

Gore Public Schools

**1200 North Highway 10
Gore, Oklahoma 74435**

2023-2024

PARENT/STUDENT HANDBOOK

GORE PIRATES

COLORS:

Kelley Green & White



MASCOT:

Pirates

**Strive to engage and challenge every
student's education today for tomorrow**

<http://www.gorepublicschools.org>

**Grades 6-12
Phone: 918-489-5587
Fax: 918-489-5664**

ADMINISTRATION & STAFF

Superintendent	Lucky McCrary
High School/Upper Elementary Principal	James Bliss
Counselor	Carmella McFarland
Special Education Director	Kristi Myres
Administrative secretary & Encumbrance Clerk	Belinda Madding
Activities Accounts & Federal Programs	Teresa Craighead
Upper Elementary Secretary	Arlene Wilkinson
High School Secretary & Registrar	Trinity Hobbs
Child Nutrition, Personnel Attendance Clerk, Treasurer	Jill Thornton
Transportation Director	Lucky McCrary
Athletic Director	TW Estes

BOARD OF EDUCATION

Cody Sloan – President
Lester Keathley – Vice President
Ryan Hoog – Clerk
Gary Cunningham - Member
Jeremiah Perryman-Member

SUPPORT PERSONNEL

Cafeteria

Jill Thornton
Nancy Johnson
Theresa Davis
Natasha Campbell

Custodian:

Rick Shry

Moment of Silence/Pledge

Each school day will begin with a moment of silence and the pledge. Students may opt out of the pledge.

State Mandated Observance Days

The school will meet all mandates on required days.

ABSENCES & ATTENDANCE

Attendance

MAXIMUM DAYS MISSED

- A. Oklahoma State Law requires that all children under the age of eighteen (18) attend School. Gore School Policy requires students be absent no more than **four (4) days per quarter (9 week period)**.
- B. Students who have **over ten (10)** absences at the end of each semester will be given a grade of NC or no credit on their report card and transcript. A student with a failing grade, will still receive the failing grade, regardless of how many days were missed by the student.
- C. **Extended absences** resulting from serious illness or injury must be substantiated by a physician and will be determined on an individual basis
- D. An absence is an absence regardless of excused or unexcused. Excused absences simply allows the school to know the student is not truant.
- E. Attendance Appeals Committee- Any student that goes over ten absences in a semester will automatically receive a NC or no credit for the class. A student may opt to appeal this to the Attendance Appeals Committee. The student and guardian will meet with the committee to plead their case as to why the student missed so many days of school. The committee will then vote. Appeals may be made to the committee for extreme cases such as major surgeries, extended hospital stays, catastrophic illness, immediate death in the family, etc. Documentation must be provided.

DISTANCE LEARNING INSTRUCTION

Student/Parent requests for distance learning will be made to the principal. These requests will be granted on a case-by-case basis. Medical documentation may be required. School administrators/teachers will monitor students weekly. If a student becomes ineligible for one week the student/parent-guardian will be notified. If the student continues to be on the ineligible list the student/parent-guardian will be notified. A meeting may be scheduled with a school administrator to determine an appropriate placement to help identify the problems with distance learning instruction causing academic failure. A recommendation that the student return to traditional instruction shall be made if continued lack of progress, lack of completed assignments, failing grade(s), or failure to log on to delivery platforms. Students may only transition to distance learning one time in a quarter unless a medical necessity is provided (documentation) and approved by the principal.

If a student is placed on distance learning due to a medical necessity it will be a case-by-case situation. The student may be asked to provide medical documentation to transition to distance learning.

All HS/UE students involved in long term distance learning (more than two weeks) will need to take their classes via the schools' Edgenuity/e2020 format unless there is a valid reason (determined by the principal) as to why they cannot do this. Students on distance learning that plan on participating in an OSSAA activity will need to be on campus for one class period (the period of their activity) of the school day to be eligible per OSSAA guidelines.

ABSENCES

- A. **Notification of Parent and District Attorney:** If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or is absent six (6) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child (by mail) and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes (70-10-106). The attendance officer will also repeat the process stated above after eight (8) or more absences.
- B. **Activity Absence**
 - 1. School activities which are cleared by school administration.
 - 2. Field trips, school sponsored trips, athletic competitions, etc.
 - 3. Days missed for activity absences will not count toward the ten (10) days missed.
 - 4. Students will be able to make up all work without penalty.

5. Students should not expect an activity absence for programs not associated with this school.

APPEALS FOR ACTIVITY ABSENCE

Students may request more activity absences, the student must obtain the appeals form and follow all directions. The form must be turned in with ample time for the committee to meet and make a decision (2 weeks is suggested), the principal will fill out information concerning the students attendance, behavior and academic standing.

C. Arranged Absence

2. Student may take up to five (5) days of absence by arrangement per semester. (Student may not exceed more than ten (10) per semester)
3. Parent or guardian must submit a written request for the student to be absent at least two (2) days prior to the absence.
4. Days missed by arrangement will count toward the ten (10) days allowed per Semester.
5. A student may make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to make up missed work.
6. **Students must check in at the office upon returning to school after an absence.**

F. College Days

1. Students are encouraged to visit the college campuses of the schools they are Interested in attending.
2. Juniors are allowed two (2) college visitation days and seniors are allowed three (3) days.
3. Student must make appointments at the schools of their choice to arrange tours and/or visits with the college staff. These appointments are made with their office of High School & College Relations or the college Admissions office.
4. Student must notify the high school attendance officer prior to the college visitation day.
5. Student must obtain written documentation of the visit from an employee of the college or university. (A short note on the college's letterhead or on the back of the employee's business card with the date and his/her signature will provide said documentation.)
6. This documentation will be submitted to the attendance officer upon returning to school so the absence will be recorded as a College Day.
7. College Days are not counted as days absent.
8. It is the student's responsibility to make up all work missed for College Days.
9. Students must check in at the office upon return to school from an absence.

- J. Any teacher who takes students on a **trip sponsored by the school** will provide the principal with a list of all participating students in advance of the trip. This will entitle each student to a "Do Not Count" admit which permits the student to make up the work.

- K. **Truancy:** An absence without the knowledge and consent of the parent or guardian and building principal will be considered truancy. The term truancy will include instances when the student leaves school without the permission of the principal or when the student is physically present in school but does not report to class. Excessive tardiness and early checkout will be treated the same as truancy.

Student Arrest

When an officer with police authority comes to the school for the removal of a pupil by arrest (legal warrant), the pupil will be released to the officer. The school will make every effort possible to notify the parents that the officer has removed the pupil from the school. The school will record the name and title of the arresting officer so follow-up attempts by the school or the parents may be facilitated. An officer is allowed to come to the school for the purpose of questioning a pupil. The interview must take place at the school and in the presence of school personnel. Until a pupil is under arrest, he/she is under jurisdiction of the school, and the school is responsible for him/her.

A student at Gore Public School may be subject to suspension for violations or regulations covered by civil and school laws of Oklahoma.

MAKE-UP WORK

A student entitled to make up assignments will be given two (2) days in which to make up assigned work missed for each day absent. If absent two (2) days, the student will have four (4) days to make up all class assignments and homework. Make-up work should be turned in as completed. The student may not wait until the last day to turn in all assignments after an extended absence. **It is the student's responsibility to come to the teacher to make inquiries concerning work missed.** If a student is absent and a test is given, the teacher will decide when to administer the test. Assignments given which are due for a prolonged (example next week) period and the student was present when assigned cannot expect to not be held accountable for lack of work in the class expecting to be given extra time.

TARDIES

Definition of a Tardy: A student not in the classroom and his/her assigned seat after the second bell has finished ringing. (Except a student that has a valid pass from an authorized school employee. Teacher discretion should be used to determine if the pass is valid or the elapsed time between writing the pass and arrival in class is justified.). Students checking out of class early will be counted as tardy. Students 25 minutes late will be counted absent.

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.

Tardiness is a Category 1 Offense. If a student acquires **three tardies in a semester**, it will constitute an absence and could lead to failure of the class.

- A. Being on time is an important habit to form. The break between classes gives ample time for all students to reach the next class if they do not loiter on the way.
- B. A student late to class will be marked tardy. If a teacher detains a student in one class, the teacher should give a written explanation of the tardiness for that student to present to the next teacher, so that the tardiness will be excused.
- C. **Excessive tardiness (3)** will be called to the attention of the principal.
- D. **Three (3) tardies will equal one (1) absence** and will count toward the ten (10) absences allowed by Gore Schools. Leaving early from a class also is a tardy
- E. After a student is tardy **three times** in a nine week period, a disciplinary referral will be sent to parents. Students may be assigned a 7:00 A.M. detention on the 3rd tardy or lunch detention.

ADMIT SLIPS

After tardy bell rings, teachers will list the tardy (**25 minutes late equals an absence, leaving early from a class also is a tardy**) on their daily attendance. On the third tardy the teacher will place a referral (the day of the third tardy) in the Principals box with tardy dates listed. Students will report directly to class after signing in at the office when tardy.

NOTES

- 1. All contacts must include information about the need to keep work caught up within the time limits and the need to keep the school informed.
- 2. School Laws of Oklahoma, Article X and Section 400 provide the legal background for school attendance.

Exemptions

For Co-Curricular and Extra-Curricular events that allow students to advance to a higher competition the following exemption for the 10-day absence rule will be in effect. After the initial contest, if a student has achieved the proper score or placing to go on to the next level of competition, the days of the next level of competition will not count against the student's ten days of absences. The principal will notify the staff as to the days to be exempted for each student. Also, the following can be exempted after review by the principal.

- 1. Leadership Training Activities – i.e. congressional Pages, Hugh O'Brian Workshop.
- 2. Field Trips – class related co-curricular
- 3. Scholastic Examinations –i.e. NMSQT/PSAT, Achievement
- 4. Administratively Controlled Intro-School Activities – i.e. School Day Pictures, School Assemblies and other necessary activities which cannot be taken care of during the activity period.

In the event a student has a special need to miss more than the allotted 10 days, he/she may come before the attendance committee and make such a request. However, a student will be granted additional absences from class only if the student has a “**B**” **average** or higher in **all** of his/her subjects and maintains an acceptable pattern of behavior within and outside the classroom. In no case will the committee grant more than five (5) additional days.

Since the Gore High School is held strictly accountable for adherence to this statute a student who violates the rules of this policy will receive a failing grade for the semester in all subjects in which he/she had gone over the allowed time.

HALL PASSES

A student will not be released from school at times other the regular dismissal hours except with the principal's permission or according to the campus sign-out procedures.

A parent must call if a student must leave during the school day. A student who becomes ill during the day should, with the teachers' permission, report to the principal. The principal will decide whether or not the student should be sent home and will have the student's parent notified.

TRUANCY

A student may serve one day of suspension and/or ISS for each hour they are truant from school. The Principal will enforce appropriate discipline consistent for all students.

ACCREDITATION

The Oklahoma State Department of Education accredits Gore High School.

ACTIVITIES & SCHOOL CALENDAR

All school activities are to be placed on the School Calendar. The requests for placing events on the school calendar are found on the school website. The Principal will approve the calendar requests before they are posted. No activities are to be scheduled for Wednesday evening or Sunday without special permission. Athletic events are not to interfere with parent teacher conference without prior approval. Activities may be found on the school web site.

BULLETIN BOARDS

Bulletin boards are maintained in the hall to inform students and teachers of coming events. This is for official use and nothing is to be posted without permission of the Principal. Groups which place informational not are required to remove all tape/staples etc. one day after the event.

JUNIOR/SENIOR PROM & other functions

The Junior/Senior Prom is a formal occasion. The dress code for the Prom is that of formal dress and the Gore High School dress code for decency will be in effect. When selecting your clothing for these occasions please remember to keep it with in the dress code or you could be denied access to the event. **All guests must be pre-approved by the principal and have been placed on the guest list by Thursday at 3:30 p.m.** preceding the event. If a student brings a guest not on the list, he/she will not be allowed to enter the event. All school rules apply to all extra-curricular events. Students may pick up Prom guidelines from the Jr. and Sr. Class Sponsors.

FUND RAISING

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives for approved school purposes. An application for permission can be found on the school website. These requests must be made to the Principal and be approved by the Gore Board of Education before the fundraiser may take place. Except as approved by the Superintendent or Board of Education, fund raising is not permitted on school property.

EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talent, receive individual recognition, and forge strong friendships with other students. Participation is a privilege. While the Oklahoma Secondary Schools Association (OSSAA) governs many of the activities. State laws as well as OSSAA rules govern eligibility for participation in many of these activities. Students participating in all extracurricular activities are subject to drug testing and under the guidelines of the school handbook.

A student is allowed **up to ten absences** from a class during the school year for extracurricular activities or public performances. All OSSAA activities and other activities approved by the Board are subject to these restrictions. A student who misses class because of participation in a non-approved activity will receive an absence.

Please Note: Student clubs and performing groups such as the band, choir, drill, and athletic teams may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also of school rules, the consequences specified by the Student Code of Conduct will apply in addition to any consequences specified by the organization

CEILING TILE REWARD

All students that make straight A's for a semester will receive a ceiling tile. The student will have the opportunity to decorate the ceiling tile with artwork and will also include a motivational message with the artwork. All artwork and messages will be approved by the principal. The ceiling tile when completed will be hung back up in the hallway. A maximum of one tile per school year can be attained.

