



# **Gore Lower Elementary School Parent and Student Handbook**

*“Strive to Engage and Challenge Every Student’s  
Education Today for Tomorrow”*

*-Gore Public Schools*

**Gore Lower Elementary School  
1200 North Highway 10  
Gore, Oklahoma 74435**

### **Mission Statement**

The mission of Gore Elementary School is to facilitate a nurturing, challenging, and safe environment by providing an enhanced educational program for every student, enabling all students to reach their maximum potential in academics and character development.

**Pre-Kindergarten -5<sup>th</sup> Grades  
Phone: (918) 489-5638  
Fax: (918) 489-2465**

## Staff

Mr. Lucky McCrary.....Superintendent  
Mrs. Tonya Pugh.....Lower Elementary Principal  
Mr. James Bliss.....Upper Elementary / High School Principal  
Mrs. Carmella McFarland.....District Testing Coordinator and School Counselor  
Mrs. Kristi Myres.....Special Education Director  
Mrs. Sharlene Barnes.....Secretary  
Mrs. Belinda Madding.....Encumbrance Clerk  
Mrs. Jill Thorton. ....District Treasurer & Child Nutrition Director  
Mrs. Teresa Craighead..... Activities Accounts  
Mr TW Estes..... Athletic Director

## BOARD OF EDUCATION

Cody Sloan  
Lester Keathley  
Jeremiah Perryman  
Gary Cunningham  
Ryan Hoog

**TEACHERS AND SUPPORT PERSONNEL**

Pre- Kindergarten.....Larissa Edgmon  
Kindergarten.....Angelic Roberts and Starlet Mattox  
First Grade .....Kari Cunningham and Kimberly Gardner  
Second Grade .....Phoenix Walker and Carmen Smith  
Third Grade .....Susan Hubler and Jeanie Spears  
Fourth Grade .....Catherine Russell and Summit Murray  
Fifth Grade .....Mitzi Ridinger and Marilyn James  
Physical Education .....Staci Simeroth and Bryan Thouvenel  
Teacher’s Assistants..... Barbara Bennett, Renee Casinger,  
Sarah Lane, Shelby Summerlin, Jackie Dover and Donna Richey  
Cafeteria Cashier and Library Assistant .....Ronda Huckbay  
Custodian.....Nancy Chandler  
Cooks .....Ronda Menie, Rene Sallee, and Nancy Chandler  
Bus Drivers.....Debbie Kauffman, Rick Shry and Jill Thorton

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**PLEASE, ALL VISITORS ARE REQUIRED TO REPORT TO THE OFFICE FIRST!**

**ENROLLMENT PROCEDURES**

Students enrolling in Gore Elementary School for the first time shall report to the Lower Elementary Office to enroll. The legal custodian should bring the students' proof of residency, birth certificate, social security card, CDIB card (if Native American), and current shot record before being admitted to class. Only legal custodians or persons with Power of Attorney may enroll a student.

**ABSENCES & ATTENDANCE**

The school day at the elementary *school begins at 8:10 and ends at 3:20*. The first bell rings at **8:05 a.m.** and the child is considered tardy if not in class by the 8:10 tardy bell. The American Pledge, Oklahoma Salute and a moment of silence at this time to pray, reflect, mediate or focus will be observed each school day. Students are not allowed inside the building before **7:45** and should not arrive prior to that time. No student can leave campus without checking out through the office by parent, guardian, or a person stated on the student's file.

**ATTENDANCE - MAXIMUM DAYS MISSED**

- A. Oklahoma State Law requires that all children under the age of eighteen (18) attend School. Gore School Policy: students should not be absent **without a documented reason**.
- B. School Policy requires students to be in attendance 90% of each quarter. Failure to maintain 90% attendance shall make a student ineligible. This shall apply for all school activities including trips until 90% attendance is reestablished or approved by the attendance committee. This shall be by quarter/9-week periods.
- C. Three tardies will result in one recorded unexcused absence.

**ABSENCES**

- A. **Notification of Parent and District Attorney:** If a child is absent without valid excuse four (4) consecutive 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.
- B. **Activity Absence**
  - 1. Students are allowed ten (10) activity absences per semester.
  - 2. Days missed for activity absences will not count toward the 90% attendance.
  - 3. Students will have an equal number of days to make up all work without penalty.
- Arranged Absence**
  - 1. Students may take up to five (5) days by arrangement per semester for trips.
  - 2. Parents or guardians must submit a written request for the student to be absent at least two (2) days prior to the absence.
  - 3. Days missed by arrangement SHALL count toward the 90% attendance.
  - 4. A student may make up for all work missed without penalty. It is the responsibility of the student to make arrangements to make up missed work before leaving.
  - 5. Students must check in at the office upon returning to school after an absence.
- D. Any teacher who takes students on a **school-sponsored trip** will provide the office 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. Teachers must check eligibility before notes or permission slips will be given to the student.

