

GORE PUBLIC SCHOOLS

2019-2020 PERSONNEL HANDBOOK



**"Strive to Engage and Challenge Every
Student's Education Today and Tomorrow"**
-Gore Public
Schools

1200 North Hwy 10
Gore, OK 74435
918-489-5587 HS
918-489-5638 LE

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*Teachers are responsible for information contained
in personnel handbook as well as the
student/parent handbook.*

ACCREDITATION

Gore Public School is fully accredited by the Oklahoma State Department of Education.

ALCOHOL AND DRUGS

Every teacher and administrator employed by the Gore Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his/her possession intoxicating beverages or other controlled substance will report such suspicion to the appropriate school official and shall be immune from civil liability.

It is the policy of Gore Public Schools to provide a drug-free workplace in compliance with the Drug-Free Schools and Community Act Amendment of 1989 (P.L. 101-226).

ATTENDANCE-STUDENT

High School and Upper Elementary

Each teacher will take a careful roll call each class period and record absence/tardy on the Student Information System during that class period. Coaches 1st, 2nd, 3rd period may place role in computer later in

the day – 4th, 5th, 6th and 7th period Coaches will place roll in computer by 8:15 am the next day, they may call the office and have the secretary enter their attendance also..

If a student misses more than **25 minutes** of a class, that student will be considered **absent** for that class period unless that student has been excused for a school-related activity or function by the principal. If a student misses any part of a class period the student is **tardy**, whether at the beginning of class or during class up till the bell rings for class dismissal. Absences/tardies should be recorded in teacher' grade book online.

Teachers will do **attendance by class period each period and enter into wen gage.**

Students must have an **admit slip** from the office BEFORE **first/fifth** period in order to be allowed into the classroom.

All students, who are members of school activity groups, including 4-H are limited to **ten absences per year per class period**. Ten additional absences may be granted for state and national events. Absences for the following reasons will not be charged against the ten-absence limit: Students must request additional days if needed, by policy the attendance committee will vote on the extension, the student may appeal this decision to the B.O.E.

- Participation in school sponsored state/national level contests by which the student earns the right to compete.
- Serving as a Page in the Legislature.
- On campus visits by college representatives/vocational representatives.
- College entrance exams.
- Students excused to make appearances before local civic groups.

Students will be allowed two days for each day that he/she is absent in order to make up missed work or assignments.

If the student has been suspended (home based) he/she will receive credit for make-up work satisfactorily completed.

If the student is truant, they will be no make-up work or grade offered. (Teacher will be notified by the principal).

Lower Elementary

Teachers are to take a daily attendance at the beginning of the day and after lunch if a self-contained classroom. If a departmentalized classroom, attendance should be taken each hour.

Attendance Rewards

Each building will provide awards and special recognition for perfect attendance at the end of each nine weeks. Perfect attendance is defined as no absence and not more than two tardies in any class period.

ATTENDANCE AND PUNCTUALITY – TEACHER

- **It is the responsibility of each staff member to be checked in at school and be in attendance at your assigned area for the day, on time, as designated by the building principal.** If for some reason a teacher is unable to get to school on time, or if illness, personal business or emergency keeps the teacher from coming in at all, it is the teacher's responsibility to promptly notify the building principal. Teachers who are out due to illness, personal business or emergency will be expected to contact the building principal the evening prior to the scheduled workday. If unable to make contact by the evening prior to the scheduled workday, it is expected that contact will be made by **6:30 a.m.** so that arrangements can be made for a substitute. **TEACHERS and STAFF will need to clock in upon arrival and sign out at departure of building each day.** Designated attendance recording areas will be assigned on each campus by the building principals.
- Teachers are to be at their assigned morning duty by **HS/UE 7:45 or 7:55 for no morning duty and LE 7:45** or in their room with door open ready to help students, not running errands (This

builds in 20 minutes of offered remediation each day!). Teachers are **NEVER** to leave their room unattended and unlocked.

- The report of need for a substitute shall include a brief explanation of the reason for the request and an estimate of how long the substitute will be required.
- Each teacher is required to leave lesson plans in his/her desk at school so that they may be used by a substitute when necessary. The principal will use emergency plans when needed, each teacher is required to turn in a set of emergency lesson plans for five school days.
- Teachers must turn in leave sheets in order for the substitute to be paid. LE teachers are to give their forms to the building secretary, HS/UE Teachers are to fill out a leave sheet have the time keeper sign leave is available, then give to the principal for signature before handing to office secretary for sub approval.
- Teachers are to wear their ID badge each day all day. If a badge is lost, an extra badge will be kept superintendents' office. Teachers will need to pay for lost badges.

TEACHER DUTY / ASSIGNMENT RESPONSIBILITIES

When in doubt - Follow student handbook!

Lower Elementary: Designated duty areas: under awning between Early Childhood Building and main entrance, under portable awning at the corner of the bus barn, and on the playground. All students should be monitored at all times.

High School/Upper Elementary: Area one: Corner of high school building, North end. Area two: opposite side and position of area one. Students are never to be behind you – keep students in your line of vision. This is the responsibility of the duty teacher.

All Sites: Teachers if more than one is on duty you are not to stand by each other nor visit during this time rather stand on opposite ends facing to where the greatest amount of coverage can be achieved.

Teachers are not to have their cell phones out on personal business while on duty, your duty is for supervision. Phones are a necessity for communication and are useful to contact the office and the office to contact you.

Students are not allowed to horseplay (no sticks, rocks, etc. can be used during between class times). No footballs are allowed, basketballs, etc. should be taken when misused and baseballs thrown must have a barrier between the participants and the others.

Sports (no tackling, pushing, tripping or rough play), no footballs allowed on playground.

No PDA is allowed, follow handbook policy

Students not abiding by conduct rules must be directed to sit by the teacher for time remaining between class times.

Lunchroom duty: students are to remain seated and have lunch. Students are to respect others space. Students are responsible for their eating space. Have them clean up any mess they make, dispose of trash.

Teachers while at lunch in cafeteria, you are still professionals on paid duty. If you see a potential problem – please address it immediately regardless of who is “officially” on duty.

Students are inside loud noises are not acceptable.

Students moving up in the lunch line taking another student's space are to be directed to the back of the line.

Hallway: students are inside; handbook policy is in effect, just follow it.

In order for the school to function in a safe, efficient manner it is necessary that all teachers share in extra duty assignments. Teachers are expected to report promptly to their assigned duty or find another teacher to take their spot – this is a safety issue. If you are not at your assigned duty and policy violation occurs, you are responsible.

AWARDS

Certificates will be given by teachers to those students who deserve them based on the top student in each class. HS/UE teachers will give an award for each class (if you teach 5 algebra I classes – you give one award). LE teachers will give an award for the top in each homeroom class. Medals may also be given to students who have shown superior aptitude in a particular field of study or club/organization. These will be given out at the Academic Awards Assembly scheduled in May. Teachers will be given a certificate template and are responsible for their printing and distribution.

TRANSPORTATION

Arrangements for the use of school transportation for any school activity should be made ahead of time to the transportation director; athletics need the permission of the Athletic Director. Teachers that use school transportation shall see that they are cleaned at the end of the trip. Bus drivers must hold a valid CDL and bus driving license, and be approved by the school administration. Drivers are responsible for completing trip log, pre-trip and post trip inspection and returning keys to designated place. Teachers (Group) are responsible for the compensation of drivers unless other arrangements made and approved by administration. School vans may carry on a total of 9 passengers including the driver.

INVENTORY

All school purchased items (non-consumables) need to be on updated inventory. Any items purchased by school monies should be added to new inventory (include item, date of purchase and value) and turned into building administrator to be kept on file. All inventories will be sent to building administrator at the end of each semester (December and May).