ACTIVITY TRIPS

All students going on school sponsored activities will need a minimum grade of 60% in each class enrolled and be caught up in each of their subjects. At least one adult sponsor (other than the driver) must accompany all activity trips. Non-school students and adults are NOT to ride the activity buses without a five day prior written approval by the administration. **Drivers of a school van may carry no more than eight (8) passengers without a CDL – 9 counting themselves.** During the year, a number of trips are taken by different activity organizations. The school sponsors these trips and has a direct responsibility to the parents and to the community for the safety and well being of students who make these trips. For these reasons, the following rules will be enforced:

1. No student will be excused to remain overnight in the town visited.
2. Senior trips, board approved, for overnight stays must have a minimum of three certified staff in charge of security. It is highly recommended seniors not stay overnight; one night is the maximum allowed for overnight stay if approved. The school prefers trips to not include overnight stays.
3. No student will be allowed to go by any other means of transportation except that provided by the school without prior permission. Permission to return with a parent must be signed by the parent at the site of the activity. If the permission form is to be signed by an adult who is not the parent of the student, the adult signing the permission form must have been authorized by the parent in writing at the school office to sign the permission form **prior** to the activity. Sponsors are to have travel waivers prepared as early as possible.
4. Each student that goes on an activity trip shall participate directly in the activity for which the trip is made. Students participating in activities may be required to ride school transportation in order to participate.
5. Students not in attendance a minimum of 90% of the current semester for each class enrolled will not be allowed to attend field trips during instruction time, including the senior trip.
6. Students which have been suspended on the year face being ineligible for the class trip. Students which are deemed a risk due to previous behavior may not be allowed to attend.
7. Students missing a class during the school will have an activity absence recorded unless all classes they on their schedule is attending the event and no student is left in the class (this would be the students assigned class).

SCHOOL PARTIES

Sponsors will request and supervise parties. Parties must be scheduled one week in advance, and an outline of events turned into the principal's office in advance. No classroom parties can be held during class time except by permissions of the principal.

SCHOOL SPONSORED TRIPS

Trips will be allowed on the basis of educational value. The school will sponsor no trips unless it has specific educational value for the students. Request forms will be filled out and approved by the principal for each trip. Kindergarten through 8th grade end of year trips, etc. is exempt from this policy as far as the educational provision is concerned. Groups may be asked to cover the cost of transportation and it is suggested groups plan on advanced funds to cover expenses.

High School & Upper Elementary students may not be allowed on fun trips if:

- The student has more than three disciplinary referrals for the semester.
- The student has more than ten absences for the semester, excused and unexcused combined.
- The student was on the ineligible list at any time during the semester, this does not include probation.
- The student was suspended, home based, or given ISS for discipline at any time during the semester.
- Students forfeit the right to attend the trip for any of the above reasons and money raised by student/parent for fundraisers will be forfeited.
- Senior trips may not be in excess of one overnight trip and all overnight trips must have prior approval from the BOE. It is highly suggested overnight trips be avoided. When overnight trips are allowed a minimum of three (3) certified staff are required and are held responsible for all supervision during the trip. These sponsors will be paid for out of senior class funds.
- Seniors must be paid in full in order to participate in end of year activities included but not limited to Senior Trip, Gifted/Talented trip, Senior Activities and Graduation.
- Students enrolling in Gore Public School at any time during the year bringing a grade of failing with them will be considered to be on the ineligible list; also discipline and attendance from the sending district will be considered.
- Groups are responsible for payment of their driver. **Drivers are not to miss their academic periods to drive for trips.**

Students on school activities involved in a category 2 or 3 offense may be left at the nearest police station with responsibility for travel being placed on the guardian.

The above criteria may be used for educational trips if the administration deems a student a risk if attending.

AUTOMOBILES & PARKING

Students are not to drive motor vehicles during the school day without permission of the principal. The exception to this rule would be students driving to their athletic period. Driving in an unsafe manner or during the school day without permission will result in the loss of the driving privilege and possible suspension. Students are to park their vehicles in the student parking lot. Vehicles are never to be parked in front of a gate nor be parked where the entire vehicle is not clear of other traffic nor ever block any part of a sidewalk. **DO NOT PARK ON THE CONCRETE AT THE GYMS.** Students are never to ride in the back of trucks. Students are to park in their assigned lot and not to block other vehicles.

AWARDS & AWARDS ASSEMBLY

All individual certificates and awards earned by students during the school year will be presented at the end of the year. Incentive awards given at the assembly may have the stipulation of being present to receive the award.

BELL SYSTEM

School security doors are opened at 7:45, students arriving before will need to wait in the entrance lobby area. Students are NEVER to open security doors without administration approval.

Students staying after the last bell ending the school day will not be supervised; students are not to remain at school to wait on transportation for an event. **Parents are hereby notified – students left unattended are not the responsibility of the school.** Parents are to make arrangements for students to either be transported to campus at the appropriate time or for their student to report to the supervising individual.

The bell schedule for 6-12 is as follows:

		<u>TARDY</u>	<u>RELEASE</u>
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

Transportation

Students are to obey the following guidelines when riding school transportation as **transportation is a privilege and not a right.**

- A. Students shall arrive at the transportation stop before the transportation arrives.
- B. Students are to wait in a safe place, clear of traffic and away from where the bus stops.
- C. Students are to go directly to an available or assigned seat when entering the transportation.
- D. Students are to remain seated, keep aisles and exits clear.
- E. Students are to observe classroom conduct, and obey the driver promptly and respectfully.
- F. Students are prohibited from using profane language.
- G. The use of tobacco, alcohol, or drugs and controlled substances is prohibited.
- H. Students are prohibited from having hazardous materials, objects, and animals on transportation.
- I. The throwing or passing of objects on, from, or into transportation is prohibited.
- J. Students are to respect the rights and safety of others.
- K. Students are prohibited from leaving or boarding the bus at locations other than the assigned home spot or assigned school without prior approval of school officials.
- L. Putting head, arms or objects out of the bus windows is prohibited.
- M. Hooking-bobbing (hitching rides via rear bumper) is prohibited..
- N. Vandalism of any kind is prohibited.
- O. Guest riders must have a note from the administration/office before boarding

Violation of any of the above regulations will be a Category 2 Offense.

The town transportation route will consist of only those stops that are most centralized and convenient for the majority of the students. Safety and economy of time will also be used to determine bus stops.

All Gore Public School transportation operates according to State Department of Education regulations and DOT standards. Students are expected to conduct themselves as they would in the classroom. Safety is stressed and **the**

driver has absolute authority and will maintain discipline in order to prevent accidents. RIDING SCHOOL TRANSPORTATION IS A PRIVILEGE – NOT A RIGHT. This privilege is provided by the Gore Board of Education. The Administration has the authority to suspend any student from riding, the student conduct warrant it. If a student is suspended from school transportation, it is the responsibility of the parent to provide the student transportation to and from school. Absences due to suspension will be unexcused.

Students are to obey the following guidelines when riding a school bus.

- A. Students shall arrive at the bus stop before the bus arrives.
- B. Students are to wait in a safe place, clear of traffic and away from where the bus stops.
- C. Students are to go directly to an available or assigned seat when entering the bus.
- D. Students are to remain seated, keep aisles and exits clear.
- E. Students are to observe classroom conduct, and obey the driver promptly and respectfully.
- F. Students are prohibited from using profane language.
- G. The use of tobacco, alcohol, or drugs and controlled substances is prohibited.
- H. Students are prohibited from having hazardous materials, objects, and animals on the bus.
- I. The throwing or passing of objects on, from, or into buses is prohibited.
- J. Students are to respect the rights and safety of others.
- K. Students are prohibited from leaving or boarding the bus at locations other than the assigned home spot or assigned school without prior approval of school officials.
- L. Putting head, arms or objects out of the bus windows is prohibited.
- M. Vandalism of any kind is prohibited. Damage caused by students will be billed to the parent and grades held until the damage is repaid.

Violation of any of the above regulations may result in an office referral. If at any time a student is disruptive on a bus, it puts others in harm's way the student will be referred to the office. If a student will not control their behavior the following will serve as a guide for disciplinary action:

Your student will receive disciplinary action as follows:

- **1st offense: that is not physical in nature or defiant to the driver: assigned seat for one week.**
- **2nd offense: assigned seat for remainder of nine weeks**
- **3rd offense: bus riding privileges revoked for one week.**
- **4th offense: bus riding privileges revoked for remainder of nine weeks**
- **5th offense: bus riding privileges for remainder of semester**

Any physical altercation or defying a driver's directions will receive disciplinary action with the administration:

- **1st offense: bus riding privileges revoked for one week.**
- **2nd offense: bus riding privileges revoked for remainder of nine weeks.**
- **3rd offense: bus riding privileges revoked for remainder of semester.**

It is the responsibility of the parent to instill discipline and respect for school safety and respect for staff. Students *not* in attendance at school after revocation of bus privileges *will be counted absent*. Parents are never allowed inside a bus while on a route.

The town bus route will consist of only those stops that are most centralized and convenient for the majority of the students. Safety and economy of time will also be used to determine bus stops.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers nutritionally balance meals daily to students. Free and reduced-price meals are available based on financial need. Information on this program can be obtained from the Superintendent's Office (489-5587)

Lunch prices for 6th through 12th grades will be posted annually as per Federal regulations and local BOE approval. Visitors and adult prices are \$5.10 for lunch and \$2.60 for breakfast.

Payments for meals can be made to the cafeteria cashier, school treasurer or online if available.

CARE OF SCHOOL PROPERTY

The building and grounds reflect our pride in our school. The help of the student body in maintaining the appearance of the school is encouraged. Each student should feel an individual responsibility to keep the school neat and clean.

Under no condition should one mark on the walls, lockers, desks, or on any school property. This will merit disciplinary action. This also applies to school busses. The tops of all hall lockers are to be kept neat and clean, therefore, void of any personal and/or school items. Offenses based on seriousness could fall under Category 1, 2 or 3.

DISTRIBUTION OF MATERIALS

AIDS Prevention Plan –The district AIDS prevention plan is in compliance with state law and regulations, materials are made available before presented.

School Material

School publications distributed to students include all school publications that are under the supervision of the teacher, sponsor, and principal.

Non-School Material

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be posted, sold, circulated or distributed on any school campus by a student or a non-student without the prior approval of the principal. Materials displayed without being authorized will be removed. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved.

DISEASES/CONDITIONS

The board of education shall require that no child be admitted to this school without evidence of having received the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

MENINGITIS

Who is at risk from meningococcal disease?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in the age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

For more information contact our healthcare provider or local county health department or visit these Web Sites:

National Meningitis Association at www.nmaus.org

Immunization Action Coalition at <http://www.vaccineinformation.org/menin/index.asp>

Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at <http://www.vaccinesafety.edu/cc-mening.htm>

National Network for Immunization Information at <http://www.immunizationinfo.org/>

Bed Bugs

If a bed bug is found on school premises or on a person at school the building principal will be informed. The building principal will notify the superintendent and begin the notification process as to the location of where the bed bug was found. Under no circumstances will the identity of the student, parent, or employee be released with regard to where the bed bug is suspected to have originated. Students and employees who are suspected of having bed bugs on their person will not be disciplined nor will they be removed from the premises for having bed bugs on their person or in their homes. The parents or guardians of the student who was found with a bed bug on their person will be informed as soon as possible.

(More information is available on the school website under school board policies pdf-FFAD)

COMMUNICATION BETWEEN HOME AND SCHOOL

Good communication between home and school regarding a child's education is more than a "plus" it is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, student work for parents to review and sign, and continues into interaction: messages and phone calls from teachers, and school open houses or back to school nights, for instance.

Communication might also include requests for conferences-initiated by the school or the parent to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office for an appointment. Generally, a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times might be arranged as well. Teachers will not be removed from instructional time for a conference.

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved instructional purposes only. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action. Students losing computer privilege at school have the sole responsibility of the work assigned, teachers may give a failing grade for work not completed.

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the various graduation requirements, and early graduation procedures. Each spring, students in grades 9 through 11 will be provided information on anticipated course offerings for the following year and other information that will help them make the most of academic and vocational opportunities.

Students who are interested in attending college, university, or training school or pursuing some other advanced education should work closely with their counselor so that they take high school courses that best prepare them. The counselor can also provide information about financial aid and housing.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns. **Please note**, the school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent.

Work Study is IEP driven

GRADUATION CURRICULAR REQUIREMENTS

Graduation will follow the State requirements. Seniors are responsible for visiting with the counselor and ensuring they are on track to graduate.

- A. Parents or guardians of entering freshmen are required to sign a document selecting the curriculum chosen for their child. This document will be binding until the parent requests a change in the curriculum they choose for their child, in which case, a new form will be signed and dated and the latest document will be binding. (See Form F)

C. According to the law, if parents or guardians do not select the existing High School Core Curriculum Graduation requirements, your child will automatically be enrolled in the new College Preparatory Curriculum.

