Caney Valley Public Schools
Caney Valley MS/HS
620 Wyandotte Ave
Ramona, Ok. 74061

2026-2027

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Principal

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High School and Middle School Assistant Principal

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Mission Statement

"The mission of Caney Valley Schools is to provide a safe and positive learning environment where all students are prepared with the knowledge and skills to be productive, life-ready citizens."

WELCOME

The staff of Caney Valley welcomes you to our school. We look forward to another exciting and challenging year. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students become better school citizens. This handbook is designed with the intent of providing pertinent information to the students of Caney Valley Public School. This is a handbook; therefore, it is not intended to replace the Laws of Oklahoma. A document of this nature cannot cover every circumstance that may be encountered in the diverse, complex social setting of public schools. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and appropriate learning environment may find it necessary to use options and procedures not covered in this handbook.

NOTE TO PARENTS/STUDENTS

The opportunity to work with parents and children as a team is important to all of us. This handbook is issued to help students and parents become familiar with the general policies of the school. Please read the information and contact the school office regarding any questions about the information enclosed. A full and complete copy of Caney Valley Public School's policies and procedures can be found in the superintendent's office or on the school's web site: http://www.caneyvalleyschool.org/.

ABSENCES

Regular attendance is most important in the building of a successful school career. The daily experience gained from regular school attendance is necessary for students to gain mastery of class curriculum. The maximum number of days that a student may be absent and still receive credit for the semester is 10. This maximum includes both excused and unexcused absences. It does not include student activities. On the 11th absence in a class a student will lose credit in that class. Doctor notes are recommended, but it is now up to the principal/ attendance committee to determine if the doctor's note will take the place of an absence. With or without a doctor's note a student should not miss more than 10 days a semester. Documentation must be turned into the appropriate office as soon as possible. Absences for court appearances required by subpoenas and funerals of immediate family members require documentation to be sanctioned. Seniors may use one day for a college/armed services absence, but must turn in documentation from the college or recruiter to the HS Office upon return to school. **Students with excessive absences will be reported to the Washington County Truancy Court System.**

Anytime a student is absent from school, please call the office (HS 918-536-3425; MS 918-536-2705) each day he/she is absent.

If a student's absence has not been cleared, the student must report to the office, make contact with a parent to clear the absence, and receive an admit to class.

If an absence is anticipated, please clear the absence ahead of time with the teachers and office. Parents who will be out of town and unable to contact the attendance office in case their student is absent must contact the attendance office before leaving town and designate the person/persons responsible for clearing their student's absence while they are unavailable.

Lunch is included in the 4th period. If a student checks out for lunch they will be marked absent for the period.

For a student to participate in a school activity they must be present for at least half the school day. Exceptions to this would be doctors appointments, funerals, etc.

Anytime a student arrives after the first bell has rung, he/she must check in with the attendance office.

Students are always permitted to make up homework assignments due to absences.School personnel will not collect and distribute assignments for students when they are absent. It is the students' responsibility to collect their homework assignments prior to being absent or upon returning to school. As a general rule, the student will have a one-day make up period for each day absent.

A student is absent if he/she misses fifteen or more minutes of a class period.

State law requires that student absences due to involvement in school-sponsored activities be limited to ten (10) days per year. Activity absences are not to be counted in regard to general school absences.

AMATEUR STATUS OF STUDENT ATHLETES

All student athletes will abide by OSSAA amateur status and eligibility requirement policies.

CELL PHONE POLICY

Per OSSBA Policy for 2026-27 School Year:

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows: 1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to: a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or 2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or 3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if

their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan. **Caney Valley MS/HS will follow this new law with only the exceptions listed above**

1st offense–warning and device will be put away

2nd offense–device will be confiscated and returned to student at the end of the day

3rd offense–device(s) will be confiscated and parent(s) will have to pick it up. Detention/ISS will be assigned

4th offense– Students will be banned from bringing those devices to school for the remainder of the school year, possibly going into the next, depending on when the device was confiscated. Out of school suspension will be assigned.

