vaping.

Dangerous Weapons and Substances

It is the policy of this school district to comply fully with the Gun-Free Schools Act. **Policy FNBCGA** 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. The superintendent or principal has the authority to detain 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 a 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 a 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."

Attendance – Policy FDC

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. If a student is absent due to a doctor/dentist appointment a note from the doctor/dentist should be brought to the office as soon as possible. Absences for school business or school sponsored activities do not count against a student's attendance. All other absences will count as an absence.

The Pauls Valley Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy **requiring students to be in attendance a minimum of 85% each semester to receive credit** for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

Oklahoma Law provides: "It shall be unlawful for a parent, guardian, or other person having custody 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 to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided (by law.)" "Any parent, guardian, custodian, child or other person violating any provision of this section (70OS 10-105), upon conviction, shall be guilty of a misdemeanor...."

Cafeteria Information

PVIS Lunch and Breakfast

Breakfast is served every day school is in session. The school serves breakfast from 7:45-8:05AM. Students arriving after 8:05AM will not be served breakfast.

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

***No outside food will be allowed to be delivered or brought to students from outside restaurants or establishments.**

***Due to health guidelines there will be no microwave provided for students this year.**

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 an opportunity to apply.

***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.**

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

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

Cafeteria Expectations

1. Students are to exhibit appropriate table manners and will be expected to observe a quiet lunch time when asked.
2. Inappropriate lunchroom behavior may be grounds for the child to be removed to a separate area for lunch.
3. **No gum** allowed in the cafeteria or **anywhere** in PVIS.
4. For health reasons, there will be no sharing of food in the cafeteria.
5. Absolutely NO GLASS containers brought in school lunches.
6. No items purchased at breakfast or lunch can be taken out of the cafeteria.

ACADEMICS, CURRICULUM AND SUPPORT SERVICES

Library Media Center Policy

Students will be allowed to check out two books for two weeks at a time. They may recheck the same book at the end of that time or check out another book. Students are responsible for the borrowed books or materials. If the materials are damaged or lost, the students will be required to pay for those materials before they can check out any other books or materials.

Reference materials are used only in the library media center. Teachers or students may use them in their classroom for that day only, provided they are not scheduled for use by another class. Reference materials must be returned to the library media center by the end of the day.

The Library Media Center is a place of learning and study. The students will be expected to display the same behavior in the library as the classroom. Our hours are 7:45 AM– 3:00 PM, Monday-Friday.

Acceptable Use Policy for Students

PVIS provides 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 at PVIS 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-ons.

Use the Internet for purposes that are legal and generally acceptable for PVIS students.

1. Do not solicit the sale or exchange or 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 another user without their express permission may constitute plagiarism and 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 his or her 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 computing 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 backup 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 network managers may need to view the contents of files to diagnose or correct problems.

PVIS, on behalf of the Board of Education, extends the above guidelines to systems outside Pauls Valley that are accessed via PVIS Facilities, including email or remote log-ins. If you use networks or computing providers outside of PVIS, they may have their own conditions of appropriate use for which you are responsible. Violations of this acceptable use policy will cause immediate suspension of your electronic communication privileges and may result in further disciplinary actions being taken by PVIS, the Board of Education, or local, state, or federal authorities. Any questions or allegations about the

Acceptable Use Policy should be brought to the attention of the principal or a faculty member immediately.

Reports to Parents

In an effort to keep parents informed about their child's progress, reports will be sent home mid-way through each semester. Report cards are sent home at the end of each semester. In addition, the parent portal is available to all parents to monitor their student's grades thru internet based Wen-GAGE Gradebook. The school will provide the parent with Login information.

Parent Teacher Conferences are scheduled in October and April this school year.

Grading

Final semester grades are calculated using the following scale.

90% -100%-----A

80% -89%----- B

70%-79%----- C

60%-69%----- D

0 -59%-----F

Homework

Homework is a part of a student's academic responsibility and will be assigned by teachers as they individually determine it is in the best interest of the student. Teachers are encouraged to send homework home that does not require textbooks. Our philosophy is that homework should meet the following guidelines:

1. It will have a purpose for the individual student.
2. It will be efficient in terms of learning and time.
3. It will incorporate student ownership of the assignment.
4. It will instill student competence in the subject.

At the core of our homework policy is the philosophy that homework should not become an undue burden in time or stress for students or parents. We value quality family time as important in the development of your student as anything else.

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 allowing the principal's designee to administer the medication. 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 principal's office.

Immunizations

A student must be fully immunized and must provide an up-to-date certificate or statement attesting to that fact, 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.

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 is received stating that the child is no longer infected with head lice.