- a. Senate Bill 982 also allows individual school districts to add to state requirements. Gore High School has three (3) different diploma options from which students and their parents may choose which meet or exceed state requirements. *Note: Bold print indicates specific courses required by the State of Oklahoma.*

Option #1: High School Core Curriculum Requirements		
English	4 units	Grammar, composition, literature
Mathematics	3 units	Algebra I , and at least 2 units from Intermediate Algebra, Algebra II, Geometry, Math Analysis, Trigonometry, Pre-Calculus, Calculus, Statistics, Mathematics of Finance, Computer Science I and Computer Science II or other mathematics courses with content and/or rigor equal to or above Algebra I
Lab Science	3 units	Biology I and at least 2 units from Biology, Chemistry I, Physics, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Physics or other science courses with content and/or rigor equal to or above Biology I
History & Citizenship Skills	3 units	1 unit U.S. History, ½ unit Oklahoma History, ½ to 1 unit Government and ½ to 1 unit from the subjects of history, government, geography, economics, and/or non-Western culture.
Fine Arts	1 unit	From humanities, music, art, drama or speech
P.F.L.	.5 unit	Personal Financial Literacy
Computer Technology	1 unit	
Electives	9.5 units	
Total	25 units	
Option # 2: College Preparatory Curriculum (also satisfies Oklahoma's Promise/OHLAP requirements)		
English	4 units	Grammar, composition, literature
Mathematics	3 units	Algebra I , and at least 2 units from Algebra II, Geometry, Math Analysis, Trigonometry, Pre-Calculus, Calculus, Statistics, or other mathematics courses with content and/or rigor equal to or above Algebra I and approved for college admissions requirements. The three credits of math must be Algebra I and above, taken in grades 9-12.
Lab Science	3 units	Biology I and at least 2 units from Biology, Chemistry I, Physics, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Physics or other science courses with content and/or rigor equal to or above Biology I
History & Citizenship Skills	3 units	1 unit U.S. History, ½ unit Oklahoma History, ½ to 1 unit Government and ½ to 1 unit from the subjects of history, government, geography, economics, and/or non-Western culture.
Foreign Language or Computer Technology	2 units	Must be 2 units of the same foreign language. Computer technology courses must be approved for college admissions requirements whether taught at a high school or a technology center, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets and graphics, excluding keyboarding or typing courses
Other	1 unit	Selected from subjects listed above
Fine Arts	1 unit	From humanities, music, art, or drama
P.F.L.	.5 unit	Personal Financial Literacy
Electives	7.5 units	
Total	25 units	

Option # 3: Academic Honors Diploma		
English	4 units	Grammar, composition, literature
Mathematics	3 units	Algebra I , and at least 2 units from Algebra II, Geometry, Math Analysis, Trigonometry, Pre-Calculus, Calculus, Statistics, or other mathematics courses with content and/or rigor equal to or above Algebra I and approved for college admissions requirements
Lab Science	3 units	Biology I, Chemistry or Physics , and at least 1 unit from Biology, Biology II, Chemistry, Physics, Physical Science, Environmental Science, Botany, Zoology, Anatomy, Physiology, Astronomy, Physics or other science courses with content and/or rigor equal to or above Biology I
History & Citizenship Skills	3 units	1 unit U.S. History, ½ unit Oklahoma History, ½ to 1 unit Government and ½ to 1 unit from the subjects of history, government, geography, economics, and/or non-Western culture.
Foreign Language or Computer Technology	2 units	Must be 2 units of the same foreign language. Computer technology courses must be approved for college admissions requirements whether taught at a high school or a technology center, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets and graphics, excluding keyboarding or typing courses
Other	1 unit	Selected from subjects listed above
Fine Arts	1 unit	Speech and one from humanities, music, art, or drama
P.F.L.	.5 units	Personal Financial Literacy
Electives	7.5 units	Must include at least two (2) Honors, Advanced Placement or Concurrent College courses.
Total	25 units	<i>Note: Student must have minimum 3.5 GPA for Academic Honors Diploma</i>

9.5 SCHOOL TESTING

A. Oklahoma State Testing Program

All students grades 6th through 8th and 11th grades will participate in the Oklahoma State Testing Program. These tests for 6th through 8th grade consist of Math and ELA. The 8th grade will also take an additional test in Science. The 11th grade will take the ACT along with tests in Science and US History. All 11th graders must take all of their tests to graduate from HS. Any 11th graders that miss any of the tests must make them up their 12th grade year in order to graduate.

Beginning with the Class of 2025 all students must take and pass the Naturalization Test with at least a 60%. Students may take the tests as many times as necessary to achieve the passing test score.

Oklahoma EPAS

- Oklahoma EPAS is Oklahoma's Educational Planning and Assessment System. This program includes tests given at key transition points. Students in grade 8 will take the EXPLORE test and 10th grade students will take the PLAN test. The skills tested on EXPLORE and PLAN are taken directly from the ACT, and are designed to match the age and grade level of students taking the tests. The scores let you know where you are as you prepare to take the ACT as juniors and seniors. Direction and format for the tests are the same as ACT. Each includes tests in English, mathematics, reading and science; identifying your academic strengths and weaknesses and measuring your progress in the skills you need for success in college and work.
- Score reports for EXPLORE and PLAN include English, Math, Reading Science and Composite scores and your Estimates Score Ranges for PLAN and ACT. A College Readiness report compares your planned high school courses and your scores to ACT benchmarks. (How you compare to students who have been successful in college.) A

questionnaire in the tests asks about your interests and academic needs. The World-of-Work map in the score report shows how your interests match up with careers and college majors. You, your parents, your teachers and your counselor can use this information to guide your choices of a college and a career. They can also find out what changes could be made to improve your school and your experience there.

- C. **Proficiency tests** are administered at the request of students wishing to “test out” of core subjects. These are standardized tests made for schools in the State of Oklahoma which follow the PASS objectives for each subject area. Students must score a minimum of 90% to receive a grade without taking the course. The law requires these test be given two (2) times each year. Proficiency tests may be scheduled for the week prior to the beginning of the school year and the week following the end of the school year. See counselor to schedule proficiency tests. A letter grade of A will be recorded on the transcript if a 90% is achieved on the proficiency test.
- D. **Semester tests** will be given in each high school subject. The semester exams will be cumulative. All semester exams will be worth 10% of the student’s grade. Tests will be given during the last week of the semester. Dates for testing will be announced at least two (2) weeks prior to testing. Students may be declared exempt from semester tests based on the average grade earned and absences accrued in each class. Activity absences do not count against student.
1. Students may be declared exempt if student’s cumulative grade point average is
 - a) 90% – 100% and has missed no more than 2% of class for the semester; or
 - b) 80% - 89% and has missed no more than 1.2% of class for the semester; or
 2. Students who are exempt from testing will not have to take the semester exam on the scheduled test dates **but will be counted absent if not attending class.**
 3. Students who are exempt may choose to take the semester test if they wish to do so.
 4. Students must be exempt from all classes otherwise will be required to take all semester exams.
 5. Excused and Unexcused absences count toward exemption.
 6. **Benchmarks** will be given at each grade level for all subjects. 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 the 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) Copies of the benchmark tests and results of the tests will be turned into the principal. (including the pre and post tests)

Cheating: Students caught cheating will be given a zero for the score of the assignment/test and given the appropriate discipline at the principal’s discretion. (ISS or other) No alternate test/assignment will be given.

Virtual School Classes

Students enrolled in a virtual class must maintain the pace of the class. Students falling behind or causing class disruptions in a class may not be allowed to enroll in a virtual class the following semester. Students may also be removed from the online schedule period, having responsibility for the class placed solely on them. Students enrolled in online classes off campus may be dropped after ten days of inactivity.

- A. Students enrolled in E2020 must attend at least one regular school day class on campus during regular school hours. It is recommended E2020 not be used for State Tested subjects. Students enrolling in e20 20 education will be required to complete a semester before being allowed to make a schedule change back to the regular classroom setting. Seats available per period is ten, seniors have first priority, students wishing to receive credit in a course not offered at the high school or their schedule does not allow them enrollment in a course will have second option, students needing credit recovery will receive consideration when possible and once the above students have been enrolled-available seats will go in the following order. Students only have the first full week of the schedule to opt out of e20 20 class, the semester must be fulfilled thereafter. E20 20 is fully student lead with the possibility of no teacher available for help.

Home Base Placement

Students will be home based on the recommendation of a Doctor. Students not having a Doctor’s recommendation

must have their parent write a letter requesting home base services. The attendance committee will review the information if unsuccessful with the committee, the parent may speak to the superintendent to gain approval or go in front of the school board for approval. Tested areas will not be assigned unless directed by the BOE to do so. Students are solely responsible for meeting all timelines and completion of material. The responsibility for staying on track and know deadlines is that of the student. The student must ensure they have all school contact information including that of all teachers. Students Home Based are not counted as absent but their attendance percentage will reflect days actually in attendance physically on site.

INDIAN CAPITOL TECHNOLOGY CENTER (Career Tech)

- A. Students interested in courses at Indian Capital Technology Center (ICTC) are allowed to attend during their junior and/or senior year (exceptions are sometimes made for sophomores if they are considered at-risk). Career Tech courses will be placed on your high school transcript and you may earn up to four (4) units of credit per year.

- B. Cost of attendance at ICTC is free for students who attend high school. If a student is dropped from roll at Gore High School, the office will notify Indian Capital Technology Center and students become responsible for tuition at Career Tech.

- C. **A Cooperative Agreement between Indian Capital Technology Center and Connors State College and Oklahoma State University-Okmulgee** allows students to earn up to forty-two (42) hours of college credit towards an Associate or Bachelors Degree upon completion of specific Career Tech courses. To enroll in this program, the high school students must have either 1) a 2.5 grade point average or 2) a 15 Composite score on the PLAN test or 3) an ACT Composite score of 19. Students then sign a Declaration of Intent while enrolled at ICTC. The cost to the student would be an \$8.00 per credit hour Student Service Fee paid to Connors or OSU-Okmulgee for each hour of credit awarded by the college and any other student fees. This allows the student to earn college credit at either Connors or OSU-Okmulgee while attending high school. See the counselor at ICTC or your high school counselor for more information.

- D. Most Career Tech courses are designed to be two year courses. Credit for courses preceded by an asterisk (*) will be on the transcript as three (3) units of credit per year in the course in which the student is enrolled and one (1) unit of credit in Computer Science or Computer Technology. If there is no asterisk, four (4) units of credit will be given for the course. Two year courses offered at Muskogee ICTC are:
 - 1. Air Conditioning and Refrigeration
 - 2. Automotive Collision Repair
 - 3. Auto Service Technology
 - 4. Service Careers
 - 5. *Business and Information Technology
 - 6. Carpentry
 - 7. Cosmetology (additional application and references needed to apply)
 - 8. *Drafting
 - 9. Electricity
 - 10. Food Production Service
 - 11. *Graphic Communications
 - 12. *Industrial Electronics
 - 13. *Information Technology
 - 14. Lodging and Hospitality Management
 - 15. *Machine Tool Technology
 - 16. Mechatronics
 - 17. Motorcycle/Power Products Technology
 - 18. Welding

- E. Health Science Technology is a one year course. It will appear on the student's transcript as three (3) units of Health Science and one (1) unit of Anatomy/Physiology.
- F. Career Tech courses will count toward the electives required for graduation. If classes must be repeated because of failing grades, it may not be possible to enroll in Career Tech and graduate with your class. Students who must make up required subjects need to meet with the counselor prior to enrollment for next year to determine their ability to attend career tech and graduate with their class.
- G. Algebra II and/or Geometry may be offered at Career Tech for students whose schedule at Gore High School conflicts with student's attendance at ICTC. Students will earn one (1) unit of credit per year for the mathematics course and three (3) units of credit per year for the Career Tech class.
- H. Enrollment for career tech is in the spring semester preceding the year the student enters. Interviews by ICTC staff will be arranged at Gore High School for each student who has submitted an application. See your high school counselor for applications and more information.
- I. Buses are provided by Indian Capitol Technology Center each morning at the high school for pick-up at approximately 7:20 (see counselor for exact time each fall). Breakfast will be served for students who want to come earlier. Buses return to Gore High School in time for lunch to be served. Students driving their own vehicle do so at their own risk; a tardy or absence return to school will not be excused, students must be on provided transportation for lateness to be excused. Students riding the ICTC bus should catch the bus on GPS property.
- j. **Students which drop a vo-tech class after the first full week of the semester (this is the drop/add period), face being given an "F" for the semester. Students will not be given credit for a class when a teacher agrees to supervise the student because they fail to attend vo-tech. Note to students: this will automatically make you ineligible for extracurricular activities for the remaining semester and 6 weeks the following semester.**

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS (OSSM)

- A. The Oklahoma School of Science and Mathematics (OSSM) is a highly competitive high school for qualified students in the State of Oklahoma. Students attending OSSM are held to the highest academic standards. A high grade point average and high ACT score are required for admission. Students must apply as a sophomore and attend OSSM their junior and senior year. OSSM students live on campus in Oklahoma City. There is no cost to the student. Tuition, fees, room and board are paid by the State of Oklahoma. Applications will be available in the spring for of each year. See counselor for application.
- B. **OSSM Regional Center** has established classrooms on the campus of Indian Capitol Technology Center in Muskogee for area students who wish to take Advanced Placement (AP) courses in Calculus and Physics. Students who wish to attend these classes must apply in the spring semester preceding their junior or senior year.
- C. At OSSM Regional Center, students will earn one and one-half (1 ½) mathematics credits for AP Calculus and one and one-half (1 ½) science credits for AP Physics for the year. Transcripts will specify OSSM AP Physics and OSSM AP Calculus. The grading scale used will be that of other AP, honors or concurrent classes.

GRADING SCALE/ GPA

- A. The grading scale is as follows:
 90 – 100 = A 80-89=B 70-79 =C 60-69 =D 59 and below = F
- B. Regular courses: A = 4.0, B = 3.0, C = 2.0, D = 1.0 and F = 0 points toward grade point average (GPA).
 Honors courses: A = 5.0, B = 4.0, C = 3.0, D = 2.0 and F = 0 points toward grade point average (GPA).
 Honors courses include classes labeled Honors, Advanced Placement (AP), or Concurrent Enrollment

courses. Any grades earned concurrently at a college or university will be awarded by their staff, recorded on the Gore High School transcript and awarded points as an honors class.

HIGH SCHOOL CREDIT

Gore High School requires twenty-five (25) units of regularly scheduled classroom instruction for graduation. Exceptions to Gore High School's graduation requirements can be made by school administration for students transferring to Gore High School from another school, providing all state requirements are met for graduation.

Students who move from out of state into Gore Public schools after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. The local Board of Education may make exceptions, on an individual basis, to Oklahoma's high school graduation requirements. The local Board of Education shall report to the State Board of Education on or before July 1 of each year the number of students granted exceptions and reasons for the exceptions.