Teachers are required to keep an updated textbook inventory, classroom libraries title and author of each book, furniture, wall fixtures, and personal items.

CALENDAR OF ACTIVITIES

A complete calendar of activities is on file in each school office. All activities must be given to appropriate office personnel with the principal signature and be placed on district calendar kept by Mrs. Wanger. All activities may be found on the school website www.gorepublicschools.org or the school Facebook page.

CELL PHONES

Teacher's cell phones are to be turned off during class periods. Teachers are not to use their cell phones during class time for making/ receiving personal calls, or personal text messages. Any phone shall be kept out of sight, turned on silent or off and not to be used during instructional time or while assigned a duty. Business concerning the school is to be done on non-instructional time! (before school, prep and after school). Personal business may not be conducted during contract time during school time, this includes social media.

INSTRUCTIONAL TIME

Any time students are assigned to you, you are to be providing instruction, assessment and remediation or monitoring students. Grading papers and other non-instructional activities are to be done on planning time or before/after the instructional day. This is not the time to address other school duties assigned to you.

Technology is provided for education learning not gaming. No non approved “games” are to be downloaded or be accessed with school technology; computer games are not to be used without prior administration approval.

CODE OF ETHICS

The Board of Education realizes that codes of ethics are normally developed by the professions themselves and are not imposed upon them by employers or any higher body. However, because the actions of school district employees are viewed and appraised by the community, professional associates, and students, activities by employees that adversely affect the educational goals of this district will not be condoned by the board of education. Therefore, all school employees are expected to maintain certain standards of conduct and to assume responsibility for providing professional leadership in the school and community. These standards include the following:

- The maintenance of just and courteous professional relationships with pupils, parents, staff members and others.
- The maintenance of their own efficiency and knowledge of the developments in their fields of work.
- The transaction of all official business with the properly designated authorities of the school system.
- The establishment of friendly and intelligent cooperation between the community and the school system.
- The representation of the school system on all occasions that the contributions of the school system to the community are recognized.
- The placement of the welfare of the children as the first concern of the school system, thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.
- Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views or selfish propaganda of any kind.
- Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent if necessary.
- The proper use and protection of all school properties, equipment and materials. At no time are school keys to be given to students.

COMMITTEES

Attendance Committee and Ten day activity: The Principal will ask teachers at the end of each semester for a list of students over the attendance policy. If circumstances are clear as to why and if they fall under the approved board policy for attendance, those whose absences are to be waived will appear in a memo to each teacher and should receive full credit (what they have earned) in grades. **A parent has a right to appeal for an absence waiver to the absence committee. A parent has the right to appeal the decision of the committee to the superintendent, then to the Board of Education.**

The following is a list of committees that staff will be assigned to each year by the building principals:

- | | |
|------------------------------|--|
| Safe and Healthy School Kids | School Improvement/Community Involvement |
| Advisement | State Testing |
| Professional Development | Suspension/Discipline |
| Absence Committee | Administrative |

STAFF DEVELOPMENT (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern staff development.

1. At the beginning of each school year, (August 1) a Professional Development Committee will be appointed from GTA membership, annually by the GTA president. One past PD committee member shall be appointed to the committee to maintain continuity year to year. One certified person from each district school site shall be appointed. The role of the committee is to make all financial decision involving P.D. allocated funds and to plan needed professional development for the district throughout the year after first of year in-service. The committee shall make recommendations for PD activities to the site principals for district needs during in-service. The PD committee shall make the agenda offerings for every PD calendar day scheduling during the regular instructional year. The committee shall have complete control over all state allocated P.D. funds including the approval of any individual certified staff requests. Committee shall elect a President or first officer to serve as liaison to the administration and board, call for and conduct PD committee meetings and preside over PD requests considerations. The president shall report the final committee decision to the site principal upon determination of PD offerings so as to arrange for leave, if needed. PD committee chair will designate an interm PD chair to serve in the absence of the chair and to serve as PD chair the following school year. Approved off site PD transportation request shall be made to the transportation director by the staff member who is requesting the vehicle. Mileage reimbursement for personal vehicle use shall be the responsibility of the PD committee if, approved with the PD request.
2. Certified staff who wish to use state or local funds for P.D. shall make a request to the respective site principal first, if P.D. event will require absence from assigned duties. If no absence is needed or after principal approval is received, certified staff shall present the request for funding to the local P.D. committee for consideration. If no district, state, or federal, funds are needed (school transportation, leave, or substitute), the site principal shall make final decision on individual staff member PD requests. Requests should be made five school/ business days in advance of the event for consideration.
3. All decisions requiring school resources shall be made by the staff development committee and paid for out of PD allocated funds. The decision of the PD committee is final. Approved funding shall require a P.O. for all expenses made to encumbrance clerk by the requesting staff member. Itemized receipts shall accompany all P.O.'s upon completion of activity. Failure of staff to submit itemized receipts upon completion-staff members may not be reimbursed or have the activity paid for out of district funds. Staff shall report all expenses to PD committee within 7 business days after PD event concludes, if possible.
4. Any person who uses PD committee funds or district resources such as transportation, shall be responsible for presenting a report on the PD event attended upon completion/ return at the next local PD event-scheduled PD day.
5. Persons who wish to be placed on the PD Committee are requested to contact the GTA President for consideration.

The alternatives for acquiring staff development points at Gore Public Schools shall include the following at the rate of one hour in workshop to equal one point and one hour of college credit to equal 15 points:

Five points maximum for serving on Staff Development Committee
Five points maximum for working after-school hours on Five-Year Plan.

- Each certified employee will earn at least five points per year and will have accumulated at least 75 points at the end of the five-year period, OR AS REQUIRED BY OSDE.
- Each certified employee is notified in March of each year by the employee's principal of the total points
- A written evaluation should be taken from all attending personnel at the end of each locally sponsored in-service activity.
- A written survey is distributed to all certified personnel. Evaluations of the Staff Development Program are made by the Staff Development Committee from this survey.

PROFESSIONAL DEVELOPMENT COMMITTEE

Responsibilities of the committee:

- Make all financial decisions concerning district PD allocated funds. Request allocation from encumbrance clerk annually for planning and budgeting.
- Maintain a current list of all staff PD points to be presented to building principals by March 1 Annually and current budget detailing approved expenditures.
- Develop (update annually) a five year plan for PD that outlines expectations of staff PD and make recommendations to superintendent for any PD policy changes. This plan should list annual in-service requirements for certified staff and any OSDE requirements.
- Consider for approve all certified staff PD timely requests during the school year and summer, if needed. Summer requests should be made before the last instructional school day for summer break begins.
- Consult with GTA annually for PD recommendations on school year PD days.
- Elect a PD chair after the committee is formed during in-service annually.
- Make any clarification decisions on PD Policy.
- Consult with building principals, parents, and patrons on any request they might have on site specific or district PD needs.
- Keep and maintain PD committee meeting minutes and provide principals, GTA, and superintendent with a copy after each meeting.
- Provide certified staff with a written decision on all PD requests.

CORPORAL PUNISHMENT

Corporal punishment (padding or swats) *will not* be used at Gore Public Schools.

DISCIPLINE PROCESS

Teachers have the same rights as parents to control and discipline a child in their classroom. (Oklahoma Statute 70-6-114). The teacher will send an email to the principal with regards to student discipline. In the email, the teacher will state what infraction the student has committed. For minor offenses, the teacher may assign lunch detention and email the principal the date of the lunch detention. The principal will fill out all necessary reports with regards to discipline. This includes, filing the teacher's email, placing the students discipline information into the online discipline tracker, filling out the discipline referral, and placing the referral with the student's records. The principal will contact the parent/guardian when necessary.