All disciplinary action regarding cell phones, earbuds and headphones will ultimately be at the discretion of administration.

CLOSED CAMPUS

Caney Valley Public Schools operates a closed campus. Students are not permitted to leave campus for any reason during the school day unless confirmed through the administration office. The school can only release students to their parents/guardians. Consequently, we ask the parent/guardian to contact the principal's office to request the student be allowed to leave school early.

Once a student has arrived on campus by any means they must checkout through the office to leave campus before dismissal time. If a student steps off campus for any reason and is not checked in and out properly they will not be allowed to ride a school bus home. Disciplinary action will be taken including detention and/or ISS for leaving campus. This is always a major safety concern.

Upon arrival at school and during lunch periods students are not to congregate in the parking lot or in the bus loading zones. The parking lots are OFF LIMITS to students during the school day unless the student has been given permission by the principal to be in the parking lot. In most cases a student that needs to go to the parking lot or leave the building to get anything will be escorted by SRO or a school employee.

Concurrent Enrollment

Concurrent enrollment must include opportunities for high school students to achieve college credit through a collegiate experience. The collegiate experience is evidenced by the rigor of the course, the qualifications of the personnel delivering the course, and the student's readiness for college as defined by the Oklahoma State Regents for Higher Education (http://www.okhighered.org/) policy.

- A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a Oklahoma State System of Higher Education college or university without the necessity of

being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50% greater than the number of weeks in the applicable semester/term.

- The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. However, students may only enroll in curricular areas where they have met the assessment requirements for college placement. Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.
- A high school student concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if he/she achieves a college cumulative grade point average of 2.0 or above on a 4.0 scale.
- Each high school senior who meets the eligibility requirements shall be entitled to receive a tuition waiver equivalent to the amount of resident tuition for a maximum of six (6) credit hours per semester. Tuition waivers shall be granted without any limitation on the number of waivers granted in any year other than the amount of funds available for the program and the number of eligible applicants.
- To meet minimum graduation requirements, local school district options may include courses taken by concurrent enrollment, as per House Bill 2728.
- When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcripted as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district (70 O.S. § 628.13).
- A school district may receive full average daily attendance on a high school student who is participating in concurrent enrollment. In determining a legal school day for a student who is concurrently enrolled, the district can use a combination of local school enrollment, college enrollment, and travel time.
- No independent school district shall prohibit any student who meets the requirements for concurrent enrollment from participating in the program.
- Every independent school district shall disseminate materials explaining the requirements, features, and opportunities of concurrent enrollment to all high school students prior to enrollment each year. It is recommended that each district designate a person or persons who may be contacted for detailed information.
- Additionally, high school students who want to enroll in college-level courses must earn a score of 19 or higher on the ACT subject test for the area(s) in which they want to enroll. Subject tests include English, reading, mathematics and science reasoning. An ACT subject score of 19 in reading is required for enrollment in any subject area other than English, mathematics and science reasoning. Institutional secondary testing may not be used for placement.
- All concurrent enrollment needs to be cleared with both the counselor and the principal by the first five days of each semester.
- If a student drops concurrent enrollment they will be enrolled in two classes for every concurrent class they drop. If they have exceeded the number of days absent for the semester this will be for no credit.

Advanced Placement (AP) courses are designed to be rigorous. In order to receive the weighted GPA for the AP course the student must sign up and take the AP test. Any student not wishing to take the AP Exam will receive the Honors weighted GPA. Any student with a financial need may apply through the counseling office for assistance to cover the cost of the AP Exam.

CREDIT BY EXAM (CBE)

To maximize academic growth opportunities for students in Caney Valley Public Schools, the district has established a Credit-By-Exam (CBE) also known as Proficiency Based Promotion. This program provides students the opportunity to move ahead in their educational efforts by demonstrating proficiency in one or more curriculum areas. Exams are given in Reading, Language Arts, Math, Science, Social Studies and the Arts. Exams will be given during scheduled times (see counselor). If passed at the eighty percent proficiency level, a student will receive credit and may be promoted to the next level of study. Credit earned in high school courses will count toward meeting graduation requirements and noted on the transcript as CBE with no grade assigned. No record of unsuccessful attempts will be placed on permanent records. If you need more information please see the HS counselor..