Gore High School is on a seven period traditional schedule. Seven fifty-minute classes will meet all year to satisfy graduation requirements. It will be possible to earn a total of seven units of credit during each school year for a total of 28 units of credit in four years of high school. Note: More than six (6) semesters with a grade of "F" will prevent graduation unless credits are made up in alternative schools or credit recovery courses.

CORRESPONDENCE COURSES

- A. Students may earn no more than two (2) units of credit per year by correspondence courses.
- B. In order for credits to apply toward Gore High School graduation requirements
Correspondence. Courses must be arranged through the counselor of Gore High School.
- C. All correspondence courses must be completed before the end of the third nine week period of a given school year in order for a student to receive credit that school year.

CONCURRENT ENROLLMENT

Concurrent enrollment provides students an opportunity to gain college credit while completing their high school education.

Juniors and seniors may enroll in college classes if they meet the requirements set forth by the Oklahoma State Board of Regents for Higher Education. Students must take the ACT, apply to the college or university he/she wishes to attend and obtain a copy of your transcript and Concurrent Enrollment Verification Form from the counselor.

After qualifying for admission, students must have a 19 ACT subject area score to enroll in a college course in the corresponding subject area. The ACT and SAT scores are set by the Oklahoma State Regents for Higher Education and are revised annually if needed.

Three (3) credit hours of college credit is equivalent of 1 unit of high school credit. Students must submit a copy of their college grade report to the counselor in order to obtain high school credit for college work completed.

Zero level or remedial courses may not be taken concurrently. A legal school day may include local school enrollment, concurrent enrollment and travel time (maximum is 1 hour on travel time)

Effective July 1, 2005, Oklahoma State Senate Bill 982 mandates that all eligible high school seniors "be entitled to receive" a waiver of tuition for up to six (6) credit hours each semester. Students will be responsible for the cost of books and fees. Gore High School is not responsible for any expense incurred for concurrent enrollment. Grades earned in college courses will be recorded on high school transcript.

Concurrent Enrollment: 3 credit hours=1/2 unit Honors credit on transcript with the exception of College Algebra, General Biology, General Botany, Introduction to Chemistry and Chemistry I, and Introduction to Speech which will equal 1 unit high school Honors credit. The subjects already listed plus English Composition I & II, American History to 1877, American History since 1877, Introduction to Geography, American Federal Government and Introduction to Speech are the only subjects approved by the Oklahoma State Department of Education for academic credit to replace a required high school class. All other college classes will be on transcript as Honors Electives.

Student Retention/ Classification

RETENTION POLICY

Students in grades 6 through 8 may be retained if they fail two or more core subject areas. The decision to retain will be made by a committee of teachers, counselor and principal. Parents cannot socially promote students (see Board Policy).

Students who have more than ten (10) absences per semester may be retained.

STUDENT CLASSIFICATION (GRADES 9 – 12)

Students in Gore High School will be classified according to the number of units earned at the beginning of the current school year.

0 units	Freshman	(9 th Grade)
Minimum of 6 units	Sophomore	(10 th Grade)
Minimum of 12 units	Junior	(11 th Grade)
Minimum of 18 units	Senior	(12 th Grade)

Seniors

SENIOR ENROLLMENT

All seniors will be enrolled in seven classes each year regardless of the number of credits needed to graduate. This includes, but is not limited to concurrent enrollment, career tech enrollment, OSSM classes, and work study or library aides. One hour travel time is allowed for concurrent students.

COLLEGE PREPARATION

Seniors are allowed three (3) college days to visit college campuses their senior year. Students must inform the high school secretary at least one day prior to college visitation, make appointments at the schools of their choice and bring back documentation from the college that they visit. These days are not counted as absences from school, although all work must be made up. It is the student's responsibility to notify the secretary, make appointments for tours, return documentation to the high school secretary and check with teachers concerning make-up work. Seniors are encouraged to use these days and make a decision on colleges as early in the year as possible.

Applications for college admission will be accepted the fall semester. The earlier decisions are made, the easier it is for students to focus on scholarships for that institution and ending their high school career on a positive note without worry or stress about the future

If a student intends to apply for college admission and/or scholarships, it will be necessary to take the college entrance exam (ACT or SAT) at an early date. Scores must be sent with admissions and scholarship applications. All seniors should take the ACT or SAT at least once the first semester.

ACT fee waivers are available in the counselor's office for students who are on free or reduced lunches. JOM will reimburse students for the ACT after showing proof of registration (the confirmation sent to the student by ACT will suffice) to the JOM office.

College entrance exam (SAT and ACT) preparation materials and registration packets are available in the counselor's office. ACT software is installed in the resource lab for student's use. Workshops are available throughout the year and students will be notified of dates, times and costs. An ACT Prep course may be offered at the high school for juniors and seniors.

If for any reason a student feels that he/she may qualify for a rehabilitation grant (a physical problem), the student should contact the counselor.

All seniors need to complete the Free Application for Federal Student Aid (FAFSA) as soon after January 1st as possible. This application is for state and federal grants, loans and work study. There is no deadline for submitting the application, but by March 1st, you may be limited to federal funds as the state grant is awarded on a first come, first served basis. This application is the basis of many other grants or scholarships, so even students who do not qualify should complete one. Students can apply online at www.fafsa.ed.gov or paper copies will be available online. Pin numbers for both the student and one parent should be obtained a few days before completing the FAFSA so that signatures may be submitted electronically.

For scholarship and financial aid information, the school web page has a counselor's link. Click on Counselor's Corner and click on Available Scholarships, College Directory, Student Opportunities and Financial Aid Websites for information. This will be updated regularly throughout the school year for students.

ATTENDANCE AT GRADUATION EXERCISES

All students completing the requirements for graduation should participate in graduation exercises in order to receive a diploma, unless events beyond the student's control deem an absence necessary.

Graduation exercises, and those activities granted to members of the graduating classes, are limited to those individual students who meet the qualifications for graduation **or** have approval from the administration.

To meet the qualifications for graduation, a student must be currently enrolled in all classes needed to graduate as part of the regular enrollment at Gore High School. All classes must be completed before the end of the last instructional day or 3:00 pm the day of graduation.

A student who completes the requirements for graduation will be awarded their diploma after graduation exercises during senior check-out day if the student has been cleared by administration. This date will be set prior to graduation for the week immediately following graduation exercises; students may walk in only one graduation exercise. Students which have been home based for discipline or attendance reasons may lose the privilege of walking in the graduation exercises. Students may not alter their graduation gown in any manner. Students doing so will either be given a replacement garment or removed from the exercise.

Ushers will be the top four students according to weighted G.P.A. enrolled in the academic honors courses, in case of a tie those students will also usher.

VALEDICTORIAN/SALUTATORIAN POLICY

Academic honors students will be recognized at graduation.

Only those students who have completed (or will complete upon graduation) the Academic Honors Diploma curriculum requirements and have a minimum of a 3.0 grade point average will be eligible to be named valedictorian or salutatorian. This will be based on the students first seven (7) semesters transcript & rank is based on weighted G.P.A.

All Academic Honors Diploma recipients having a 4.0 or better grade point average will be named Valedictorians. If no student has a 4.0 GPA or greater, the student with the highest GPA will be named Valedictorian. Students with the top two (2) GPA's will speak at graduation exercises.

The Salutatorian will be the Academic Honors Diploma student with the next highest grade point average.

The school will provide the top ten (10) students a cord (students are required to return the cords if not purchased before diplomas will be given).

The top four students in the Jr. Class will be ushers, in case of a tie all students may participate.

CHANGE IN SCHEDULE

Any change in schedule must be made during the **FIRST FULL WEEK** of each semester. Students participating in an elective that requires time spent outside of the regular school day (after school or before school) may change their schedule at any time during the semester provided it's an elective course for an elective course. The principal, counselor, and parents must approve all changes in a schedule. Athletes quitting a sport during the season will not be allowed to go to the next sport until the end of the season of the first sport, provided, however, if the coach of the first sport approves such action by the student athlete, the student athlete may immediately participate in the second sport. The season of each sport starts when that team either scrimmages or plays its first game, until that point the student athlete is considered to be in off season. The student athlete can switch sports as long as it is done in off season. If the student athlete quits without the permission of the first coach his grade will be lowered one letter grade. The student will go to another elective class. Students cut by the coach may participate immediately in a second sport. Students are required to have been completely checked out by the previous sport or approved by the athletic director before beginning participation in a second sport.

ENROLLMENT PROCEDURES

New students enrolling in Gore Public School should report to the office of the Principal. They should bring their birth certificate and up to date immunization record and transfer records. Homebound student placement is for confirmed documentation of medical reasons. Parents need to bring proof of residency (electric bill, water bill, etc).

STUDENT CHECKOUT

Students in grades 6-12 will be required to be completely checkout of school at the end of the school year by each classroom teacher. Any underclassman which owes for school equipment or fees will not be enrolled in the next semester of school until such requirement is satisfied or arrangements have been made with the administration; students may be placed on the ineligible list throughout the school year for fees owed. Any senior student who has not completed this requirement will have his/her diploma withheld until such requirement has been satisfied.

STUDENT FEES AND FINES

In most classes the school will provide the required materials for the classes. In some elective classes where individual students undertake special projects, the student will be required to provide the materials. Charges may be imposed upon students for loss, damage, or destruction of equipment, materials, textbooks, and for vandalism to the school facility. Grades and credits can be withheld until payment of such has been made or payment arrangement is made with the administration.

STUDENT DIRECTORY INFORMATION

Gore Public Schools will maintain and release "directory information" without the parent's prior written consent, unless the parent or student if over 18 informs the district that any or all of the following information should not be released without prior consent. The following information is designated as "directory information".

Each year Gore Schools will give public notice of the categories of information that it considers directory information regarding students in the district (School pictures, Jostens for Seniors, etc.). The school will allow ten days from the date of such public notice for parents to inform the superintendent, in writing, of specific directory information pertaining

to such student that should not be released without prior consent of the parent, legal custodian, or the student if over the age of eighteen. If no objection is received within the ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

STUDENT PERMANENT RECORDS

The school keeps a cumulative record of your progress in school. This includes your grades, your scores on achievement tests, aptitude test, intelligence tests, etc. It also includes the record you establish in citizenship, attendance, and certain personality traits. Parents may request a student's high school record before it is sent to a requesting party. If there are any questions, a hearing may be scheduled with the building principal or his/her designee. The school counselor will assist in interpreting the material on file. Student records will not be made available to out-of-school authorities without the permission of the student and/or his or her parent.

Gore Schools hereby notifies each student and their parents of the right to inspect and review the student education records under the Federal Family Education Rights to Privacy Act. Parents have a right to:

- B. The right of a student's parents and eligible student to inspect and review the student's education records.
- C. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information (see Student Directory Information), or (3) under certain limited circumstances, as permitted by the FERPA
- D. The right of a student's parent or an eligible student to seek to correct parts of the student's educational record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
- E. The right of any person to file a complaint with the Department of Health, Education, and Welfare if the Gore School District violates the FERPA.

Parents and eligible students should come to the Principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located at the Principal's office and in the Superintendent's office. The district will arrange to provide translations of this notice to non-English speaking parents.

WITHDRAWAL FROM SCHOOL

If withdrawal from school is planned, a student should notify the principal and counselor's office of his/her intention and receive a withdrawal form; he should return it to the principal's office for final clearance. Students withdrawing from school should return any school or district owned books, equipment, supplies, or library books to the teachers who distributed them.

Home School Form Parents may fill out a homeschool form to satisfy district requirements of attendance.

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.

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

(See school board policy DHAB and DHAB-E for more information.)

DISCIPLINE POLICY

The Gore Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. **The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function.** However, to avoid any appearance of impropriety, no teacher or administrator will be involved in the discipline of that teacher or administrator's child except in cases of classroom supervision. The superintendent or the superintendent's designee will handle disciplinary matters concerning children of school employees. A superintendent's child will be disciplined by someone other than the superintendent.

House Bill 1765, effective June 4, 2001 states, "FELONY CHARGES MAY BE FILED AGAINST ANY PERSON (S) COMMITTING AND AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE."

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not an endorsement or acceptance of such behavior. When, in the judgement of a teacher or administrator, a student is involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. lateness to school or class
2. Cutting class or Leaving school without permission; Truancy
3. Refusing detention/late room
4. Violation of dress code
5. Smoking or possession of tobacco
6. Possessing or using alcoholic beverages or other mood-altering chemicals
7. Stealing, Fighting, Bullying
8. Theft, forgery, fraud, embezzlement, or extortion
9. Threat/assault, physical and or verbal
10. Possession of weapons
11. Distributing obscene literature
12. Destroying/defacing school/individual property
13. Disruptive behavior
14. Sexual harassment
15. Inappropriate use of vehicle
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, employee, or a visitor
17. Gang related activity or action
18. Unsafe Activity

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that **students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property including vehicles may be searched with reasonable suspicion.**

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules and regulations by suggesting to administrators' appropriate means of discipline for specific infractions.

A student who has been suspended for a violent offense directed towards a teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Oklahoma Law, Title 70, Section 6-114, provides teachers with the same rights as parents to control and discipline school children in accordance with local school policies. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of students. The schedule is not intended to include all possible

infractions. Therefore, behavior that is not included in the following schedule may warrant appropriate disciplinary measures. Students participating in/attending school functions will also be held accountable through category 1, 2 and 3 guidelines.

Infractions

Offenses Category 1

Because of the broad range of minor violations, Category 1 offenses are numerous and not specifically identified in this publishing. Category 1 offenses are considered to be violations of school/classroom rules and regulations. Violation of school/classroom rules and regulations will not be tolerated

Students assigned morning 7:00 am detention which are enrolled in Vo-Tech must inform the principal *before* date of detention and make arrangements for PM detention

1 st Offense	Principal or teacher to determine the course of action
2 nd Offense	Principal or teacher to determine the course of action which may be grounds for suspension - 3 days suspension, etc.