However, teachers are strongly encouraged to communicate with parents often, whether through email or phone call. Teachers should send students to the office immediately for major infractions such as fighting, etc. For most violations to the handbook, the teacher should send an email and the principal will call the student out of class as needed.

CLASSROOM DISCIPLINE PLAN

Each teacher shall submit to each building principal their individual classroom rules and procedures that are to be followed before a student is referred to the building principal.

- Immediate removal from a classroom should seldom be used (never for teacher classroom management issues). The office/principal should be communicated with and the student is to be instructed to sit on the bench in front of the principal's office.
- HS/UE teachers are to send an email to the principal for every 3rd tardy a student has so a morning detention may be assigned. Teachers **MUST BE CONSISTENT!** Teachers are encouraged to place their discipline expectations in the email.
- Teachers are encouraged to contact parents/guardians regularly with regards to discipline and grades.
- Teachers should make sure class expectations/rules are clear and consistent.

- Once a student is referred to the principal, the principal will deal with the student in a manner in which the principal deems necessary and appropriate.

DISTRIBUTION OF CORRESPONDENCE AND INFORMATION

Teachers may not distribute any literature or solicit for any cause in working areas during working time except as otherwise provided. There will be no for profit sales allowed on school grounds, during the school day or during a school activity unless approved by the local BOE as a fundraiser. Only Gore students may sell items for an approved Gore school fundraiser.

- “Working time” includes working time of both the teacher soliciting or distributing and the school district employee to whom the solicitation or distribution is directed. Working time does not include time periods when the teacher has been released from the performance of his/her work.
- Certain correspondence/information may be distributed with prior approval. Such information must be reviewed and approved five working days prior to the delivery date.
 - Bulk materials must be packaged and appropriately addressed to each individual school if the correspondence is district-wide, with final distribution being made through the school’s delivery system.
 - Correspondence/information on a district-wide level must receive prior approval from the superintendent or the superintendent’s designee. The building principal must approve correspondence information that is disseminated on a building level that affects only the employees of the building.

GORE SCHOOLS LIBRARY, MEDIA AND CURRICULUM POLICY ADDEMDUM

Gore Schools believes that students and staff should have free speech and we support all points of view. We strive to provide educational materials and lessons that support these objectives. However, some material may be found to be objectionable and offensive so we implement the following language to our Library Media and Curriculum Policy (s) to provide options to our students and staff.

“All outside materials made available to students and staff shall meet an educational need or purpose. Materials of an objectionable nature such as those containing nudity, profanity, obscenity, vulgar language, violence, race, gender, or sexual orientation bias or of an explicit nature shall first be approved by the building principal, superintendent and/or board of education before dissemination.” All acceptable material will be listed in the school library.

Board Adopted 10/14/2013

STAFF DRESS CODE

Dress and Personal Grooming

All persons whom are employed with a school system are paid professionals. As professionals, we are expected to present ourselves to the students, parents, patrons, and other staff members in a manner conducive respect, as role models, and to our positions. This policy shall apply to the superintendent, principals, office staff, instructional staff, support staff, substitutes and anyone who is employed by GPS. **We are all PROUD GORE PIRATE professionals.** Our personal appearance with grooming habits, dress, attitude, and actions are a direct reflection of our professionalism, commitment to our students. We are the face (s) of the school district and should look and act our best at all times.

Staff dress should be business professional for the position. Blue jeans, T-shirts, or athletic wear such as wind suits and “style tears” are not professional dress for any GPS position. Safety apparel such as closed toe shoes, protective pants/shirts should be worn when working with a lab or classroom activity setting. You should be clean and neatly dressed as to not distract from the educational environment. Please be aware of student allergies and sinus conditions when applying fragrances. Displaying piercings (other than in the ear lobule or helix) and tattoos is not considered professional appearance at Gore Schools for employees. Keep body modifications covered. Exposed body jewelry is not permitted for safety concerns during the working day or while representing GPS. Elaborate jewelry such as hoop earrings, large finger or toe rings, large necklaces are a distraction and a safety concern as well and should not be worn to perform your duties as a GPS employee. Professional dress should cover from the top of the knee cap to the neckline. The neckline to the middle of the upper arm shall be covered as well. (tank top type straps,

sleeveless or garments not permitted, cape sleeve and longer permitted) No sheer clothing. No tight fitting clothing should be worn. Tight fitting is defined as any garment that is form fitting as to outline a body portion or restricts movement to the torso.

If you have instructional classrooms involving Physical Education, you may dress in apparel that is conducive to the activity with the same guidelines of coverage and fit as above. Child nutrition kitchen staff and custodians may be permitted to wear blue jeans or other appropriate protective clothing. All clothing shall meet the coverage and fit guidelines listed above. Staff who chose to not dress appropriately will be asked to clock out and use personal leave to make necessary adjustment to their wardrobe. Administration, by site, may make staff wide exceptions for special events or circumstances. Duty and cold weather are not a special circumstance to wear blue jeans. Gore Schools' spirit T-shirts may be worn on basketball and football varsity, JH game days if the date is the last day of the school instructional week but should meet the fit guidelines.

DRUG FREE WORKPLACE

See Alcohol and Drugs:

Any time a staff member is suspected/on school grounds or at a school activity of being under the influence of a controlled substance, you may be asked to submit to a drug/alcohol test. Refusal to comply shall be grounds for disciplinary action/suspension. The police may be called. Gore School Policy/Oklahoma Law shall be followed in all matters.

EMERGENCY WARNINGS AND DRILLS

In order to be prepared for any emergency, fire, intruder and tornado drills will be conducted. Emergency evacuation plans are to be posted in each classroom near the door.

The signals for emergencies are as follows:

Fire - Audible Tone with flashing lights

Tornado- Ringing of the bell, three times repeating.

Intruder – Ran as Lockdowns, Air horn used to alert students to move inside quickly or administrator verbally using Code Red.

Each teacher will see that his/her room is vacated in a systematic way determined by the principal. Students in classrooms having outside exit doors should exit through these doors. Students in the cafeteria and gym will be led out the nearest exit by the teacher on duty. All students and teachers will go to the designated areas until a clear signal or future instructions are given.

Teachers are to take all grade books if possible so that a check may be made to see if all students are accounted for and lock their classroom door. Staff should be the last one out of the room after checking there are no students, locking the door. During drills all personnel must exit the building.

EQUAL EMPLOYMENT OPPORTUNITY

Gore Public Schools will provide equal opportunities for employment, retention and advancement of all people regardless of race, color, creed, national origin, political affiliation, physical handicap or sex. (See also Sex Discrimination)

EVALUATIONS

Evaluation will serve a dual purpose: 1) Provide a sound basis for employee improvement and 2) Provide an objective measure of employee effectiveness. The Principal has primary responsibility for teacher evaluation and recommendation. The supervisor or the building principal will evaluate support personnel.

Formal evaluations will be made at least once a year or more frequently as deemed necessary. Employees with less than three years experience will be evaluated at least twice a year. Walk through evaluations will be conducted beginning in August and ending in May (unless the teacher is formally evaluated that month). Walk through evaluations will be considered when final evaluation conference is held.

If an employee is determined to be performing unsatisfactorily, they will receive notification, perhaps conferences and a personal development plan if the situation so merits.

Staff evaluations may be found in board policy.

Beginning with the 2012-2013 Gore School policy for evaluation of teachers is the Tulsa TLE model, The McReal model will be used for administrative evaluation.

LESSON PLANS

Emergency Lesson Plans

Five days of emergency lesson plans are to be submitted to the building principals by the end of the first full academic week in hard copy of all materials for each lesson and class period. Minimum of one “master copy” for each run off.