DISCIPLINE CODE

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

- Cheating / Plagiarism
- Conduct that threatens or jeopardizes the safety of others.
- Cutting class or sleeping, eating or refusing to work in class.
- Disruption of the educational process or operation of the school.
- Failure to attend assigned detention or other disciplinary assignments without approval.
- False reports or false calls.
- Hazing (initiations) in connection with any school activity
- Inappropriate behavior or gestures/profanity/vulgarity
- Inappropriate public behavior.This behavior includes public display of affection (PDA).
- Indecent exposure
- Physical or verbal abuse
- Possession of a caustic substance
- Possession of obscene materials
- Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
- Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages and/or controlled substances.
- Possession, use, handling, transmission, sharing or selling drug paraphernalia (including but not limited to papers, smoking pipes, screens, etc.)in any way in school buildings, on school grounds, or on other grounds used for school purposes (including parking lots or athletic facilities), on school buses, or at any school sponsored activity.
    1. **1st offense**: Up to **45 days out of school suspension.** ~~**with possible early return upon satisfactory completion of counseling and 2 clean tests within 2 weeks prior to returning to school.**~~

2. **2nd offense**: **Out of school suspension for the remainder of the school year plus a semester.**

- Possession/use or under the influence of alcohol in any way in school buildings, on school property or grounds, or on grounds used for school purposes
  1. 1st offense: Up to **45 days out of school suspension.** ~~with possible early return upon satisfactory completion of counseling and 2 clean tests within 2 weeks prior to returning to school~~
  2. 2nd offense: **Out of school suspension for the remainder of the school year plus a semester**
- Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.
- Threatening behavior (whether involving written, verbal or physical actions).
- Clothing or accessories with profane, vulgar, or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half shirts, shorts that do not meet guidelines in student handbook, see-through garments, or split skirts which do not touch the top of the knee.
- Use or possession of tobacco in any form, including electronic cigarettes.
- Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
- Using racial, ethnic or sexual epithets.
- Violation of the Board of education policies, rules or regulations or violation of school rules and regulations.
- Willful damage to school property.
- Willful disobedience of a directive of any school official.
- Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school

Students responsible for damaging or losing school property will be billed for the replacement or repair costs. Failure to pay the bill within sixty (60) days will result in the school taking action to initiate payment. If lost materials are returned during the school year, the price of the items, minus any costs or fines incurred in the item's absence will be refunded.

Students fighting on the school grounds during the day, at bus stops, or during school activities may be suspended from school.

- **First fight: Up to 10 days out of school suspension, at administrative discretion**
- **Second fight: 20 days out of school suspension.**
- **Third fight: is a long term suspension.**

Disciplinary Actions may include detention, in school suspension (ISS), or out of school suspension.

The intent of detention is to provide students an opportunity to change inappropriate behavior. Placement in detention may be a result of truancy, tardies, classroom disruption/misbehavior, and/or other reasons as determined by the administration. Students must report to detention with paper, pencil, and school work to complete. Talking, sleeping, food, or drinks are not permitted in the detention room. Students are monitored by the detention supervisor.

When a teacher assigns a student to detention, the teacher will notify the student, the principal, and the parent. If the student fails to serve the assigned detention, he/she automatically receives another detention and/or in-school suspension. Assignments to detention may be substituted by ISP.

ISS is for the temporary placement of students whose behavior or attendance is severe or whose behavior has not been improved by using other disciplinary methods. Assignments to ISP are made by the building principal and/or his designee(s). Parents are notified by phone call or home visit. Students are allowed to remain in school and complete class work while being isolated from other students and activities. Failure to report to ISP or disruptions while in ISP will result in suspension from school.

Students who are placed in out of school suspension, or in school suspension, will not be able to attend school or any school sponsored function or activity (including extracurricular activities) during such suspension.