Minor Offenses Repeated Violations Category 1

Habitual or repeated violations (3 or more) of school rules and regulations will not be tolerated
Possible actions:

- Long term suspension
- Expulsion recommendation
- ISS (In School Suspension)

AFFECTION

Public displays of affection on school grounds involving personal contact such as kissing, hugging, embracing, etc., among students will not be permitted. Category 1 Offense.

HALLWAYS

Students are not to be in hallways during class period without hall pass. Category 1 Offense
Upper Elementary students are not to be in the High School hall during lunch and High School students are not to be in the Upper Elementary hall during lunch.

CANDY AND SOFT DRINKS

All snacks sold throughout the day will comply with Oklahoma child nutrition laws.
The soft drink machine in the hall is not to be used during class time. Soft drinks (bought at school) are not to be taken into the classroom or library without authorization from the principal. **Outside drinks must be unopened when entering the building and a staff member needs to sign the container before opening.** Refillable water bottles with ice are allowed.

Loitering in the Restrooms

Students are not to be congregating or loitering in the restrooms at any time.

- 1st Offense- One day of lunch detention
- 2nd Offense- Three days of lunch detention
- 3rd Offense- One day of ISS

Offenses Category 2

Generally, disciplinary actions for violation of a Category 2 offense will move progressively through a defined schedule at each rule violation. Violations of Category 2 rules that are felony offenses or serious violent misdemeanors will be reported to the Gore Police Department. After the actions have been taken for the final offense identified below, the student may need approval from the superintendent or the School Board for re-admittance. **Category two offenses begin with a minimum of In/Out of school detention/suspension.**

Tobacco

Possession of tobacco products for people under the age of 21 is illegal. Smoking/Vaping by young people is discouraged by society, as well as by the school. Because of the results of research studies that have been made concerning the effect of tobacco/vaping upon smokers and the consideration of our younger students, Gore School will not permit the possession of and/or smoking/vaping/dipping by students during school hours on school premises. For the sake of overall appearance of our student body and school buildings, the possession of and/or the chewing of tobacco or dipping of snuff will not be permitted on school grounds – tobacco/vaping is not to be visible in vehicles on school property. Also having possession of smoking and/or tobacco/vaping paraphernalia will not be permitted on school grounds. The Gore Police Department may be contacted to write a citation. This is a Category 2 Offense. Gore Upper Elementary and High School will use the ABLE Commission dealing with tobacco/vaping, once the form is sent in the issue will be a law enforcement matter, school discipline will still be applied.

- 1st Offense 3 day suspension
- 2nd Offense 5 day suspension and a citation issued by the ABLE Commission
- 3rd Offense 10 day suspension and citation written by the ABLE Commission

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.

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 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 on a 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.

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 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.

1. 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.

1. 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 (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.

D. 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.

E. 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.

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

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.

Bullying which takes place outside of the school is a private issue and should be dealt with through the Gore Police Department.

See Gore School Board Policies FNCD and FNCD-P for more information.

Sexual Harassment: Touching someone in ways that are not okay with her/him, making fun of someone's private body parts, passing a note that says sexual things about someone's body, continuing to tell dirty jokes around someone after she/he has asked the person to stop, making slurs about someone's sexual orientation, pressuring someone for sexual touches.

Theft/Theft by Receiving

The act of burglary and/or larceny will not be tolerated. To steal school property or property belonging to another person or to knowingly receive stolen property is prohibited. **Items stolen valued in excess of \$500 will require police notification.** Student and parent/guardian will be responsible for making full restitution for any property stolen and for all damages to property caused by the student's actions.

Items stolen under \$500

- 1st Offense Suspension 5-10 days
- 2nd Offense Long-term suspension recommendation. Restitution or compensation is required.

Items stolen over \$500 **Police notification is mandatory**

- 1st Offense Long term suspension recommendation. Restitution or compensation is required.
- 2nd Offense Expulsion recommendation.

Gambling:

Playing a game of chance for something of value will not be tolerated. All funds will be confiscated, not returned, and deposited in the school's activity fund.

- 1st Offense Suspension: 3 days ISS
- 2nd Offense Suspension 3 days out of school
- 3rd Offense Long term suspension recommendation

Fighting:

Mutual combat in which participants intentionally inflict bodily injury to another person is prohibited. All participants in a fight, whether physical or verbal, will be disciplined according to the degree of involvement of the participants. The student who first made deliberate physical contact may receive a more severe punishment. Conflict resolution is mandatory (documentation required). **Police may be notified.**

- 1st Offense Suspension or ISS (3-5 days)
- 2nd Offense Suspension 3-10 days out of school
- 3rd Offense Long Term suspension recommendation.

Sexual Misconduct:

Neither the act of deliberately showing private body parts/organs in a public place be tolerated nor will simulating sexual acts be tolerated. The student is required to participate in counseling sessions with a school counselor or administrator or approved outside program at the cost of the parent.

- 1st Offense Suspension 3-5 days suspension
- 2nd Offense Suspension 3-10 days out of school
- 3rd Offense Long term recommendation.

To engage in or attempt to engage in a sexual act with another person or to touch in a sexually offensive manner on district property or at a school related activity is prohibited.

- 1st Offense Long term suspension recommendation and required counseling (documentation required).
- 2nd Offense Expulsion recommendation

The use of profanity directed to or about any person on the school grounds or at a school sponsored activity or event in a non-threatening manner

The use of profanity or slander directed to person in a non-threatening manner will not be tolerated.

- 1st Offense 3 days ISS
- 2nd Offense 3 days of home base
- 3rd Offense 5 days of home base

Profanity in general, not directed at an individual.

- 1st Offense 1 day ISS
- 2nd Offense 3 days ISS
- 3rd Offense 3 days home base

False Alarm

The act of pulling or attempting to pull or calling in an alarm of a fire, bomb threat or other emergency without a lawful purpose is prohibited. The act of communication a false alarm to or about a school, a school bus, at a school sponsored or related activity or any public facility is a felony. **Fire Marshall and/or Police notification is required.**

- 1st Offense Long-Term suspension recommendation
- 2nd Offense Expulsion recommendation

Loitering

Lingering on the grounds of a school or within 100 feet of the school without good cause and permission of the school administrator is prohibited. No suspended and/or expelled student is allowed on district property for any purpose while serving a suspension/expulsion without permission of the administrator.

Students from another school campus or non-students are not allowed on school property during school hours without permission from the school administrator, GPS students are not to be in the presence of these students are face the following discipline.

- 1st Offense Suspension 3-5 days suspension
- 2nd Offense Suspension 3-10 days out of school
- 3rd Offense Long term suspension recommendation.

Breaking and Entering/Vandalism

The act of breaking into property belonging to another person or belonging to the school district is prohibited. The act of intentionally destroying property, cutting, defacing or otherwise damaging property belonging to another person, including class assignments or property belonging to the district is prohibited. Also, the act of physically damaging, modifying, or abusing computer hardware, software or computer files or accessing or hacking into the computer files of others is prohibited. The parent/guardian will be responsible for all damages to property caused by his/her child. The administrator may reduce disciplinary sanctions according to the value of the property.

- 1st Offense Suspension 5 days out of school
- 2nd Offense Long term suspension recommendation

Breaking and entering/vandalism in excess of \$500

Police notification is required.

- 1st Offense Long term suspension recommendation
- 2nd Offense Expulsion recommendation

Vandalism to computer hardware/software

The act of distributing a virus or seriously tampering with computers that results in the loss of school records and/or programs or disrupts the normal learning/classroom environment is prohibited. **Violators will be prosecuted.**

1st Offense Long term suspension recommendation
2nd Offense Expulsion recommendation

Forgery or Falsification of Information

The act of falsifying teacher/administrator signatures or information on official school records, hall passes, documents, and any items requiring staff signatures will not be tolerated nor being untruthful about a staff member giving authority to do something.

This also includes students returning papers to school with forged signatures.

1st Offense Suspension 5 days
2nd Offense Suspension 5-10 days
3rd Offense Long Term suspension recommendation

Cell Phones

Gore HS/UE would like to encourage the use of cell phones, mobile devices, or telecommunication devices for access to school announcements, school alerts, and classroom resources. However, all cell phones and/or telecommunication devices must remain silent and out of sight except during approved usage times. Approved usage times include: before and after school in the building, during the students assigned lunch period, during passing period in the hallway (this does not include the hallway at any other time besides passing period), or in class approved by the teacher for a specific lesson only. Cell phones which are seen or heard during unapproved times will be confiscated and the appropriate discipline will be administered. The principal reserves the right to revoke the use of cell phones during lunch at any time. Student electronic devices brought to school will not be the responsibility of the district. Students bring devices at their own risk. Parents may need to contact the police department about stolen devices. All cell phones confiscated will be turned in to the principal's office. The cellphone will be powered off by the student. A log of phones confiscated will be kept. The log will include the students name, time, date, and a sign out signature for whoever picks the phone up. (student or parent depending on the offense)

No unauthorized video or audio of others may be taken. Any electronic communication while under GPS jurisdiction is subject to GPS disciplinary policies. Students found in possession of video/pictures of staff or students will face disciplinary measures.

Students found to be using any wireless telecommunication devices for any illegal purpose, violation of privacy, or to in any send or receive personal messages, data, or information that would contribute to or constitute cheating on tests, exams, or recording others without consent of the school and the subjects shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any wireless telecommunication device following the incident, unless bona fide health emergency exists. No use of electronic communications devices is permitted during instructional time without teacher/administration approval.

(More information pertaining to wireless telecommunication devices can be found on the school website under school board policies pdf-FNG)

Confiscated phones:

1st Offense- The cell phone will be turned into the principal's office. The cell phone will be returned at the end of the school day to the student. One lunch detention will be assigned.
2nd Offense- The cell phone will be turned into the principal's office. The cell phone will be returned at the end of the school day to the student. Three lunch detentions will be assigned.
3rd Offense- The cell phone will be turned into the principal's office. The cell phone will be returned at the end of the school day to the parent. Three days of ISS will be assigned. The student will lose phone privileges at school.

Any violation after loss of privileges (3rd offense) will be considered defiance and will result in disciplinary action which may include long term ISS or out of school home base.

Use of Fireworks

The use of fireworks (including stink bombs) on a school campus or at a school-related activity is prohibited.

- 1st Offense Out of school suspension 5-10 days
- 2nd Offense Long term suspension recommendation

Possession of Propane Lighters/Matches

The possession of any device capable of igniting a fire on a school campus or at a school-related activity is prohibited.

- 1st Offense 3-5 day home base
- 2nd Offense Long Term Suspension Recommendation

Use and/or Possession – Drug Paraphernalia, Alcohol, Controlled Substance or Unauthorized Drugs/Substances

The use and/or possession of drug paraphernalia, non-prescribed narcotic drugs, hallucinogens, marijuana, alcohol or any unauthorized drug or substance is a violation. In addition to suspension students must show proof of having enrolled in an approved drug/alcohol counseling program prior to reinstatement. Failure to complete the prescribed program (on time) will result in an expulsion recommendation.

- 1st Offense Out of school suspension one semester equivalent (18 weeks)
- 2nd Offense Expulsion recommendation

Prescription Drugs

Students are never to have drugs on their person even if they are prescribed for them. All drugs will be dispensed through the office. Drugs could easily come into contact with others.

- 1st Offense 5-10 day suspension
- 2nd Offense suspension one semester (18 weeks)
- 3rd Offense expulsion

Drinks

No drinks may be brought into the building unless approved by administration. Outside drinks will be signed by the appropriate staff.

Inappropriate use of Technology/Computers

The use of the computer to access, store, or distribute obscene, pornographic or inappropriately suggestive material is prohibited. Any user who violates this policy and accompanying regulations is subject to loss of network privilege. Any student who finds inappropriate material on a computer or internet site is to immediately inform the teacher. Students face loss of internet privilege.

- 1st Offense 3 days suspension
- 2nd Offense Suspension out of school 3-7 days
- 3rd Long term suspension recommendation

Leaving School Grounds Without properly Checking Out

Students must be properly checked out through the office before leaving campus.

Students driving and having an improperly checked out student with them is held accountable for the passenger and faces the same discipline, students lack of knowledge of improper check out is no excuse.

- 1st Offense 3-5 day suspension and possible loss of driving privilege up to ten days
- 2nd Offense 5-10 day suspension and loss of driving privilege up to nine weeks
- 3rd Offense Long term suspension and loss of driving privilege for the year (could be carried over to new school year)

Security Violation

Students are not open any security door without permission from a teacher/administrator.

Category 3 Offenses

Students found guilty of Category 3 Offenses will receive an expulsion recommendation. **The Gore Police Department will be immediately notified**, and violators will be prosecuted to the fullest extent of the law. **A calendar year expulsion is required for firearm and weapons violations.**

Safety Issues on School Transportation:

An act which causes a safety issue concerning school transportation; Students disciplined for this infraction may also face not being allowed on school trips even if students is able to provide personal transportation.

Assault:

An act initiated by one or more persons that purposely or recklessly creates apprehension of imminent physical injury to another person such as a threatening or menacing gesture is prohibited. **Conflict resolution is mandatory (documentation is required). Police notification is mandatory.**

Battery:

The act of purposely and/or recklessly causing physical injury to another person by beating or striking either directly or with an object is prohibited. **Conflict resolution is mandatory (documentation required). Police notification is mandatory.**

Use of Multi-fingered rings, chemical agents

The use of pepper spray, mace or similar agents or multi-fingered rings on school district property or at a school district activity is prohibited.

Arson

The willful and deliberate burning of, or attempting to burn, school property is prohibited.

Drug/alcohol Sale or Distribution

The sale and/or distribution of alcohol, marijuana, non-prescribed/prescribed drugs, hallucinogens or similar substances are prohibited. Students expelled for this violation will be required to submit proof of the successful completion of drug/alcohol counseling and/or treatment program prior to petitioning the School Board for reinstatement. Fake drugs are included in this policy.