Lesson Plans/Curriculum Mapping

Teachers will use monthly curriculum mapping for daily lesson plans. The curriculum maps will be completed for each month of the school year. The curriculum maps will be completed for each subject taught by the teacher. The curriculum maps should include the following information: date, what you are teaching, how you plan to assess what you are teaching, and the standards covered. The curriculum maps will be turned in at the beginning of each month. (one month at a time or all at once) The teachers should use their own format when completing the curriculum maps. The teachers can use a calendar format, Excel spreadsheet, Word, Google program, or other tablet program. Teachers should include benchmark assessments into their curriculum mapping. Teachers should make sure they cover all tested areas before the testing window. Teachers should allow ample review time before the testing window begins.

Instructional Calendar

A plan, by date, of what you are covering and by what date you expect mastery of each objective before the state/district testing date. Benchmark dates are to be included on your instructional calendar, ALL subjects.

Benchmarks will be given at each grade level for all subjects during various times throughout the school year. Teachers will administer an initial benchmark at the beginning of the school year. (pre test) Teachers will then give a benchmark at the end of each nine weeks. Teachers will administer an end of year benchmark as well. (post test) This will be five benchmarks total to be administered throughout the school year. (this number includes the pre and post tests) Each benchmark assessment should carry over five questions from the previous benchmark. (at least five, it could be more) The questions could be changed but the skill still needs to be assessed. Copies of all of the benchmarks tests and results of the tests will be turned into the principal. (including the pre and post test) Teachers will be responsible for writing the test preparing students for State Testing. Teachers need to include how remediation will be conducted.

FAMILY RIGHTS AND PRIVACY ACT (FERPA)

Parents of students and students 18 years of age currently enrolled in Gore Public Schools have a right to inspect student records maintained by teachers or administrators concerning their student.

Confidentiality of student information and records is the responsibility of administrators, teachers and staff. Student grades, achievement test scores, class rank, discipline and attendance records and any other personal information shall be held in strict confidence in order to protect the privacy of the student. Teachers are not to post or announce student grades with any identifiable number, initial or character. A teacher’s personal notes and anecdotal records of a student can become part of a student’s personal record if so requested by authorities or another district receiving a transferred student. (A sending school must by law send a student’s discipline records if so requested by a school receiving the transferred student). Any request for confidential or directory information shall be referred to the building administrator.

FUND RAISING

All fund raising by organizations or classes are to be approved by the school sponsors through the administration and approved by the local school board before any activity can begin. Preference and priority for new events is given to the Junior and Senior Classes.

All class dues and fund raising money must be turned in to the school activity account custodian and receipted each day. **Money cannot be held**, it must be turned in to the treasurer for deposit daily.

GRADING

Report cards will be sent home by student as quickly as possible following each nine-week period. The grade received will be determined by the daily assignments, test results and attendance. Teachers will send a progress report to the parents of students having a grade average equivalent to a D or F in their respective course beginning at the third week and continuing every other week thereafter. The progress reports will be sent out during the third and sixth weeks of the nine weeks period.

Guideline for Grading:

A.....90- 100

B.....80- 89

C.....70- 79

D.....60- 69

F.....below 60

It is REQUIRED for EVERY TEACHER to give EVERY STUDENT a detailed grade report each month beginning in September. Teachers are to keep documentation on file.

All students will receive at least **2 grades per week, placed in web page** for viewing by parents on the computer. **All teachers are required to give and all students are required to take nine weeks test and/or benchmarks.** Teachers in grades 9-12 are required to give semester test. Students in grades 9-12 may be exempt from semester tests if they qualify.

Semester grades will be an average of the two nine week's periods. Class grade will be the average of the two semester grades.

The following procedures will be used to determine class rank at Gore High School. A four point grading scale (A=4, B=3, C=2, D=1, F=0) will be utilized by all classes except those that are weighted classes. The weighted classes will receive the following five point scale (A=5, B= 4, C= 3, D=2, F=0). Students who receive an **"I"** for a semester's work will be allowed **two weeks** at the end of the semester to complete their work unless special arrangements are made with the teacher and the principal. The teacher and the principal must approve any extensions. *(See also Eligibility Reports)*. Grades received from another school will carry the same weight as was given at previous school.

GRIEVANCE PROCEDURE

The Board of Education believes that good communication between district employees, the administrative staff and the board is essential for the effective operation of the schools. A procedure for resolving issues that may arise with respect to the terms and conditions of employment can be found in board policy.

HALL PASSES

HS/UE Teachers will issue Hall passes **teachers must use passes provided, not the teacher's personal selection**, when students need to be in the halls during class time. LE Teachers may use personal passes for library and nurse. When sending student to office contact building secretary on the intercom system.

HAZARDOUS MATERIALS

At times it is necessary to use hazardous materials in the day-to-day operation of the school facilities. The responsibility is to ensure personal safety and protect the environment during the use, storage and transportation of such materials. Each location in the district will have a program of identifying and managing hazardous material. Hazardous materials will include but not be limited to substances that pose a fire, explosive, reactive or health hazard (such as bloodborne pathogens) or are included on the U.S. Occupational Safety and Health Administration listing of hazardous substances and materials.

See also Hygiene and Sanitation

HOMEWORK

Teachers are permitted to assign homework at their discretion using the following guidelines:

Homework should have a definite purpose and goal and should fit into the planned objectives of the course. Students shall be fully aware of the quantity and quality of the project assigned, the time element involved and the value of the assignment and method of evaluation to be used by the teacher. **Teachers shall give credit in the form of a grade for any homework assignment made.** The teacher will grade all work turned in and issue a grade. **Students are not to grade other students work!** If you are not going to grade – DO NOT GIVE!

Assignments that are not completed in class may be completed outside the classroom at the discretion of the teacher. Homework may be assigned to provide practice and reinforcement for material presented in class and for a grade. Homework shall not be given to discipline a few students or an entire class. Homework may be assigned when the needed materials are not available at the school.

Special projects such as term papers may be assigned to enrich the content of the course and to permit the students to contribute original thoughts to the area of study. No one assignment may account for more than 20% of the total grade.

Students who are absent from class are allowed two days for each day absent to make up missed homework assignments as designated by the classroom teacher. It is the student's responsibility to find out what assignments were given while he/she was absent. It is the teacher's responsibility to follow this board policy and show documentation with student signature of doing so. The teacher, as a professional, needs to ensure students understand the work needed.

HONOR ROLL -High School

The honor roll will be published at the conclusion of the first nine weeks, the first semester, the third nine weeks and the second semester. Superintendent's honor roll = Students with no grade below an "A" for that grading period. Principal's honor roll = Students with no grade below a "B" for that grading period. Lower Elementary students must meet grade level expectations.

HYGIENE AND SANITATION

Body fluids of any person may contain infectious or contagious bacteria or viruses and that such bacterial or viruses may be spread from one person to another by accidental or careless handling of body fluids during the sanitation or custodial work or the administration of emergency first aid.

JOB DESCRIPTIONS

Descriptions of the various responsibilities and duties of certified and non-certified personnel will be outlined in job descriptions.

Military Leave – Military leave in line with state law shall be granted with tenure and retirement protection.

Jury Duty Leave – School employees shall be granted a leave for jury service. The employee shall be paid full current salary less any compensation received for serving as a juror. Notice of jury duty is to be made to the principal.

LEAVING THE BUILDING

Teachers may leave the building for special reasons during non-instructional time with prior approval from the building principal. They must return before the students enter their room for class or in time to report to their duty assignment. Planning/conference time is paid time for staff to plan instructional activities, not to be abused for personal issues.

Because of safety concerns, teachers must clock out when leaving campus at any time during the work day and clock back in upon their return.

Teachers may leave school at the end of the day after the buses have departed. Teachers are required to keep their classroom door locked when they are not in attendance and during instructional time.