DRESS CODE

All students are expected to be groomed and dressed appropriately with respect to the following criteria:

- Cleanliness - Clothing and grooming must be such that they do not constitute a health or safety hazard.
- Clothing - Attire must be adequate to ensure a decent appearance. Footwear (excluding house shoes), must be worn at all times.Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students. Standards of dress are provided so clothing does not distract from the educational process.
- Clothing normally worn when participating in school sponsored extracurricular or sports activity may be worn to school when approved by the sponsor or coach. Examples: cheerleader outfits, football jerseys, team warm-ups, etc.

Items not acceptable:

- Apparel and/or jewelry with slogans or pictures which promote or relate to obscene or inappropriate ideas such as drugs, alcohol, tobacco, vulgarity, sexual implications, profanity, gang activity or violence.This includes apparel or jewelry that is construed to be inappropriate.
- **Blankets are not to be brought to school**
- Clothing which allows undergarments to be visible when the student is sitting or walking, white undergarment type T-shirts, biker shorts, cut-offs, tank tops, mesh shirts over bare skin.
- Shorts, skirts, dresses, and other clothing attire must be modest. Shirts, sweatshirts, etc, must not cover shorts if worn. No sagging of pants, shorts, etc. will be permitted. Students may not wear shorts or pants that expose any undergarments. Exposed areas of the body will result in administrative action and the student will be asked to change or request that other clothing be brought to school. Straps on sleeveless shirts must be at least 3 fingers width
- Exposed midriffs, necklines that are too low.
- Hats, hoodies, sunglasses, etc., during any time throughout the school day while inside the school buildings.

Violations

- 1st Offense: A warning and change into proper clothing or be sent home to get proper clothing.
- 2nd Offense: Detention.
- 3rd Offense: ISS and conference with a parent or guardian.

ELIGIBILITY FOR SCHOOL ACTIVITIES

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs.

Semester Grades

- A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.)
- If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.
- A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.
- Student Eligibility During a Semester (All students must be eligible and in good standing to travel or participate in any extracurricular activity)
- Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- A student must be passing in all subjects he/she is enrolled in during a semester and be in good standing regarding attendance (90% rule). If a student falls below the 90% attendance policy they will be placed on probation for the next week and will be ineligible if attendance does not rise to 90% or higher. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- "Passing grade" means work of such character that credit would be entered on the records where the semester to close at that time.
- OSSAA 90% rule: A student must be at school at least 90% of the time. That would mean that a student can’t miss more than 9 school days a semester, this is with or without a doctor's note.

School activities do not count against the 9 days but school activity days cannot exceed 10 days per school year. If the 9 days per semester or the 10 school activity days are exceeded for extreme circumstances, school administration and/or a committee can determine eligibility.

GRADING SYSTEM

The grading scale for Caney Valley Public School is as follows:

AP/Concurrent	Honors	Traditional
A=5	A= 4.5	A=4
B=4	B= 3.5	B=3
C=3	C= 2.5	C=2
D=1	D=1	D=1
F=0	F=0	F=0

Parents can access their student's grades and other educational records anytime by logging onto the Caney Valley Public Schools Parent Portal.
Contact…
~~Robbi Scott, MS Adminstrative Assistant, rscott@caneyvalleyschool.org~~
~~Suzan Dawson, HS Administrative Assistant, sdawson@caneyvalleyschool.org~~

Robbi Scott, Registrar, MS/HS, rscott@caneyvalleyschool.org
Chassidy Alexander, MS/HS Administrative Assistant, calexander@caneyvalleyschool.org

GRADUATION REQUIREMENTS

In order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student The following is the College Prep/Work Ready Curriculum by graduation year. Students can only move to sophomore status if they earn 4 credits. To move to junior status they must have 10 credits. To move to senior status they must have 16 credits. In order to complete high school graduation a student must earn 24 credits. Specific graduation requirements will be discussed individually with each student by the counselor. In addition to the math and science requirements to graduate, Ag Mechanics and Plant/Animal Science will be offered to satisfy those requirements starting the 2026-27 academic year.. Also, Ag Communications will fullfill a Speech requirement to satisfy a fine arts credit