Physical Assault on Staff

The act of striking or attempting to strike a teacher or other school personnel will not be tolerated.

Verbal Abuse on staff

The use of violent, abusive, obscene language or gestures addressed to a teacher or staff person in a threatening manner will not be tolerated.

Terroristic Threatening

The act of threatening to cause death or serious physical injury to another person or substantial damage to school property for the purpose of terrorizing another person will not be tolerated. The act of causing fear, suggesting the safety of students/staff could be in danger could be considered terroristic in nature.

Possession of Firearm

The act of possessing a firearm, whether loaded or unloaded, on school district property or at a school related event without written permission from school authority is prohibited. **Expulsion for a full calendar year is required.**

A firearm is defined as:

- Any device designed, made, or adapted to expel a projectile (including Bows): or
- Any device readily convertible to use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable: or
- Components that can readily be assembled into such a device.

Other weapons – Gore Police department may be contacted

The possession of a knife (blades over 2” are considered a weapon), box cutter, dirk, brass knuckle, martial arts implement, razor, ice pick, BB gun, pellet gun, pump gun, stun gun, blackjack, unauthorized tools, sword, spear, spear

in a cane, billie club, sap, facsimile weapon or any other instrument that is specifically designed, made or adapted, or is capable of inflicting physical injury to another person, is prohibited at school or at any school related activity.

Possession or Use of Explosives

The possession, use or threat to use any explosives or other such devices capable of inflicting bodily harm is prohibited. **Expulsion for a full calendar year is required.**

Extortion/Robbery

Obtaining or attempting to obtain money or property from an individual by force or threat of force is prohibited.

Unlawful assembly

Two or more students assembling with the intent to commit an unlawful act will not be tolerated.

Inciting to Riot

An act or conduct that results in a riot or that urges others to commit acts of forces and/or violence or similar disturbance at school or at school related activities is prohibited.

Felony Violations

The act of committing a felony not already referenced on a school campus, a school bus or bus stop or at a school sponsored or related activity will not be tolerated.

NOTE:

Students are accountable for their behavior throughout the school year. Any infraction of the rules on the last day of school will be reviewed for disciplinary action at the opening of the following school term. Senior students are at risk of having their diploma withheld or additional service mandated along with being denied the opportunity to walk and participate at the graduation ceremony.

A student in possession of any type of “fake” or “simulate” drug could be suspended from school or placed in In-School suspension.

Amended at the November 2022 School Board Meeting

CLOSED CAMPUS

It is the policy of the Gore Board of Education that the schools will have a closed campus. Students will remain on campus from the time they arrive in the morning until the completion of the school day.

When a student arrives at school in the morning (whether walking, riding a bus, or driving a vehicle), the school day starts for that student. Each student should plan to arrive at school before the first bell, allowing time to get books, organize for the morning and be ready to meet the first class.

Upon arrival on campus, the student is to go to an approved area to wait for the first bell. Sitting in a vehicle is not permitted.

Students who have arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office. For special occasions at school, students will not be allowed to leave campus to dress or undress unless extenuating circumstances exist.

Before permission can be granted for a student to leave:

1. The principal's office must have received a note or telephone call from the student's parent/guardian stating the reason why the student needs to leave school (a note must be brought in soon enough to be verified).
2. The principal or office personnel must talk personally with the parent/guardian.
3. The principal or office personnel will then issue a slip which verifies the student's right to leave campus.
4. Students must be checked out before lunch to be allowed to leave without a parent and this will allow the student to return to school for the remainder of the day. **The student must produce a note from the**

office of their appointment for the checkout to be acceptable or the student faces not being allowed to return for the day.

5. The student must then sign the sign-out sheet (and must sign back in if returning before school is out). Students must provide a Doctors' note for the absence to be acceptable.

Before permission can be granted for a student to leave the campus during the lunch period:

1. The student's parent/guardian must sign the student out from the principal's secretary's office in person before the student will be allowed to leave.
2. Only the **parent/guardian** may pick up the student. (If a custodial parent does not wish the child to be released to a non-custodial parent, appropriate written instruction should be filed with the school. A parent who is awarded legal custody of a child by court action shall file with the school a copy of the court decree awarding such custody.)
3. The student must be **picked up and returned** at the front sidewalk only. Students are not allowed to drive their vehicles during lunch.
4. The student must sign back in upon returning to campus.
5. Students are not permitted to drive from campus at noon if planning to return for afternoon classes. **Students leaving campus at noon in their vehicle will not be permitted to return to school**, they will be considered checked out for the day. Parents must transport the child during the lunch period if the student is to return for the day. Students producing a Doctor's note may check in through the office for the remaining school day. Any student who fails to abide by these policies will be considered **truant** and will be subject to discipline Category 2 Offense and loss of parking privileges.

DETENTION HALL

Morning detention (if available) will begin at 7:00 a.m. and last until 8:00 a.m. Students assigned will be expected to be on time with paper, pencils, books, and other necessary materials. Lunch detentions may be used for minor infractions; students will eat lunch in detention and spend the full lunch period in detention.

A student will be assigned a maximum of three (3) before or after school detentions. In the event that before and or after school detention proves to be ineffective for correcting a student's behavior, he/she will be assigned to in-school or out of school suspension or at the discretion of the principal and after a conference with parents, an alternative type of discipline could be assigned.

SUSPENSION OF STUDENTS

Drury's School Law Guide states: "The enjoyment of the right of attending public schools is conditioned on compliance by pupils within the reasonable rules, regulations, and requirement of school authorities, each of which may be punished by suspension or expulsion". When a student has committed a serious infraction of a school policy, suspension from school for a period of 1 to 10 days is in the best interest of the student and the school.

In compliance with the law, students will be given notice of intention to suspend and will be granted an informal hearing. When suspended, the student will be advised of their right to appeal the decision and their right to be represented. In all cases of suspension, the administrative staff will require a parent conference before returning the student to class.

Under normal circumstances students suspended will be assigned in-school suspension (if provided). In some cases, when it is in the best interest of the student and/or the school, suspension will be to the home with the responsibility being assumed by the parent.

A student may be suspended from school by the principal or superintendent for action detrimental to the normal operation of the school.

Students who have been suspended or placed in alternative education for disciplinary reasons are not to be present at any school-sponsored activities. The superintendent or principal of the secondary or elementary school will have the authority to order any person out of the school building and off school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school

classes. Students serving a suspension or home based will not be counted absent but it will affect their percentage present (this will affect semester exams for HS Students). **Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than five hundred dollars (\$500) or by imprisonment in the county jail for not more than ninety (90) days, or both such fine and imprisonment (Sec. 402, School Laws of Oklahoma).**

Suspension Appeals Committee

a suspension appeals committee is hereby established which would consist of three to five administrators or teachers or combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during appeal of that particular case.

Appellate Procedures

1. Any student has been suspended for **ten (10) days or less**, the student or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
 - A. The student, or the student(s) parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise suspension appeals committee. The suspension appeals committee shall hear the appeal with ten (10) days from the date the notice of intent is filed with the Superintendent. The Superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is appropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
 - D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of suspension. The suspension appeals committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
 - E. (Option 1) Decisions of the suspension appeals committee will be final on suspensions of less than ten (10) days.
(Option 2) For appeals of ten (10) days or more, decisions of the suspension appeals committee may be appealed to the Board of Education, the BOE decision will be final.
2. Any student who has been suspended for **greater than ten (10) days**, the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
 - A. The student or student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The Superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcomes of the appeal.
 - C. During the hearing of the appeal before the board of education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
 - D. The board of education shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board shall be final.

Note: O.S. 70-24-101.3

E. States that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

ALTERNATIVE EDUCATION PLACEMENT

- A. Alternative education placement is for students who have been determined to be at-risk for high school completion. Alternative education is considered to be part of Gore Public Schools and students will be expected to follow the same rules and regulations as traditional school students. Alternative School placement will also be in accordance with any coop agreement with other sponsoring organizations. The Coop agreement will be the final determining factor for placement and students will be required to meet all Coop requirements including providing their own transportation to a coop site.
- B. Although students or parents may request placement in alternative school, a committee of teachers, counselors and administration will determine the students who are placed in alternative education. Students may be placed on a waiting list if classes are full. **Seniors are given first priority** with juniors receiving next consideration.
- B. The following guidelines will determine student placement in alternative education:
 - 1. Low socio-economic status.
 - 2. Over age for grade placement.
 - 3. Grade point average below 2.0
 - 4. Credit deficiencies for graduation with entering class.
 - 5. Low test scores
 - 6. Behavioral interventions
 - 7. Excessive absences the previous semester.
 - 8. Personal crisis or trauma
 - 9. Teacher or counselor referral
 - 10. Transiency (past three years)
 - 11. Pregnant/parenting teen
- D. Placement review for students in alternative education for an undetermined length of time will occur every nine (9) weeks. Students will return to Gore Public Schools upon recommendation of the alternative education staff and committee concurrence.
- E. Non-compliance with the principal/committee /coop recommendation will result in the student being truant.
- F. Placement for non-disciplinary reasons will be based on teacher/principal recommendation with committee concurrence. Program level and length of attendance will be determined by alternative staff, with reviews of academic and behavioral progress by the counselor, teacher, and/or committee every nine (9) weeks. Students in a coop Alt. School placement will be required to follow all coop site student policies. Any violation of either hosting site or GPS will be grounds for removal from the Alt. School placement and/or suspension.
- G. Students enrolling in alternative education, e20 20 or concurrent will be required to complete a semester before being allowed to make a schedule change back to the district building. Students in e20 20 may drop a class before completion and a grade of F will be recorded.
- H. Students enrolled in alternative education will be responsible for their transportation.

Suspension Due Process

No school board member, administrator or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy. The Superintendent is directed to establish regulations, subject to

board approval, which support this policy. The Superintendent may delegate authority for suspensions of students to building principals.

Note: O.S. 70-24-104.1 and FERPA provides that a school district in which a student seeks to enroll may request student discipline records and a school district must provide student discipline records upon request of another school district.

Any student who has been suspended may appeal the suspension to the appeals committee.

- A. The student, or the student's parent(s), shall notify the superintendent as soon as possible following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
- B. Upon receiving notice a student's or parent(s)' intent to appeal, the superintendent shall advise the suspension committee (short term) or the president of the school board of education (long term). The appeal shall be heard within ten days from the date of notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- C. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his/her behalf; cross examine opposing witnesses, and offer other evidence in the student's behalf including his/her own testimony.
- D. The suspension committee (short term) or the board of education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five school days of a decision.
- E. *Decisions of the suspension committee may be appealed to the Board of Education.*
- F. Out of school suspension - Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting. The Principal will send school policy outlining the appeals process to the family.

Appeal for reinstatement:

Students, who have been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, in his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the board of education. The board shall take whatever action it deems appropriate.

A suspension appeals committee is hereby established which will consist of administrators or teachers or a combination of administrators and teachers. The members of the committee will be appointed by the superintendent and may include the superintendent.

Time of Suspension:

1. All suspensions shall take place immediately upon the suspension order unless the principal or superintendent of schools shall delay the suspension pending the appeal process.
2. It shall be the general policy of Gore Public Schools to stay the imposition of the suspension until the appropriate appeal process is complete; (however, if the presence of the student, his/her classmates, employees of the school system, or the property of the school system, the suspension shall become effective immediately). The principal of the student shall make this decision involved.

Search of Students

The Gore Board of Education believes that all students should be free from unreasonable searches and seizures by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy. Any search of a student will be done within a designated, private area such as an administrative office and only by

same sex personnel with a witness present. All searches will be conducted according to state law and limited to outer clothing and container/bags. At no time will an employee place hands on a student or ask that a student remove any layer of clothing covering undergarments that would expose torso skin. Police may be called if a student refuses a search. Any personal property brought onto school premises or school transportation is subject to this policy.

(More information is available on the school website under school board policies pdf FNF and FNF-R)

DRESS CODE

The District's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

Students' dress and grooming should be clean, neat and in good, modest taste at all times. Students inappropriately dressed will be called to the office and the student will be required to change clothes before returning to class. Students will not be allowed to wear anything that the administration considers to be lewd and/or vulgar in nature. Students are expected to wear the usual school clothes. **The following is specifically prohibited:**

1. No tank tops allowed except in the gym or athletics.
2. No cut out sleeves or huge holes in shirts, even if an under garment is worn beneath. The arm opening must be a natural arm cut, no larger opening.
3. Shirts or blouses that do not overlap their skirts or trousers. Shirts should cover the chest. No mesh or see through shirts or tops are allowed.
4. Writing or pictures on shirts or patches that suggest obscenity or vulgarity.
5. Indoor wearing of hats, caps, hoods or sunglasses. Neither boys nor girls will be allowed to wear hats in the building during school time. Any hats worn in the building will be confiscated
6. Clothing and accessories (temporary tattoos, jewelry, etc.) with insignias, symbols, or words referring to alcoholic beverages, tobacco, or other drugs, or with pictures or gang affiliation will not be worn.
7. Spandex or other type of form fitting clothing that is too revealing is not allowed. Leggings (tight fitting pants with no pockets) must be covered by a top not shorter than fingertip length at the shortest spot on the top.
8. No shorts/pants with writing across the rear is allowed. Shorts must be fingertip length at the shorts shortest spot
9. Bandannas, regardless of color or design, will not be worn displayed in any manner.
10. Chains (including wallet chains) are not permitted.
11. Sagging pants are not to be worn. Pants should be the appropriate size for the student. Sagging is a safety hazard and also showing one's undergarments is inappropriate. Pants must be worn in an appropriate manner.
12. Any clothing that is gang affiliated or altered to show gang affiliation will not be allowed.
13. Shorts/dresses and holes in pants must not be shorter than fingertip length.
14. **Students in athletics** are not to be in the school between the hours of 8:00 – 3:15 with inappropriate dress.
15. No Halloween type masks. No excessive face painting (we must know who the student is). Medical type masks are allowed during the Covid-19 outbreak.