All staff are required to be at their doorway monitoring hallway during passing periods, teachers are still responsible for their room during this time (keep your head on a swivel). **School keys are NEVER to be given to students.**

NON-DISCRIMINATION POLICY

It is the policy of Gore Public Schools to provide equal employment opportunities without regard to race, color, nation origin, sex, age, qualified handicap or veteran.

PARENT-TEACHER CONFERENCES

Teachers are encouraged to confer with parents at any time to discuss their child’s grades, absences and discipline problems or for any other type of assistance. Conferences can be set up before or after school, during planning periods or during the regularly scheduled parent-conference days. Again, this is part of your paid day and is to be used for professional educational planning activates for your classroom, students or the school.

PAY CHECKS

Paychecks will be issued through the office, the 20th of each month. Teacher’s last check will be held until completely checked out. *See also Salary Schedule.*

PROMOTION AND RETENTION OF STUDENTS

See board policy

REDUCTION IN FORCE

In the event that it becomes necessary to reduce the professional and support staff the decisions will be based on the following conditions: Actual or projected decrease in revenue; actual or projected decrease in student enrollment; actual or projected changes in educational programs or curriculum; or any other circumstances determined by the board. Reduction in force will be made according to board policy

SALARY SCHEDULE

Gore Public Schools provides a competitive salary schedule for its employees in accordance with the provision of a uniform single salary schedule set by the State Department of Education and BOE policy.

BELL SYSTEM

The bell schedule for 6-12 is as follows:

		TARDY	RELEASE
FIRST BELL		8:10	
1 ST PERIOD		8:15	9:10
2 ND PERIOD		9:15	10:10
3 RD PERIOD		10:15	11:10
UE Lunch		11:10	11:35
4 TH PERIOD	UE	11:40	12:30
4 th Period	HS	11:15	12:05
HS Lunch		12:05	12:30
5 TH PERIOD		12:35	1:30
6 TH PERIOD		1:35	2:30
7 TH PERIOD		2:35	3:30

Lower Elementary Scheduled Day. 1st bell rings at 8:05, last bell rings at 3:20

SCHOOL CLOSING DUE TO SEVERE WEATHER

In cases of severe weather or other situations that might endanger students or otherwise seriously impair the functioning of the school the official announcement will be made over school notification system, local media, school website, and social media if there is no school. School Reach will be used – it is the responsibility of staff to have updated information in the school office. Principals may send a text to their staff.

SEX DISCRIMINATION *(Also See Sexual Harassment)*

Gore Public Schools will not discriminate against any employee or student with regards to gender. All employees, potential employees, volunteers and students will be treated with fairness and afforded an equal opportunity to be employed or participate in student activities in accordance with Title IX of the Education Amendment of 1972.

SEXUAL HARASSMENT *(Also See Sexual Discrimination)*

Gore Public Schools will not tolerate sexual harassment by any of its employees. Sexual harassment includes but may not be limited to unwelcome conduct of a sexual nature either verbal, physical, electronic, or any other conveyance or conduct which is unwelcome or inappropriate as determined by the harassed individual.

VISITORS

All visitors are required to report to the building secretary upon arrival to any area where students are or upon entering any building. No person is to enter a class room that is not approved through the principal's office. If you see an adult in the hallway, ask them if you can assist them and escort them to the office/notify the office immediately. All visitors will have a badge. Teachers having a visitor need to escort the visitor back out of the building at the end of the meeting or contact the office, never leave the visitor unattended – some tend to wander the hall and approach other staff unprepared for the visit.

WITHDRAWAL FROM SCHOOL

Teachers will need to assign a grade to students as soon as possible when records are requested.

WORKERS COMPENSATION

See board policy.

PROCEDURE FOR APPROVAL OR PURCHASES

A purchase order may be found at the main office or on the school website. Complete the purchase order as per the instructions on the back of the form. NOTE: ALL PO's MUST HAVE AUTHORIZATION AND DOCUMENTATION BEFORE WARRANT CAN BE MADE. Personnel making a purchase without a P.O. or following the procedures will be held financially liable for the amount of the purchase. Upon signing the packing receipt confirming you have inspected the shipment and verifying accuracy, you are to immediately add any non-consumable to your inventory list and forward the updated list to the principal.

Oklahoma State Department of Education 217

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

210:20-29-1. Purpose

- (a) The standards of conduct for teachers in this Subchapter are adopted pursuant to 70 O.S. § 6-101.21 and 70 O.S. 6-101.22
- (b) Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. (93)210:20-29-2.

Mission statement

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their students and their profession. (93)

210:20-29-3. Principle I: Commitment to the students:

- (a) The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
- (b) In fulfillment of the obligation to the student, the teacher:
 - (1) Shall not unreasonably restrain the student from independent action in the pursuit of learning,
 - (2) Shall not unreasonably deny the student access to varying points of view,
 - (3) Shall not deliberately suppress or distort subject matter relevant to the student's progress,
 - (4) Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety,
 - (5) Shall not intentionally expose the student to embarrassment or disparagement,
 - (6) Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly,
- (A) Exclude any student from participation in any program
- (B) Deny benefits to any students
- (C) Grant any advantage to any student,
 - (7) Shall not use professional relationships with students for private advantage,
 - (8) Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law. (93)

210:20-29-4. Principle II: Commitment to the profession

- (a) The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. 2011-2012 Standards for Accreditation of Oklahoma Schools Oklahoma State Department of Education 218
- (b) In order to assure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.
- (c) In fulfillment of the obligation to the profession, the educator:
 - (1) Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications,
 - (2) Shall not misrepresent his/her professional qualifications,
 - (3) Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute,
 - (4) Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position,
 - (5) Shall not assist an unqualified person in the unauthorized practice of the profession,
 - (6) Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law,
 - (7) Shall not knowingly make false or malicious statements about a colleague,
 - (8) Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions. (93)

210:20-29-5. Principle III

(a) A career teacher may be dismissed or not reemployed for:

- (1) Willful neglect of duty
- (2) Repeated negligence in performance of duty
- (3) Mental or physical abuse to a child
- (4) Incompetency
- (5) Instructional ineffectiveness
- (6) Unsatisfactory teaching performance
- (7) Commission of an act of moral turpitude
- (8) Abandonment of contract

(b) Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

(c) A teacher shall be dismissed or not reemployed, unless a presidential or gubernatorial pardon has been issued, if during the term of employment such teacher is convicted in this state, the United States or another state of:

1. Any sex offense subject to the Sex Offenders Registration act in this state or subject to another state's or the federal sex offender registration provisions; or
2. Any felony offense. [70 O.S. § 6-101.22]

(d) A teacher may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection: 2011-2012 Standards for Accreditation of Oklahoma Schools Oklahoma State Department of Education 219: (1)"Criminal sexual activity" means the commission of an act as defined at Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and (2)"Sexual misconduct" means the soliciting or imposing of criminal sexual activity.

Oklahoma Academic Standards

All School curriculum grades K-12 will be district approved and aligned to the Oklahoma Academic Standards. Standards may be found at www.sde.ok.gov. The goal is that all students be college and career ready upon graduation from high school. The District may approve curriculum and notify teachers at any time. All Teachers (including non-tested areas will be teaching reading and math in their coursework)

FERPA: Annual Notification of Rights under FERPA

A. Parents and eligible students of the Gore Public School District I006 have the following rights under the Family Education Rights Privacy Act (FERPA) and the FERPA Policy approved by the Gore Board of Education.