Asbestos Inspection

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan, located at the Pauls Valley Public School Superintendent's Office, upon request. The Pauls Valley Public School annually notifies all parents, teachers, and other employees. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated. An asbestos company and our staff scrutinize any changes in the material that could cause a health hazard and check the asbestos identified in our management plan regularly. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

General Information

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 provide information via the district's text alerts and channels KFOR(4), KWTW(9), and KOCO(5). In the event that school has to be closed early, it is necessary that all students know what to do or where to go if they arrive home and find the house empty and locked. In addition, we will post notices on our Pauls Valley website.

No Selling Items at School

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

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.

Bicycles

If you ride a bicycle to school, you will have a designated area to park and lock it. Go directly there upon arrival and leave the bike. LOCK IT FOR YOUR PROTECTION. Do not move it again until time to leave the campus.

Lockers – 5th and 6th grades

Students are expected to use only the locker assigned to them. Each student is responsible for the care of his/her locker. A lock is for the protection of the student's books and valuables. Do not fix the lockers to open without using the combination. Problems with lockers should be reported to the office. Lockers will be used as deemed necessary by our teachers.

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. Students should not use their personal cell phones to call you during school hours. Persons calling students while the students are in class will be asked to leave a message or number.

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.

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.

Closed Campus

PVIS has a closed campus. **Students will only be able to leave campus at lunch with their parents or guardians. We will not allow groups of students to leave at lunch with a parent who is not their own. No deliveries to students from outside restaurants for lunch.** Students leaving school grounds at any other 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.

Visitors

All visitors must check in at the office. Students are asked not to bring preschool children, friends, or relatives to visit school. Teachers have enough responsibility without having to be responsible for a child or person who is not a student of Pauls Valley Schools. We do, however, encourage parents to visit the school. **Visitations and conferences should be arranged in advance with the principal/teacher(s).**

Emergency drills

Emergency drills are conducted throughout the school year according to state guidelines.

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

1. We will follow the student's usual school pick-up plans unless notified otherwise.
2. If your student is a car rider please stay in your car and follow normal pick up procedures.

Public Records

Pauls Valley Public Schools I-018

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.

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." The Pauls Valley Public Schools will arrange to provide translations of this notice to non-English speaking parents/guardians in their native language.

Individuals with Disabilities Act

Pauls Valley Intermediate School works to comply with the Individuals with Disabilities Act and an element that is distribution of the Parents' Rights in Special Education: Notice of Procedural Safeguards form created by the Oklahoma State Department of Education, Special Education Services (SDE-SES) division, to satisfy IDEA requirements. That form is available on the Oklahoma State Department of Education website at: <https://sde.ok.gov/sites/default/files/documents/files/LNH-ParentsRights.pdf>.

Parents and guardians may pick up those forms at each building site as well.

Districts must give the parents of a child with a disability a copy of Parent's Rights one time every year and upon:

- Initial referral
- Parent request for evaluation
- Filing of a request for due process by either parent or district
- Deciding to impose discipline that constitutes a change of placement and
- Parent request

NON-DISCRIMINATION POLICY

The Pauls Valley School District does not discriminate on the basis of disability, race, color, religion, national origin, sex, age or veteran status 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 Mrs. Green, Principal, PVIS, P. O. Box 780, Pauls Valley, OK 73075. Inquiries regarding discrimination on the basis of handicap should be made to Elizabeth Sam, Director of Special Services, Garvin Co. Education Co-op, 301 North Chickasaw, Pauls Valley, OK 73075.

STUDENT RESIDENCY/ENTRANCE REQUIREMENTS/ WITHDRAWAL PROCESS

Student Residency Policy FD

It is the policy of the Pauls Valley Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. § 1-113 (C). Provided that such parent, legal guardian, person or institution having legal custody contributes to a major degree to the support of each child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions of legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. § 1-113.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration
6. Notarized affidavit verifying residency and that affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. § 1-113 (A) (1).)

Withdrawing from School

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 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 their signature. Student's records will be sent to the receiving school once that receiving school request for records.

Students leaving school before the semester test will be given only the grades they have earned up to the time of check-out. These grades will not be considered semester grades, and no credits can be given. Teachers will not give any student a semester test before the end of the current semester. The principal will determine exceptions to this rule.

Pauls Valley School District Board Books (Policies, Handbooks, etc.)