THE PRINCIPAL HAS THE RIGHT TO MAKE THE FINAL DECISION

ELIGIBILITY

Any student enrolled at Gore High School, grades 6-12, who wants to participate in any activity sponsored by the school, must be receiving a D or better in every class in which he/she is enrolled. This policy refers to all contests, conventions, class activities, field trips, parties, dances, stock shows, athletic events, music events, cheerleading and pep club activities, etc. with the exception of graduation activities. Students will also be placed on the ineligible list if they owe for lost/damaged school items.

Procedure: **Eligibility runs from Sunday to Sunday.**

- A. The determination as to whether a student is passing or failing shall be based upon all graded material turned in by 8:15 a.m. of the last teaching day before eligibility is ran. At this time each teacher will turn in a weekly list of all failing students.
- B. Students will be given one week to get their name off of the failing list. If any student's name appears on the failing list two (2) consecutive weeks, in any subject or combination there for, he or she will be declared ineligible. (Students whose names on the list in any subject must be passing all subjects the following week to remain eligible.)
- C. The Building Principal or Counselor will compile a master list of all ineligible students.
- D. Once a student is declared ineligible he or she must remain out of all activities for a minimum of one week, Monday through Sunday. Spring break will not be exempt from this policy.
- E. Reinstatement of eligibility will occur when the student's name no longer appears on the weekly master list of ineligible students.
- F. A student's ineligibility in any subject shall not adversely affect his/her grade in another subject.
- G. If an ineligible student misses any class time for travel time to, participation in, or observance of a school sponsored activity, that student will be considered in violation of the Gore School Eligibility Policy.
- H. Knowing violation of the school eligibility policy will carry a penalty of three (3) day's suspension.
- I. If a failing student feels that his name should be removed from the failing list, he may appeal to the principal. Removal of the student's name from the failing list will be done only, if after a thorough investigation by the principal, if a mistake was made.
- J. Students not eligible will NOT be released from an academic class for travel.
- K. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18 week (semester) grading period they attend.

EMERGENCY MEDICAL TREATMENT

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up to date: having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the principal's secretary to update any information.

The District is not responsible for medical costs associated with a student's injury.

ENTERING AND LEAVING SCHOOL BUILDING & GROUNDS – CLOSED CAMPUS

School security doors are opened at 7:45, students arriving before will need to wait in the entrance lobby area. Students are NEVER to open security doors without administration approval. Students must leave the school at 3:30 p.m. unless otherwise permitted by a teacher or principal to remain longer. Doors to the school will be locked at 4:00 p.m. Students left unattended are not the responsibility of the school.

All students leaving the school ground MUST sign out in the office. No pupil shall leave school except by permission of the principal. In case of sickness, students must contact the principal's office. Parents will be contacted. Students violating the above policy will be subject to the discipline policy (category 3). **SEE TRUANCY**

EQUAL EDUCATION OPPORTUNITIES

Gore Public Schools believes that the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, or religion, national origin, handicap, pregnancy, parenthood, marriage, or for any other reason not related to individual capability.

The right of a student to participate in extra-curricular activities shall be dependent only upon the maintenance of minimum academic standards established by the board and his individual ability in the extra-curricular activity. It is a privilege. The Oklahoma Secondary Schools Activity Association (OSSAA) governs many of the activities, and is a

statewide association of participating districts. State law, as well as OASSA rules, govern eligibility for participation in many of these activities:

A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All OSSAA activities and other activities approved by the Board are subject to these restrictions. A student who misses class because of participation in a non-approved activity will receive an unexcused absence.

FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

Four times a year, students, teachers, and other District employees will participate in drill of emergency procedures. When the alarm is sounded, students should follow the direction of the teachers or others in charge quickly, quietly, and in an orderly manner. During the first week of the school term, instructions shall be given for fire drills and one drill shall be held. Alternate exit routes shall be provided for each room for fire drills; thus in case of emergency should one exit become blocked the alternate exit may be used. All other drill will be unannounced. Fire Drills are electronic/Tornado drills will be bell. Intruder drills will be ran as lockdowns

LIBRARY POLICY

Your library is organized and maintained to provide you with a larger collection of books, magazines, newspapers, pamphlets, and reference books that will be helpful in the preparation of the classroom assignments. It will furnish you with recreational material for your leisure moments and will give you a quiet place where you can go to study or read.

The library will be open every school day from 8:15 a.m. to 3:15 p.m. The librarian will be glad to assist you in finding books and other materials you need for your class work and leisure reading.

In order to have a good library; we must have your cooperation in the use and care of library materials. Because many students use the library at the same time, a few rules and regulations are necessary for all of us to observe.

- A. You will maintain a reasonable silence, keep the room neat and clean, replace materials properly, and return book promptly.
- B. Do not take books from the library until properly checked out by the librarian in charge.
- C. Regular books may be checked for two weeks and may be rechecked for one week. In order to recheck a book, it is necessary to bring the book to the checkout desk for the librarian to stamp.
- D. When returning a book, drop it in the book drop; do not return it to the shelves.
- E. Usage or overdue fees of ten cents per school day will be charged on all overdue books. Absence does not excuse a student from payment of overdue charges are paid.
- F. A list of students who have overdue books will be posted daily by the library. Please pay overdue charges promptly. Grade cards may be held until all overdue charges are paid.
- G. Books lost, torn, or damaged will cost the careless user the price of replacement or repair.
- H. Magazines are not to be taken from the library without special permission from the librarian. Please return all magazines to the magazine rack before you leave the library.

LOCKERS

Students in grades 6-12 will be issued lockers the first day of school. Lockers should always be kept closed when unattended. It is unwise to leave valuables or money in locker. Any locker trouble should be reported to the principal. Nothing should be placed above the lockers at any time. Articles placed above lockers will be removed immediately, students will be responsible for loss of such articles. Students will be required to remove any adhesive placed in

lockers. Any lock on the locker must be a school lock. Locks may be rented for \$5 from the principal. No additions or modifications to the latch or the locking device shall be made. No liquids that do not have a no leak container shall be kept inside lockers, such as disposable cups. Students have no expectations of privacy concerning lockers, desks, or other school property. All student lockers, desks, and other school property are subject to periodic inspection. All lockers should be cleaned out weekly. Under no circumstances should a student tamper with another student's locker. Students should refrain from banging locker doors shut or kicking them shut. Students are not permitted to change locker partners unless special permission is given by the principal.

Students will be given an acknowledgement concerning use of student locker form to sign, date, and turn back in.

(More information concerning locker usage can be found on the school website under school board policies pdf-FNFA, FNFA-R, and FNFA-E

PEP ASSEMBLIES

Pep assemblies will be held at various times during the school year. All students and teachers will be expected to attend the pep assemblies. Students not attending the pep assembly will be placed in a holding area with a supervising teacher. Teachers will attend the pep rally with their classes to help provide supervision.

PHYSICAL EXAMINATIONS

All students who participate in athletics must have an annual physical examination on file at the school; as well as signed drug policy consent. See Athletic Director.

PRIVACY RIGHTS

Students shall not have any reasonable expectation of privacy towards school administrators or teacher in the contents of a school locker, desk, or other school property. School personnel shall have access to the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. Drug dogs will be used periodically throughout the year in the school building and parking lots.

School lockers, desks, and other areas of school facilities may be opened (use of drug dogs will also be used) and examined by school officials at any time and no reason shall be necessary for such search.

REPORT CARDS

Report cards are issued following the end of each nine-week period. Report cards of those students in grades 6-12 will be handed out at parent/teacher conferences at the end of the 1st and 3rd nine-week periods. Report cards at the end of each semester will be distributed to the student or parent may pick up a copy at the office. Semester grades will be recorded on the permanent records.

Students may be placed on a "hold" list and not receive their report cards if they have outstanding class dues, organizational dues, library fines, or other criteria deemed reasonable by the administration.

PARENTS MAY TRACK THEIR STUDENT'S PROGRESS ON LINE. ASK the Registrar FOR A LOG IN AND PASSWORD TO ACCESS ONLINE GRADEBOOKS FOR ALL TEACHERS YOUR STUDENT HAS.

SAFETY/ACCIDENT PREVENTION

Student safety on campus or at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety.

Students should:

Avoid conduct that is likely to put the student or other students at risk.

Follow any additional rules for behavior and safety set by the principal, teachers, or bus driver

Remain alert to and promptly report safety hazards, such as intruders on campus.

Know emergency evacuation routes and signals.

Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of the students.

SEXUAL HARASSMENT/ SEXUAL ABUSE

The District encourages parental and students support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal, or designee, or, who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and appropriate category.

The District will notify the parents of all students involved in sexual harassment or sexual abuse by students(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible, but no later than five days after the request. The principal or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within ten days. The student and / or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten days, request a conference with the Superintendent or designee. Prior to or at this conference, the student and /or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature, and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or Superintendent's office.

Confidentiality for the accused and the accuser will be a priority.

SPORTSMANSHIP

Real sportsmanship is demonstrated in the grandstand as well as on the athletic field. Officials rate schools on sportsmanship including players, school authorities, and spectators. Our team will never be any nearer victory because of boos or catcalls. The Pirates will handle the game. They know the rules and play by them. Students must conduct themselves appropriately or face removal of the current contest and possible future events. Students will be held accountable for their actions while at a school event, discipline action through the school may be enforced.

STATISTICAL CHANGE

Students are expected to advise the office of any statistical change i.e. name, class, address, and phone number, locker number, or such information.

STUDENT PUBLICATIONS

All student publications (yearbook, newspaper, etc.) and presentations (assembled material, wills, prophecies, etc.) shall be reviewed by the principal or his designated representative prior to publication or presentation and may be edited as deemed necessary to fall within the boundaries of socially accepted morality.

TEXTBOOKS

District owned textbooks are issued each semester. Students are responsible for returning textbooks in good condition. Damaged or lost books must be replaced before credit will be issued. If a replaced book is found later, the price of replacement will be refunded. Students may be placed on the ineligible list for lost/damaged books until paid for.

Section 19. Notice of Nondiscrimination and Grievance Procedures

NOTICE OF NONDISCRIMINATION

It is the policy of Gore Public Schools not to discriminate on the basis of race, color, religion, gender National origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries related to Gore Public Schools employment practices may be directed to the Gore High School Building Human Resources Director, Superintendents Office, 1200 Northway 10, Gore, Oklahoma 74435-0580; telephone number 918-489-5587. Inquiries related to Gore Public Schools programs may be directed to the Gore High School Building, Superintendent, Superintendents Office, 1200 North Highway 10, Gore, Oklahoma 74435-0580; telephone number 918-489-5587.

Inquiries or concerns regarding civil rights compliance by Gore Public Schools may be directed to the Gore High School Building, Superintendent, Superintendents Office, 1200 North Highway 10, Gore, Oklahoma 74435-0580; telephone 918-489-5587. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone 816-268-0550; FAX: 816-823-521-2172

GRIEVANCE PROCEDURES

October 17, 2007
Gore Public Schools
1200 North Highway 10
Gore, Oklahoma 74435
(918) 489-5587

Gore Public Schools Grievance Procedures:

Gore Public Schools Compliance Officer: District 504 Coordinator
Gore High School
1200 Northway 10
Gore, OK 74435
(918) 489-5587

Level I: Building Administrator (informal and optional – may be bypassed by grievant)

Many problems can be solved by an informal meeting with the parties and the building administrator. An individual with complaint is encouraged to first discuss it with the teacher, counselor or building administrator involved, with the purpose resolving the matter promptly and informally.

Level II: Compliance Officer

If the grievance is not resolved at Level I and the grievant wishes to pursue the grievance, it must be formalized by the filing of a complaint in writing or on a Grievance Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested, with the complainant's signature and date. The written grievance must be filed with the Compliance Officer within fifteen (15) working days of the event or incident giving rise to the grievance, or within fifteen (15) working days of the date the grievant could reasonably have become aware of the event or incident. Extensions of the fifteen (15) working day requirement will be granted if the grievant can establish good cause for the delay and the interest of justice and fairness so require.

The Compliance Officer shall have the authority to investigate all written grievances. The Compliance Officer may request that an independent investigator, who is not an employee of the District, be assigned by the district to conduct the investigation. When possible, the Compliance Officer shall work toward resolution of the grievance. This resolution shall be reduced to writing and signed by all parties. If the parties cannot agree on a resolution to the grievance, the Compliance Officer shall complete the investigation and make a determination regarding the merits of the complaint. The Compliance Officer shall notify the grievant and the Superintendent in writing of his/her determination within fifteen (15) working days after receipt of the written grievance. The fifteen (15) working days may be extended (1) at the request of the grievant, (2) with consent of all parties, or (3) if the Compliance Officer is away on District business, on vacation or is otherwise unavailable during the fifteen (15) working day period due to an emergency or other unforeseen circumstances.

If the Compliance Officer concludes that the allegations contained in the grievance have merit, the Compliance Officer shall make a recommendation to the Superintendent as to the appropriate action to be taken by the District. If the Superintendent agrees with the recommendation of the Compliance Officer, the grievance will be sustained, and the recommended remedial action will be implemented. The Superintendent may sustain the grievance; yet modify the recommended remedial action. The Superintendent shall notify all parties of his/her decision in writing within five (5) working days of his/her receipt of the recommendation from the Compliance Officer. The five (5) working day period maybe extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is away on District business, on vacation or is otherwise unavailable during the five (5) working day period due to an emergency or other unforeseen circumstances.