1. The right to inspect and review the student's education records. The rights to request amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
2. The right to consent to disclosures or personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, Gore Schools, upon request, discloses education records without consent, to officials of another school district in which a student seeks or intends to enroll.
3. The right to file a complaint with the U. S. Department of Education concerning alleged failures of the District to comply with the requirements of FERPA. The name and office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education 600 Independence Avenue S.W., Washington, D.C. 20202-4605.
4. The right to be informed about FERPA rights. Parents of an eligible student may request a copy of this FERPA Policy in writing or in person from the school administrator's office or from Pat

Lincoln, who is in Director of Special Education Programs in the Gore Public School system. If needed, the district will arrange to provide translation and/or interpretation to non-English speaking parents in their native language or to the visually or hearing impaired in their mode of communications.

B. Notice to Parents Regarding Child Identification, Location, Screening and Evaluation

1. This notice is to inform parents of the child identification, location, screening and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities

A. **Referral-** Preschool children ages 3 through 5 and students enrolled in K – 12 who are suspected of having disabilities which may require special and related service may be referred for screening and evaluation through the local schools. Local school district and the Regional Education Service Centers coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

B. **Screening-** Screening activities may include vision, hearing and health. Other screening activities may include review of records and educational history; interviews; observation, and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts. Results of the screenings are made available to parents or legal guardians, teachers and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

C. **Evaluation-** Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means a procedure used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

D. **Collection of Personally Identifiable Information-** Education records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

E. Anyone having questions concerning this notification should contact the following person at Gore Public Schools: Pat Lincoln, Special Education Director, 1200 North Highway 10, Gore, OK 74435. Telephone (918) 489-5587

The Gore Board of Education has adopted a policy of nondiscrimination in educational opportunities or activities for students in compliance with Title IX of the Education Amendments of 1972. Any student eligible by law to attend Gore Schools, who believes he/she has a grievance in violation of this policy is advised to discuss the issue with his/her counselor and follow the steps of the Board's adopted grievance procedure.

Gore Public School

Anti-Bullying Policy

THE SCHOOL BOARD OF GORE, IS COMMITTED TO PROTECTING ITS STUDENTS, EMPLOYEES, AND APPLICANTS FOR ADMISSION FROM BULLYING, HARASSMENT, OR DISCRIMINATION FOR ANY REASON AND OF ANY TYPE.

THE SCHOOL BOARD BELIEVES THAT ALL STUDENTS AND EMPLOYEES ARE ENTITLED TO A SAFE, EQUITABLE, AND HARASSMENT-FREE SCHOOL EXPERIENCE. BULLYING, HARASSMENT, OR DISCRIMINATION WILL NOT BE TOLERATED AND SHALL BE JUST CAUSE FOR DISCIPLINARY ACTION. THIS POLICY SHALL BE INTERPRETED AND APPLIED CONSISTENTLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS AND THE BOARD'S COLLECTIVE-BARGAINING AGREEMENTS. CONDUCT THAT CONSTITUTES BULLYING, HARASSMENT OR DISCRIMINATION

The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of supports for all students, staff, families, and community agencies that will improve relations within each school. It is designed to ensure that every school has staff that have been trained and are supported in their school's efforts to provide awareness, intervention training, and instructional strategies on prevention, including violence prevention, to each staff, parent, and student in the District and to direct follow up when incidents are reported and/or occur. Bullying issues fall under the most stringent discipline category of the school.

I. Definitions

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

1. Unwanted Teasing
2. Threatening
3. Intimidating
4. Stalking
5. Cyber Bullying
6. Physical Violence
7. Theft
8. Sexual, Religious, or Racial Harassment
9. Public Humiliation
10. Destruction of school or personal property
11. Social exclusion, including incitement and/or coercion
12. Rumor or spreading of falsehoods

B. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits;
3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
4. Has the effect of substantially disrupting the orderly operation of a school and/or school district work environment.

C. "Cyber Bullying" is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, "sexting", instant messaging, or video voyeurism.

D. "Bullying", "Cyber Bullying", and/or "Harassment" also encompass:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
2. Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
3. Perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - incitement or coercion;
 - accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or
 - acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

E. "Bullying", "Cyber Bullying", "Harassment," and "Discrimination" (hereinafter referred to as bullying, as defined in Section A, for the purpose of this Policy) also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any board member, district employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the district.

F. "Accused" is defined as any district employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses, and at training facilities or training programs sponsored by the district who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

G. "Complainant" is defined as any district employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.

H. "Victim" is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by the

district, who is reported to have been the target of an act of bullying during any educational program or activity conducted by Gore Public School.

II. Expectations

The Gore School District expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

A. Gore Public School prohibits the bullying of any student or school employee:

1. During any educational program or activity conducted by GPS;
2. During any school-related or school-sponsored program or activity or on a GPS school bus;
3. Through the use of any electronic device or data while on school grounds or on a GPS school bus, computer software that is accessed through a computer, computer system, or computer network of the GPS. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
4. Through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or GPS school bus.
5. While the District does not assume any liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the Gore Police Department. The principal/designee shall use all District Reporting Systems to log all reports and interventions. However, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the school district administration, disciplinary sanctions may be issued.
6. Though an incident of alleged of bullying (cyber bullying or other) may occur off campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the school district administration, disciplinary sanctions may be issued.

B. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior (aka Discipline Plan).

C. Student rights shall be explained as outlined in this policy.

D. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the Student Code of Conduct, the Discipline Matrix, and this Policy.

III. Stakeholder Responsibilities

A. Schools: By August 2013, each school principal shall designate a Prevention Liaison

(Safe School Committee member) who shall serve on existing teams that address acts of violence and school safety, e.g., At minimum, this team should include staff members from administration, guidance, and instruction. These designees are the key school based personnel who will receive prevention training and assist in the dissemination of prevention methods, intervention, and curriculum, for bullying and other issues that impact the school culture and welfare of students and staff.

B. Parent Participation and Partnership: GPS professionals, in collaboration with other district departments, will provide opportunities and encourage parents to participate in prevention efforts with their children in meaningful and relevant ways that address the academic, social, and health needs of their children. The district will offer parents and parent associations' trainings on violence prevention as well as knowledge of and/or opportunity to participate in any violence prevention initiatives currently taking place in their school via the district school website, open houses, and parent/school newsletters. Training will provide resources and support for parents by linking them with internal supports as well as referral to community-based resources as needed.

C. Training for students, parents, teachers, area/district staff, school administrators, student support staff, counseling staff, bus drivers and school volunteers on identifying, preventing, and responding to bullying will be conducted each year.

A. At the beginning of each school year, the school principal/designee and or appropriate area/district administrator shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal, to students, school staff, parents, or other persons responsible for the welfare of a pupil through appropriate references in the Student Handbook, Employee Handbooks, the school website, and/or through other reasonable means.

B. Disciplinary sanctions (consequences) and due processes for a person who commits an act of bullying under this policy.

A. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the district.

1. Consequences and appropriate interventions for students who commit acts of bullying may range from but not limited to suspension, as outlined in the Student Handbook and this Policy.

a. All steps necessary to protect the victim from further violations of this policy will be taken, and may include, but are not limited to, assignment of the perpetrator to an education format from that were the offense occurred. Only the Superintendent/designee may make such a reassignment.

2. Consequences and appropriate interventions for a school/district employee found to have committed an act of bullying will be instituted in accordance with district policies, procedures, and agreements.

3. Consequences and appropriate intervention for a visitor, volunteer, or parent/guardian found to have committed an act of bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials if appropriate.
4. These same actions will apply to persons, whether they are students, school employees, parents/guardians, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.