<https://meeting.assemblemeetings.com/Public/Organization/PaulsValley>

PARENTS RIGHT-TO-KNOW LETTER

PAULS VALLEY INTERMEDIATE

P.O. Box 780 – 301 W. Bert • Pauls Valley, OK 73075

PHONE # 405/238-7336 • FAX # 405/238-1227

Mrs. Angela Green – Principal Mr. Harrison - Dean of Students Mrs. Heather Clune - Counselor

Date: 8/11/2025

Dear Parents and Guardians:

In accordance with Parents Right-to-Know requirement under the *Every Student Succeeds Act - ESSA, Section 1112 (e)(1)(A)* this is a notification from **Pauls Valley** Public Schools to every parent/guardian of a student in a Title I school that you **have the right** to request and receive in a timely manner:

- a) information 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 qualification 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 teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

[ESSA, Section 1112(e)(1)(A)(i)-(ii)]

- b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

[ESSA, Section 1112(e)(2)(A)]

- c) upon request, parents of an English learner may:

- have the child immediately removed from an English Learner (EL) program; *[ESSA 1112(e)(3)(A)(viii)(i)]*
- decline the child's enrollment in an EL program, or choose another program or method of instruction, if available; *[ESSA, Section 1112(e)(3)(A)(viii)(ii)]*
- receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity. *[ESSA 1112(e)(3)(A)(viii)(iii)]*

- d) notification if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned.

[ESSA, Section 1112(e)(1)(B)(ii)]

If you have questions or concerns, please feel free to contact the PVIS principal at (405)238-7336.

Sincerely,

Angela Green

Angela Green, PVIS Principal

Personal Electronic Device Policy

Pursuant to Oklahoma Statutes, Section 1-126, Title 70

Devices Off - Learning On

Spending less time on screens during class helps students stay focused, feel less stressed, and connect more with their learning and each other. By keeping personal devices off and put away during lessons, we create an environment where students can do their best in school, build friendships, and take care of their well-being.

This new policy is in agreement with the new state law regarding prohibiting students from using electronic devices from bell-to-bell (as defined in the statute "**BELL TO BELL**" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.)

Expectations for Students

All students are expected to keep personal electronic devices turned off and out of sight during the instructional day. Personal electronic devices include cell phones, earbuds, headphones, iPads, smartwatches, smart glasses, and any other device that can connect to the internet, a cell phone, or a cellular or Wi-Fi network. This includes when students are on an activity or field trip with the school during the instructional day. However, devices may be used before and after school. Note: It is at the discretion of the sponsor/teacher whether to allow or not allow students to use personal electronic devices while at school activities and/or functions *outside* of the normal school day.

This effort helps us create a better learning environment by reducing distractions and encouraging students to stay engaged. Families can always reach their child by calling the school office. Students may request to go to the office to use the phone to call their parents or guardians during the instructional day.

Guidelines for Students & Families

- **Bringing a Device is a Personal Choice** - Pauls Valley Public Schools cannot guarantee the safety of personal devices. Students bring their personal electronic devices at their own risk. To avoid loss or damage, we recommend leaving all devices at home or keeping them safely stored in a bag.
- **Devices Should Stay Out of Sight** - Personal devices must be put away and should not be used on campus during instructional time, other than the specific exceptions outlined in this policy. This includes but is not limited to passing periods, bathrooms, and hallways.
- **Keep Devices on Silent** – If a personal device makes noise in class, thereby disrupting the educational environment, it will be treated as a policy violation as if the student had the device out.
- **Lost or Stolen Devices** - If students bring a personal device to school, we recommend having a tracking app. Teachers and staff cannot take time from instruction to search for lost or missing devices that students choose to bring to school at their own risk.
- **Need to Reach Your Student?** - In case of an emergency, parents can call the front office, and a message will be delivered to your child.
- **Students Needing to Call Home** - If a student needs to contact a parent, they may request to use the office phones.

This policy helps us create a space where students can focus on learning, build strong relationships, and enjoy their school day without unnecessary distractions.

Please remember that Pauls Valley Public Schools may not be held responsible for lost, stolen, or damaged devices, even if they have been confiscated.

Consequences for Violation of the Cell Phone Policy

<u>Offense</u>	<u>Consequence</u>
1st Offense	Device confiscated. Conference with student and parent/guardian notified. Device returned to the student at the end of the school day. 2-days of lunch detention assigned.
2nd Offense	Device confiscated. Conference with student and parent/guardian notified. Parent/guardian must pick up device at the end of the school day. 1-day before or after-school detention assigned.
3rd Offense	Device confiscated. Conference with student and parent/guardian notified. Parent/guardian must pick up device at the end of the school day. 1-day In-School Restriction (ISR) assigned.
4th Offense	Device confiscated. Conference with student and parent/guardian notified. Parent/guardian must pick up device at the end of the school day. 2 -days In-School Restriction (ISR) assigned.
5th+ offense	Device confiscated. Conference with student and parent/guardian notified. Parent/guardian must pick up device at the end of the school day. More aggressive disciplinary action assigned. Student may lose the privilege to have a device on campus.

If a student refuses confiscation of a device, the student may be immediately suspended, receive ISR, or other disciplinary action rendered at the discretion of administration.