Oklahoma's Promise is a state funded scholarship program administered through the Oklahoma State Regents for Higher Education. Oklahoma's Promise awards tuition scholarships to Oklahoma colleges and universities to students in families earning less than $60,000 per year who have demonstrated a commitment to academic success and good behavior in high school. Students who plan to participate in this scholarship program must enroll in the program in the eighth, ninth or tenth grade. To find out more information, visit okpromise.org, call 800.858.1840 or ask your student's school counselor for additional details.

FAFSA is a federal program that provides financial aid for people attending college who qualify. All seniors will need to fill out the application before graduation. Students (Parents) must sign an opt out form prior to graduation if not attending college. For more information visit StartWithFAFSA.org for the most up-to-date information.

ILLNESS/INJURY

Students who become ill or are injured while at school will be cared for temporarily by the school staff. Parents will be notified as soon as possible. If your child has a special medical condition please inform the office at enrollment. Current, correct information will help the school personnel provide care for students in case of injury or illness.

INTERNET USE POLICY

All students, staff, and parents will be provided an Internet Use Policy. Students will not be allowed to use the Internet until this agreement is signed and returned by the parent.

LEGAL DOCUMENTS (Court Orders)

It is the intention of the Caney Valley Public School to honor all legal documents that pertain to issues of custody. It is the responsibility of the parent or guardian to provide the school a copy of the legal document.

MEDIA CENTER

The Media Center is located in room 103 and is open to students from 7:30 a.m. until 3:10 p.m. including lunch time. To provide equal opportunities to all students, books may be checked out for a two (2) week period. Students are not allowed to have more than two books checked out at any one time. Late fees may be charged for overdue library materials after two weeks of the material not being returned or renewed. Students who do not return their library materials after a sixty day late period will pay the cost of the late fees as well as the cost of the book to be replaced. Reference materials cannot leave the library.

Inappropriate use of the media center or disrespectful behavior will cause students to be banned from the library for the remainder of the semester. Such a ban does not excuse students from classroom assignments requiring research or library work.

MOTOR VEHICLES

Student driven vehicles must park in the designated parking area immediately upon arrival at school. Designated parking is defined as the two parking lots east of the school building. Special occasions may merit that students are directed to park in other areas as deemed necessary by the administration. The

vehicles are to remain parked until the end of the day unless permission to leave has been granted. The parking lot is off limits to students during the day. All students wanting to park on campus must fill out a form in the office and provide a copy of their drivers license and insurance. They will then be issued a parking pass to be displayed in the vehicle.

School grounds do not give students immunity from State Motor Vehicle laws. Cars that block the exit for buses and/or other vehicles will be towed away at the owner's expense.

PARENT CONFERENCES WITH TEACHERS

Parents are encouraged to have conferences with the student's teacher or principal to receive a more complete report on the progress of the student. Teachers will not be called out of scheduled instruction time for parent conferences. Generally, the best time for Parent/Teacher Conferences is five (5) minutes after school is dismissed or during the teacher's planning period. School is dismissed twice for formal Parent/Teacher Conferences (see school calendar).

The importance of communication between school and home cannot be overstated. Research shows that students with engaged families earn higher grades and test scores, adapt more quickly, attend school more regularly, have better behavior and social skills and go on to graduate. School personnel will utilize School Status to communicate with parents. This communication may be delivered in the form of phone calls, text messages, and/or emails. The phone call or text message will be delivered from a number that is NOT the school phone number, but the number displayed is specific to the teacher, secretary, or administrator. All communication in School Status is recorded. Please ensure your phone number and email are current to keep these lines of communication open for everyone.

Parents need to call 536-2705 to schedule meetings on Parent/Teacher Conference dates or go to the school website and reserve a conference time.