VI. Reporting an act of bullying

- A.** At each school, the principal/designee is responsible for receiving oral or written complaints alleging violations of this policy, as with all infractions from the Student Code of Conduct.
- B.** Students may report complaints of bullying to any school district employee, faculty or staff. All district employees, faculty and staff are required and must report, in writing, any allegations of bullying or violations of this Policy involving students to the principal/designee or appropriate area/district administrator. Failure to report will result in action(s) or discipline. Any district faculty or staff who suspects adult-on-adult bullying is strongly encouraged to report any concerns.
- C.** Any other members of the school community who have credible information that an act of bullying has taken place may file a report of bullying, whether a victim or witness.
- D.** Any student (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incident(s) involving bullying of students) is strongly encouraged to report the incident(s) in **writing** to a school official. Complaints should be filed as soon as possible after the alleged incident and noted on the specified data system, but must be filed within ninety (90) school days after the alleged incident (i.e., within 90 school days of the last act of alleged bullying). Failure on the part of the victim to initiate and/or follow up on the complaint within this period may result in the complaint being deemed abandoned.
- E.** The principal of each building in the district shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and what actions may be taken.
- F.** A school district employee, school volunteer, contractor, student, parent/guardian or other persons who promptly reports in good faith an act of bullying to the appropriate school official, and who makes this report in compliance with the procedures set forth in this District Policy, is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments within the GPS.
- G.** Administrators/principal/designee(s) shall document in writing and/or via the specified data system all complaints regarding bullying, as with all infractions of the Student Handbook, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.
- H.** Anonymous reports may be made utilizing the GPS Anonymous Bullying Report Form. This reporting form can be found on the School District's website www.gore.k12.ok.us at each school's front office or at each school's single entrance Anonymous Reporting Box, or at each area/district/department site. Anonymous reports may be delivered to the school administration's front office, put in the school's Anonymous Reporting Box, or through emailing of the reporting form. Anyone wishing to file a bullying report can also make a report via email to the appropriate building Principal. Administrators shall use the specified data system to log all reports and interventions. *Formal disciplinary action may not be based solely on the basis of an anonymous report.*

VII. Bullying Complaints and Resolution

- A.** The investigation of a reported act of bullying of a student, school-based employee, parent/guardian or other persons providing service to the school is deemed to be a school related activity and begins with a report of such an act.
- B.** The principal/designee and/or Investigative Designee shall document all complaints in writing and/or through the appropriate data system to ensure that problems are addressed in a timely manner. This process is to be followed with all anonymous complaints as well. Although this Policy encourages students to use the formal written complaint process, school officials "should investigate all complaints and reports of harassment, whether or not the complaint is in writing."
- C.** If the complaint is about the principal or an area/district's staff member's direct supervisor, then the Area Superintendent/Designee or appropriate district administrator shall be asked to address the complaint.
- D.** The trained Investigative Designee(s) will make the determination if a reported act of bullying or harassment falls within the scope of the District.
 - If it is within the scope of the District, move to Procedures for Investigating Bullying and/or Harassment as outlined below.
 - If it is outside the scope of the District, and determined an alleged criminal act, refer to appropriate law enforcement, provide any applicable interventions, and document according to Policy.
 - If it is outside the scope of the District, and determined not a criminal act, inform parents/guardians of all students involved, provide appropriate interventions and document according to Policy.
- E.** Informal Resolution - where the administrator, along with the alleged victim and the accused/student, may agree to informally resolve the complaint. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately separately, and are confidential. Each individual (victim, alleged perpetrator and witnesses) will be interviewed separately. Each party's agreement to Informal Resolution must be in writing. The incident and the resolution must be documented on the appropriate data system.
 - If a mutual resolution has not been achieved, a formal written appeal must be filed within five (5) school days after the informal meeting and submitted to the principal or appropriate area/district supervisor.
- F.** Formal Resolution - the alleged victim/complainant/student/employee or parent(s), on behalf of the student, may file a written complaint with the principal/designee or appropriate area/district administrator by utilizing the Gore Public Schools Bullying Complaint Report Form. This form is available on the School District's website www.gore.k12.ok.us.

- According to the level of infraction, parents will be promptly notified of any actions being taken to protect the victim via written notice, telephone or personal conference; the frequency of notification will depend on the seriousness of the bullying incident.

G. The resolution, all interviews and interventions that take place and the corresponding dates shall be documented in writing and/or noted in the district specified data system.

VIII. Investigation requirements for reported acts of bullying under this policy

A. The procedures for investigating school-based bullying must include the principal/designee and/or the Investigative Designee, in the case of student-to-student bullying. The principal, Investigative Designee and Prevention Liaison shall be trained in investigative procedures and interventions as outlined in this Policy. For incidents at the area/district level, or for school-based adult-on-adult bullying, the appropriate administrator will be responsible for the investigation as outlined in this policy and will run concurrently and in addition, to all agreed upon procedures for staff discipline.

B. The investigator may not be the accused or the alleged victim.

C. The principal/designee or appropriate area/district administrator shall begin a thorough investigation with the alleged victim and accused within two (2) school days of receiving a notification of complaint. The Oklahoma Department of Education requires that school administrators/designees provide timely notification to the parents of both the victim and the alleged perpetrator of an act of bullying or harassment which are verified.

D. During the investigation, the principal/designee or appropriate area/district administrator may take any action necessary to protect the complainant, alleged victim, other students or employees consistent with the requirements of applicable regulations and statutes.

- Documented interviews of the alleged victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately.
- At no time during the investigation will the name of the complainant be revealed by the investigator.
- In general, student complainants and/or alleged victims will continue attendance at the same school and pursue their studies as directed while the investigation is conducted and the complaint is pending resolution. Any legal order of a court will prevail.
- When necessary to carry out the investigation or for other good reasons, and consistent with federal and state privacy laws, the principal/designee or appropriate area/district administrator also may discuss the complaint with any school district employee, the parent of the alleged victim, the parent of the complainant or accused, if one or both is a minor (or has given consent or is an adult who has been determined to be incompetent or unable to give informed consent due to disability), and/or child protective agencies responsible for investigating child abuse.
- During the investigation where an employee is the accused, the principal/designee or the appropriate area/district administrator may recommend any action necessary to protect the complainant, the alleged victim, or other students or employees.

E. Within ten (10) school days of the notification as to the filing of the complaint, there shall be a written decision by the Principal/Designee or appropriate area/district administrator regarding the completion and determination of the investigation. The principal/designee shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable, consistent with the student handbook.

F. The Principal/Designee or appropriate area/district administrator will inform all relevant parties in writing of the decision and the right to appeal. A copy of the decision will be sent to the data reporting site and kept on file.

G. If the accused is an employee, discipline may be taken, consistent with policies.

H. No retaliation of any kind is permitted in connection with an individual's having made a bullying complaint and if it occurs, it shall be deemed an additional act of bullying as stated herein this Policy.

IX. Referral for Intervention

A. When such a report of formal discipline or formal complaint is made, the principal/designee shall refer the student(s) to the appropriate designee as determined by the building administrator for determination of recommendation for counseling support and/or interventions.

B. School-based intervention and assistance will be determined by the collaborative problem-solving team and may include, but is not limited to: (Services not funded by school district.)

- Counseling and support to address the needs of the victims of bullying.
- Counseling interventions to address the behavior of the students who bully (e.g., empathy training, anger management).
- Intervention which includes assistance and support provided to parents.
- Analysis and evaluation of school culture with resulting recommendations for interventions aimed at increasing peer ownership and support.

C. Self-referral for informal consultation: District staff, students or parents may request informal consultation with school staff (e.g., school counselor, administrator, etc.) to determine the severity of concern and appropriate steps to address the concern of bullying (the involved students' parents may be included) orally or in writing to the principal/designee.

D. Any investigations and interventions shall be recorded on the District specified data system.

X. Incident reporting requirements

- A. A report must include each incident of bullying and the resulting consequences, including discipline, interventions and referrals. In a separate section, the report must include each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy, with recommendations regarding said incident.
- B. Discipline, referral data, investigations, interventions, and actions of discipline shall be recorded on the specified data system, as with other infractions from the student handbook.