- E. **Truancy:** An absence without the knowledge and consent of the parent or guardian will be considered truancy. The term truancy will include instances when the student leaves school without the permission of the Office or when the student is physically present in school but does not report to class.

### **Exemptions**

In the event a student has a special need that prevents 90% attendance per 9 weeks, the parent may request a one-time waiver before the Gore Attendance Appeals Committee. However, a student will be granted additional absences from class only if the student has a “B” average or higher in all 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. (A provisional MAY be provided in extreme emergency cases). The decision may be appealed to the Gore BOE for a final decision. The parent must provide a written request and documentation showing hardship to the committee for consideration.

### **DISTANCE LEARNING INSTRUCTION**

*A student may be placed on distance learning if there is a medical emergency.* If a student is placed on distance learning due to a medical or non-medical condition it will be reviewed as a case by case situation by school administration. The student may be asked to provide medical documentation to transition to distance learning. All Lower Elementary students will be placed on Google Classroom to complete assignments while on distance learning. Students will be required to log on each day to listen to the daily lessons. Packets may not be offered to the students

### **MAKE-UP WORK**

A student entitled to make up assignments will be given one (1) day in which to make up assigned work missed for each day absent. 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. A due date will be provided for each assignment. It is the student’s or parent’s responsibility to come to the teacher to make inquiries concerning work missed. All make-up work may be picked up from the teacher on the day the student returns to school. Parents do not need to call the office to pick up work early.** If a student is absent and a test is given, the teacher will decide when to administer the test.

### **TARDIES**

- A. Tardy is when a student has not missed more than 25 minutes of the class period. If missing more than 25 minutes, it will be considered an unexcused absence not tardy.
- B. **Three (3) tardies will equal one (1) absence** and will not be excused or appealed.
- C. After a student is tardy **three times** in a nine-week period, a **disciplinary referral** will be sent to parents. (Only if a teacher detains a student shall that teacher provide a note to the office to remove a tardy) School bus transportation is provided for students so arriving late to school is by means other than school transportation will not allow for excused tardies.

## **MORNING DROP OFF**

Parents/Guardians may be allowed to take their student to their homeroom classroom for the first two days of school. On the first Monday of the week of school parents will need to drop their student off at the front gate of the playground or the drop off location at the back of the building.

## **AFTERNOON PICKUP**

Parents/Guardians will need to pick up their students at the car line. We ask that parents *not* walk up to the pickup students from the cafeteria or under the awning.

## **VISITORS**

All visitors to the school are required to report to the office UPON ARRIVAL to sign in and receive a visitor's badge to ensure the safety of our students. Students are not permitted to bring visitors to school, including pets. Teacher conferences can be arranged through the office or directly by contacting your child's teacher. If you have an issue in a class, the teacher should be contacted first. TEACHERS WILL NOT BE PULLED FROM INSTRUCTIONAL TIME TO MEET WITH PARENTS. Conferences can be arranged before school, on conference time, or after school to accommodate parents, by phone if necessary.

## **PRINCIPAL OFFICE HOURS**

The principal will not be available until 9 a.m. each morning for meetings or phone calls. This time allows the principal to ensure the students and staff are ready for the school day.

## **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 or until they have been dismissed through the office. When a student arrives at school in the morning, 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. Students may not leave the school premises at any time during the day without first receiving permission from the office.

## **IMMUNIZATIONS**

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. If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance. The State Department of Public Health requires the following immunizations prior to the enrollment of a child in public school:

- 5 DTP/DTaP\* (Diphtheria-Tetanus- Pertussis) (4 for PreK)** (\*If the 4<sup>th</sup> dose of DTP/DTaP is administered on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DTP/DTaP is NOT required)
- 4 IPV/OPV\* (inactivated polio/oral polio) (3 for PreK)** (\*If the 3<sup>rd</sup> dose of IPV/OPV is administered on or after the child's 4<sup>th</sup> birthday, then the 4<sup>th</sup> dose of PIV/OPV is NOT required)
- 2 MMR (1 for PreK)**
- 3 Hep B**
- 2 Hep A**
- 1 Varicella**