If the Compliance Officer concludes that the allegations contained in the grievance are without merit, the Compliance Officer shall make a recommendation to the Superintendent that the grievance be denied. If the Superintendent agrees with the recommendation of the Compliance Officer, the grievance will be denied.

The Superintendent shall notify all parties of his/her decision in writing within five (5) working days of his/her receipt of the recommendation from the Coordinator. The five (5) working days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is away or, District business, on vacation or is otherwise unavailable during the five (5) working day period due to an emergency or other unforeseen circumstances.

If the Superintendent disagrees with the recommendation of the Compliance Officer, whether sustaining or denying the grievance, the Superintendent shall state his/her reasons for disagreeing with the recommendation in writing, set out his/her conclusions and the reason therefore, and notify all-parties of the decision in writing within five (5) working days of his/her receipt of the recommendation from the Compliance Officer. The five (5) working days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is away on District business, on vacation or is otherwise unavailable during the five (5) working day period due to an emergency or other unforeseen circumstances.

Level III: Board of Education

Any party aggrieved by the decision of the Superintendent or in disagreement with the proposed remedial action may make a written appeal to the Board of Education. Such written appeal shall be filed in writing with either the Superintendent or the Secretary of the Board. Such written appeal must be filed within ten (10) working days of receipt of the decision of the Superintendent. Extensions of the ten(10) working day requirement will be granted if the grievant can establish good cause for the delay and the interests of justice and fairness so require. Upon receipt of a written appeal, the District shall place the grievance on the agenda of the next meeting of the Board following the fifth day after the appeal is received, or at such Board meeting thereafter as may be agreed upon by the parties.

At the hearing before the Board, the parties shall have the right to be represented by legal counsel, to call and examine witnesses, cross-examine witness called by the opposing party, and to submit evidence into the record.

The Board shall render its decision within thirty (30) calendar days. The Board shall report its decision in writing. All parties shall receive a copy of the decision.

Level IV: Circuit Court

Any party aggrieved by the decision of the Board may appeal the decision to the applicable circuit or federal court.

Other Options

At any time during the grievance process, a grievant may file a complaint with the United States Department of Education Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114 (816) 268-0550. Employee grievant may also file a complaint with the Equal Employment Opportunity Commission, 215 Dean A. McGee Avenue Suite 524, Oklahoma City, Oklahoma 73102 (800) 669-4000.

Any party aggrieved by the decision of the Board may appeal the decision to the applicable circuit or federal court.

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 right 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.
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.
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 procedures 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 of 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

TITLE IX

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.

TRANSPORTATION

Regular education classes scheduled away from main campus will have transport provided; No student shall use vehicles for this purpose without permission of the teacher and/or the principal.

Students returning from ICTC may not leave campus upon your return unless properly checked out.

Students checking out in the morning may not return for the remainder of the day unless a Doctor's note is presented or physically checked in by a parent.

VISITORS

The Gore Public Schools District maintains an open school policy. Visitors are welcome at any time. An appointment made in advance with the school is helpful to both the school and the teacher as it enables the school staff to plan for the visit. Visitors are always required to check in at the principal's /Secretary's office.

Student visitors from other districts will not be allowed to attend classes with friends in Gore High School without prior approval from Principal. Adult visitors are not allowed in classrooms with prior approval from the superintendent.

WEAPONS FREE SCHOOL

It is the policy of this school district to comply fully with the Gun-Free Schools Act. Category 3 Offense.

1. Any student in this school district who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to above.

Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

“...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife have a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckle, or any other offensive weapon.”

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be violation of this policy.

HAZARDOUS MATERIAL

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires us to perform re-inspections of the asbestos materials every three years. During this re-inspection an accredited management planner reviews the results of the re-inspections and recommends actions we should take to safely manage each asbestos material in our buildings.

These asbestos inspection results and asbestos management plan are available for review during normal school hours (Monday through Friday, 8:00 am – 4:00 pm). The Asbestos Program Manager (Designated Person), Lucky Mccrary is available to answer and review these documents with you upon appointment at (918) 489-5587.

STUDENT RESPONSIBILITIES

1. Each student has the responsibility to develop good work and study habits
2. The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
3. The student should take home any materials and information needed to complete the assignment
4. The student should learn to budget his/her time.
5. The student should take advantage of study time provided during the day.
6. It is the student's responsibility to return all WORK completed to the teacher by the date requested.
7. Student should make up work missed during absence.

Responsibility: "Every human being has a work to carry on within, duties, to perform abroad, influence to exert, which are peculiarly his, and which no conscience but his own can teach." *William Ellery Channing*

Drug Testing Policy

The Board of Education of the Gore School District (the "School District"), in order to protect the health and safety of students participating in extracurricular activities and to educate and direct students participating in extracurricular activities away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District, adopts the following policy for testing of students participating in extracurricular activities for the use of illegal drugs, alcohol and performance enhancing drugs.

STATEMENT OF PURPOSE AND INTENT:

- .A It is the desire of the Board of Education, administration and staff that every student in the School District refrain from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in extracurricular activities. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.
- B. Participation in school-sponsored extracurricular activities at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.
- C. The Purpose of the Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students who participate in extracurricular activities as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students participating in extracurricular activities who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and

illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy related solely to limiting the opportunity of any student who participates in extracurricular activities and who is found to be in violation of the policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of the Policy. Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy.

DEFINITIONS

- A. "Extracurricular" means any School District sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum and in which students represent the School District in competitions sanctioned by the Oklahoma Secondary Schools Activities Association.
- B. "Student extracurricular activities participant" means any student participating in any competitive extracurricular activity.
- C. "Student Athlete" means 7th –12th grade member of any School District sponsored interscholastic sports team, including athletes and cheerleaders.
- C. "Coach/Sponsor" means any person employed by the School District to coach athletic teams of the School District, to act as a sponsor or coach of a cheerleader team of the School District, or to serve as sponsor for any other extracurricular activity.
- D. "Athletics or Athletic Activity" means participation by a student athlete on any athletic team or cheerleader team sponsored by the School District.
- E. "In-season" means anytime during the day, night, weekends or holidays, including all time in and away from the school during the entire school year for all student extracurricular activities participants.
- F. "Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low point beer" as defined by Oklahoma law.
- G. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.
- H. "Performance enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins, which can be lawfully purchased in over-the-counter transactions.
- I. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath, or hair.
- J. "Random selection basis" means a mechanism for selecting student extracurricular activities participants for drug and/or alcohol use testing that:
 - 1. Results in an equal probability that any student extracurricular activity participant from a group of student extracurricular activity participants subject to the selection mechanism will be selected, and does not give the School District discretion to waive the selection of any student extracurricular activity participant selected under the mechanism.

- K. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.
- L. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student extracurricular activity participants and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.
- M. "Games/competitions" mean regular season, tournament, and playoff games/competitions and do not include practice games and scrimmages.
- N. Students with a valid medical marijuana card will be exempt from any violations for testing positive for marijuana on a school drug test.

PARTICIPATION AND PROCEDURES

- A. Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District. For the safety, health and well being of the student extracurricular activity participants of the School District, the School District has adopted this Policy for use by all participating students at the 7th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.
- B. Each Student extracurricular activity participant shall be provided with a copy of this Policy and the "Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.
- C. The principal and sponsor, or, in the case of student athletes only, the athletic director and applicable coach, shall be responsible determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student extracurricular activity participant has been reported. If a violation of the Policy is determined to have occurred by a student extracurricular activities participant other than a student athlete, the principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. If a violation of the Policy is determined to have occurred by a student athlete, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and restrictions explained.
- D. The Contract for alcohol and illegal performance enhancing drug and/or alcohol use testing shall be to provide a urine sample: a) for student athletes, as part of the annual physical examination, and for all other student extracurricular activity participants, either (i) prior to the start of the season for extracurricular activity in which a student extracurricular activities participant competes, or (ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year; b) as chosen by the random selection bases; and c) at any time a student extracurricular activities participant is requested by the principal or athletic director or by the sponsor or coach, based of reasonable suspicion, to be tested for alcohol and illegal or performance enhancing drugs.

- E. All student extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs as part of the annual physical examination for student athletes and either (i) prior to the start of the season for the extracurricular activity in which a student extracurricular activities participant competes, or (ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year. Student athletes who have physical examinations performed by their personal physicians must nonetheless sign a Contract and comply with all Policy requirements.
- F. Drug and/or alcohol use testing for student extracurricular activities participants will also be chosen on a random selection basis weekly or bi-monthly from a list of all in-season student participants. The School District will determine a weekly or bi-monthly number of student names to be drawn at random to provide a urine sample for drug and/ or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.
- G. In addition to the drug and alcohol use test required by paragraphs 4, 5 and 6, any student extracurricular activities participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs for the metabolites thereof at any time upon reasonable suspicion.
- H. The School District will set a fee charge to be collected from each student when the Contract is signed and returned to the coach or sponsor.
- I. Any alcohol or drug use test required by the School District under the terms of this Policy will be administered by or at the direction of a professional laboratory chosen by the School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientifically tested.
- J. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student extracurricular activities participants to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal or athletic director shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in conduct that disrupts the testing process of any student, the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed.
- K. If an initial drug use test is a presumptive positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectroscopy technique. A specimen shall be reported positive unless the second test utilizing the chromatography/mass spectrometry procedure is positive for presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method.
- L. If the alcohol or drug use test for any student extracurricular activity participant has a positive result, the medical review officer will contact the collection agency with the results. The collection agency will contact the principal or athletic director. If a violation of the Policy is determined to have occurred by a student athlete, the principal or athletic director will contact the student, the sponsor or head

coach and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.

- M. The School District will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or and illegal or performance-enhancing drug.
- O. A student who has been determined by the principal or athletic director to be in violation of the policy shall have the right to appeal the decision to the superintendent, or his/her designee(s). Such appeal must be lodged with five (5) business days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of the Policy shall be the sole and exclusive judgment and discretion of the superintendent, which shall be final and non-appealable.
- O. Before a student extracurricular activity participant who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The School District will rely on the opinion of the laboratory and/or the collection agency that performed or analyzed the original alcohol or drug use test for any subsequent alcohol or drug use tests to determine whether the student may rejoin his/her extracurricular activity.
- P. All documents created pursuant to this policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

VIOLATION

A. Any student who is determined by observation or by alcohol or drug use tests to have violated this Policy shall be subject to the loss of the privilege to participate in extracurricular activities and offered educational and support assistance to stop using.

B. **FIRST OFFENSE:** Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions) for 30 calendar days which may be reduced by 15 calendar days for participation in and successfully completing at least four (4) hours of substance abuse education/counseling provided by an outside agency. These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

C. **SECOND OR SUBSEQUENT OFFENSE (in the same school year):** Complete suspension from participation in all extracurricular activities including all meetings school practices, performances and competition for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under the Policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. The eighteen (18) week suspension from participation in all extracurricular activities shall come into play only when two (2) or more offenses are committed in the same school year.

D. **SELF-REFERRAL:** As an option to the consequences for a first offense only, a student may self-refer to the principal or athletic director or to a coach or sponsor before being notified of a Policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities after the following conditions have been fulfilled: a conference has been held with the student, the principal or athletic director, the Policy violation; an alcohol or drug use test is provided by the student that is not positive, and a participation commitment by the student and parent for four (4) hours of substance abuse education/counseling provided by an outside agency. The student or parent must provide documentation of successful completion of this commitment to the principal or athletic director. A student, who

self-refers will, however, is considered to have committed his/her first offense under this Policy. A Self-referral may be used only once in a student's time in the School District.

REFUSAL TO SUBMIT TO ALCOHOL OR DRUG USE TEST

If, after signing the Contract, a student extracurricular activities participant refuses to submit to an alcohol or drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

Students must have all required forms on file before being allowed to participate in extracurricular activities.

STUDENT ORGANIZATIONS AND SPONSORS

Senior Class	Crystal Bliss/Julie Kinion
Junior Class	Pam Wilkinson/Calvert Reading
Sophomore Class	Michael Randolph/TW Estes
Freshmen Class	
FCCLA	Tera Robbins
Yearbook Staff	Dana Crumpler
HS Academic Team	Crystal Bliss
UE Academic Team	Calvert Reading
Student Council	Julie Kinion
HS Cheerleading	Taylor Lewis
JH Cheerleading	April Smith
NHS	Carmella McFarland
Gifted and Talented	Dana Crumpler

THE PRINCIPAL HAS THE RIGHT TO MAKE THE FINAL DECISION ON HANDBOOK POLICY

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TURN IN ONLY IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE

Form must be comply filled out

My child is NOT to be involved with activities at the school with youth pastors from various religious organizations.

Students turning in this form with a parent signature will **not be allowed in the meeting or to take part in any activity.**

Student Name _____

Parent Name (Print) _____

Parent Signature _____

Date _____

STUDENT /PARENT HANDBOOK SIGNATURE PAGE

Parents and Guardians,

"Respect and Responsibility" is the theme that governs the conduct and behavior of Gore Public Schools students. In our 2023-2024 Student/Parent Handbook the process, procedures, rules, and regulations are mentioned. You will also find information regarding our educational goals and objectives as well as information about our schools co-curricular activities, clubs and organizations.

General discipline policies are listed.

Please review it along with your son/daughter in order to familiarize yourself with the policies and procedures of the School. **It is important that you sign and return this form after reviewing the handbook. It must be returned with your student's enrollment packet.**

Students will not be allowed to participate in extracurricular activities until this signature page is returned.

This handbook may also be found on www.gorepublicschools.org

I acknowledge that I have reviewed the procedures and guidelines as presented in the 2023-2024 Gore Public Schools Student/Parent Handbook.

Student Name: **PLEASE PRINT FIRST & LAST NAME CLEARLY**

Current Grade: _____

Parent Name (Print) _____

Parent(s) Signature(s) _____

Date: _____

Student Signature _____

Date _____