XI. Process for referral for external investigation

- A. If the act is outside the scope of the District, and determined a criminal act, referral to appropriate law enforcement shall be made as soon as possible, the parent will be notified, and the referral documented by the principal/designee in the specified data system. Police will be notified of all documented and verified acts of bullying which may constitute criminal activity or reasonably have the potential to endanger school safety.
- B. While the District does not assume any liability for incidences that must be referred for external investigation, it encourages the provision of assistance and intervention as the principal/designee deems appropriate, including the use of school personnel. The principal/designee shall use District Reporting Systems to log all reports and interventions.

XII. Appeals process

- A. Appeal procedure for bullying by a student will follow the steps outlined in the student handbook – “Right to Appeal Unfair Penalties.”
- B. Appeal procedure for an accused/employee:
1. If the accused/employee wishes to appeal the action taken in resolution of the complaint, such appeal shall be filed either in accordance with GPS Board Policy.

XIII. Confidentiality

- A. To the greatest extent possible, all complaints will be treated as confidential and in accordance with GPS policy and the Family Educational Rights and Privacy Act ("FERPA")
- B. Limited disclosure may be necessary to complete a thorough investigation as described above. The district's obligation to investigate and take corrective action may supersede an individual's right to privacy.
- C. The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed.
- D. The identity of the victim of the reported act shall be protected to the extent possible.

XIV. Retaliation Prohibited

- A. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this Policy.
- B. Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this Policy shall be treated as another incidence of bullying.

XV. Additional Referral

In all cases, the district reserves the right to refer the results of its own investigation to the Gore Police Department for possible criminal charges, whether or not the district takes any other action.

XVI. Constitutional Safeguard

This policy does not imply to prohibit expressive activity protected by the First Amendment of the United State Constitution or Article I, Section 4 of the Florida Constitution.

XVII. Preclusion

This policy should not be interpreted as to prevent a victim or accused from seeking redress under any other available law either civil or criminal.

XVIII. Severability

If a provision of this policy is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect the validity or enforceability in that jurisdiction of any other provision of this policy.

This Policy may be viewed each year in the student/staff handbooks, school web page and located at the school cafeteria, principal's bulletin board and administration office.

Support Personnel

Record of Corrective Counseling (BOE Policy DOAC-E1) shall be completed when the report of an improper action. The first section of the required form and forward to appropriate administrator. The administrator will complete second form and sign. The employee will complete the employee section and sign. (BOE Policy DOAC-E2). The record will become part of the employee's confidential record and it will remain there. If at any time a second form is received the employee shall be asked to report for a conference to review future employment.

Support Personnel / Reasonable Assurance of Employment

All support personnel must complete a Reasonable Assurance of Employment by May 30 by noon. This must be turned into the building principal. The building principal will determine our personnel needs for the upcoming school year. (BOE Policy DOAC-E3)

Special Education Paraprofessionals

Gore Board of Education Policy DBAA states that employees will be employed in accordance with all applicable state and federal laws. Paraprofessionals may in a Tier I or Tier II. To know the qualification of each tier please refer to BOE Policy DBAA.

Lock Down Procedures

Code Red = Lock Down

Code Red IN = a danger is inside the building – students are to stay and cover not try to get back to their rooms.

Teachers' procedures:

- Lock classroom door
- Turn off light
- Close window curtain/blinds
- Place students out of line of sight
- DO NOT open the door for ANYONE, you do not know who or what the threat is.
Lock your Door

Code Red OUT = there is a danger from outside the building. All entrance doors are to be locked. Teachers have assignments to insure the doors are closed.

- Lock your Door
- If you have window curtains/blinds close them
- Place students out of line of sight

Do not open the door for **anyone**, you do not know who or what the danger is and you do not know if they have gained access to the building.

Code Green = all clear resume normal schedule

Code Green is the only statement which clears the situation, if a person makes the statement all is clear this is not sufficient, it must be Code Green.

Intruder Drills

Ran the same as lock downs. If students are **outside** a series of air horn blast will occur and students are to enter the building as soon as possible and enter the nearest room. Code Green will be given via the intercom or cell phone.

UE/HS

Door Responsibility for lock downs and other emergency's

Principal will help with all areas but teacher's assigned need to help secure building

High School Entrance Doors – Mrs. McAlister, Mrs. Lincoln, Mrs. Robbins

Entrance by Senior Parking – Mrs. Kunsman

Entrance by Vending Machines –Mrs. Barrick, Mr. Lincoln

Entrance by Math Rooms – Mrs. Bliss, Mr. Gehrke, Mrs. Drummond

Cafeteria (Kitchen) – Cooks, Ms. Murray

Band Room – Mr. Smith

Ag Building – Mr. Lawrence

Athletic Facilities – Coaches at the facility

Upper Elementary Entrance Doors – Ms. Shoemake, Mr. Shry, Mr. Ellis

Lunch Room Doors – Mrs. Dick, Mrs. Pearson, Mr. Davis

Entrance by English Room – Mr. Ray, Mr. Boyd

LOWER ELEMENTARY

Main Entrance – Mrs. Kusler

Early Childhood Building (SW Exit) – Ritchey

Early Childhood Building (NE Entrance) – Barnes

Gym – PE Teacher at the gym during the time of the lockdown.

PE Room – Coach / Teacher during time of lockdown.

Cafeteria – Menie

All other doors and restrooms will be checked by building administrator and/or building janitor.

SCHOOL INFORMATION

Address: 1200 North Hwy 10 Gore, OK 74435

Phone Numbers: Elementary 918-489-5638
HS/UE 918-489-5587

Fax Numbers: Elementary 918-489-2465
Upper Elementary 918-489-2416
High School 918-489-5664

County-District Code: 68-I006

School Motto:

"Strive to Engage and Challenge Every Student's
Education
Today and Tomorrow"

School Colors: Kelly Green and White

School Mascot: Pirate

Gore Public Schools Logos are as follows:



**Please ask your principal if you need an electronic version.
Gore Public Schools items should be of these logos.*

**STAFF-STUDENT COMMUNICATIONS
Parent/Guardian Notification and Permission Form**

Dear Parent/Guardian:

At the beginning of this school year we are sending notice that our staff has been directed not to communicate with students via telephone, email, instant message, or Internet website without specific written permission from a parent or guardian or as a group of students they are sponsors of. Attached please find a permission form that you may utilize to grant permission for school employees to contact your child outside school hours. Please feel free to contact school administration regarding any violations of this policy. At no time will staff contact a student individually via electronic communications.

Sincerely,
Gore School Board

FORM

I, _____, authorize Gore Public Schools to communication with my child, _____, outside school for issues related to _____.

I approve communication through the following methods (check any that apply):

Home telephone _____

Cell phone _____

Email _____

Social Networking Site _____

I do not authorize _____ Public Schools or its staff to communicate with my child outside school. Please contact me to relay information to my child.

Dated this ____ day of _____, 20____.

Parent/Guardian

STAFF-STUDENT COMMUNICATIONS

It is the intent of the Gore Board of Education to make students, parents, and guardians aware of allowable communications between students and staff.

School personnel shall refrain from communicating with students outside the school setting. An exception will apply if the school administration receives written consent from a student's parents or guardian, which will outline the school related items that may be discussed and the preferred method of Staff-Student Communications.

If school personnel engage in communications with students outside the school setting and the communication conflicts with the written permission granted by the parent/guardian of the student, the employee shall be subject to disciplinary action by the school district. Such disciplinary action could include termination of employment with the school district.

At no time will a staff member communicate with a student via electronic communication individually.

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