PRE-ENROLLMENT

Pre-Enrollment will be done in the spring of every year for the upcoming term. Students will be advised by the counselor and principal as to what courses they need for graduation. Seniors will be enrolled in a minimum of 6 consecutive classes (but may take advantage of concurrent enrollment and/or career technology centers to meet this requirement). All students will be enrolled in a minimum of six periods of rigorous instruction.

SCHEDULE CHANGES

Students will be allowed **five (5) days** after the first day of each semester to make class schedule changes. A student must obtain the principal's or counselor's permission before making a schedule change. Any student withdrawing from a class after the fifth day will receive a WF or W grade on his/her transcript.

SENIOR CAREER INTERNSHIP

Class options for Caney Valley High School will include Caney Valley Senior Career Internship. This class is available to seniors, after a graduation review following the junior year, to ensure that each student is on-track for graduation and their schedule can accommodate the Internship. The Internship class may

include, but is not limited to, the following: Seniors may enroll in Internship for two or three hours, as their schedule allows, for one or two semesters, for an unpaid or paid internship. The purpose of the Caney Valley Senior Career Internship is to provide seniors with an opportunity to explore career options as they are mentored in the community. Class will include academic, attendance, and performance components to obtain elective credit and a grade. Board policies apply to students enrolled in Internship, including attendance and behavior. The designated intern time includes travel time, one way, between school and the Internship. Students must provide their own transportation for this elective class. Some work sites may have additional paperwork or other requirements for students.. This is the responsibility of the Intern. Documentation from the internship site must be presented to the principal at the end of each semester. Confirmation of 75 hours for ½ credit and 150 hours for one full credit per semester.

STUDENT RECRUITMENT, ACCESS TO STUDENTS AND DIRECTORY INFORMATION

The district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent.
2. Notice that the school routinely discloses names, addresses and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent.

3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

TARDIES

A student not in his/her assigned seat when the tardy bell begins to ring is tardy. Tardies shall accumulate in each class for one semester. After the third unexcused tardy, detention will be assigned to the student. A consequence will be assigned for every unexcused tardy the student receives thereafter. Habitual tardiness shall be dealt with on an individual basis by the principal. Tardiness disciplinary action will be as follows:

4 - 5 tardies–detention
6 - 7 tardies–2 detentions
8 tardies - 1 day ISS
9 tardies–3 days, ISS
After 9 tardies, , out of school suspension will be utilized with up to 10 days out depending on infraction

TEXTBOOKS

Students are provided free textbooks for classes requiring textbooks. When students are issued textbooks, they are responsible for the condition of the books until they are returned. If a book is damaged, yet repairable, a fine of $30.00 will be levied. In the event a textbook is lost/destroyed, another book will not be issued until arrangements are made to pay for the lost/destroyed book. Students should notify the teacher when they discover a book is missing. We recommend students record their book numbers for later identification purposes.

VALEDICTORIANS AND SALUTATORIANS

In order to qualify to be the valedictorian the students weighted GPA will be used. Only the top GPA will be the valedictorian. If there is a tie we will have co-valedictorians. The next highest weighted GPA will be the salutatorian. If there is a tie we will have co-salutatorians.

VISITORS

Caney Valley Public School encourages visitation by parents and guardians. The following guidelines should be observed:

- All visitors must register in the administration office and state the purpose of such visitation.
- The building principal will have the prerogative to approve or disapprove a visit based on the stated purpose for the visit. If a visit is approved, visitors will be issued a permit sticker.
- No visitor is permitted to see a student or a teacher in the classroom.
- All visits by pupils from other schools or persons interested only in personal visits with Caney Valley Students or teachers are prohibited, including at lunch.
- Students will not be called from class to see visitors.

WITHDRAWALS FROM SCHOOL

- The procedure for withdrawing from Caney Valley Public School is as follows:
- Authorization for withdrawal must be made by telephone or in person by the parent or guardian.
- Obtain appropriate forms from the principal's office.
- Have the forms filled out and signed by the teachers, librarian and cafeteria manager.
- Return all school books and property.Pay for any damaged or lost books and/or property as well as lunch bills.
- Take completed forms to the principal's office for final clearance.