*CHILDREN MAY BE ALLOWED TO ATTEND SCHOOL IF THEY HAVE RECEIVED AT LEAST ONE DOSE OF ALL THE REQUIRED VACCINES, BUT THEY MUST COMPLETE MULTI-DOSE SERIES OF VACCINES ON SCHEDULE. These children are “in the process” of receiving immunizations.*

### **COMMUNICABLE DISEASES/CONDITIONS including COVID 19**

Students infected with certain diseases are **not** allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse/office so that other students who have been exposed to the disease can be alerted. These diseases include but are not limited to measles, mumps, chicken pox, influenza, head lice, vomiting, pink eye, fever or rash. Children, who come to school with symptoms of these conditions, a fever (100 degrees or above) or sick with diarrhea shall be sent home. The student should be free from all symptoms for 24 hours without medication. A student with a contagious condition (*meaning likely to spread from one person to another*) must have a signed doctor’s permission slip to return to school. We will do sanitation for all facilities and equipment daily.

### **LICE POLICY:**

If a student is found to have lice or nits, the student will be sent home for treatment. Upon the student’s return, a parent must bring the student to the school office and be cleared through the nurse or designee *before 8:05* to be readmitted to class. Gore School has a “NO NIT” policy. Student absences will count toward the 90% attendance and will not qualify for an appeal. Upon the fourth removal of absence due to infestation, the student will be referred to DHS, the District Attorney and Child Welfare.

### **BED BUGS POLICY:**

If a Bed Bug is found on school premises or on a person at school, inform the building principal immediately. The principal will inform the superintendent and begin the notification process as to the location of where the bed bug was found. The identity of the person will not be released, will not be disciplined, nor will they be removed from the premises. The persons will be provided a location to change clothes. The clothes may be placed in the school’s dryer at the highest setting for 30 minutes. The district will treat buildings with chemicals only if a true infestation is found with breeding bed bugs. (*For more information referred to school policy FFAD*)

**MENINGITIS** – is a highly contagious and communicable disease. The disease causes a swelling of the lining surrounding the brain and is extremely dangerous. Any indications of the disease will be referred to the county health dept. For more information contact our healthcare provider or local county health department or visit these Websites: National Meningitis Association at [www.nmaus.org](http://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>.

### **MEDICATION AT SCHOOL**

Parent/Guardian must complete the “Parental Authorization to Administer Medicine” form (found in the school nurse’s office) before any medicines can be given to a student, whether prescription or over the counter. All medicine must have the correct label and dosage before it will be given to a student. **The medication must be delivered to the nurse’s office, school office or in person, by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration.**

## **MEDICATION: ADMINISTERING TO STUDENTS**

It is the policy of the Gore Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the school nurse, principal, or the principal's designee may administer the medication. **The medication must be delivered to the nurse's office, school office or in person, by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration.** The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody stating the purpose of medication, termination date for administering medication and any other appropriate information. If any changes in medication should occur during the school year the changing information should be given to the school nurse as soon as possible.

1. Prescription medication must be in a container that indicates the following:
    - A. Student's name
    - B. Name and strength of medication
    - C. Dosage and directions for administration
    - D. Name of physician or dentist
    - E. Date and name of pharmacy
  - F. Whether the child has asthma, diabetes or other disability which may require immediate dispensation of medication.
- 
2. Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization and also states that the student is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
    - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
    - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
    - C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
    - D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
    - E. Definitions:
      - I. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
      - II. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.
  3. Non-prescription medication or OTC (Over the Counter) medications may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label direction or written instructions from the student's physician.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication. OTC medications must be provided by the guardian in the original container with written directions for allowing students to access medication. The School will not give any OTC medications out to students unless they have these medications at school meeting these guidelines. A student found in possession of any medication, prescription or OTC, without guardian consent and an administration form on file may be subject to disciplinary action.

### **MEDICATIONS GIVEN AT SCHOOL - REGULATION**

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The board of education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to students. This shall be the School Nurse, School Secretary, coach or administrator/counselor.
2. The school nurse or designee will:
  - A. Is responsible for the design, implementation and monitoring of procedures for administering and storing (locked cabinet) of all medications.
  - B. Communicates between the physician, parent, student, and school personnel concerning medication
  - C. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected.
  - D. Provide or construct procedures for annual in-service for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The nurse then provides ongoing monitoring for safe practices during the school year.
  - E. Returning any unused medications to the parent or guardian only.

### **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 (form is in enrollment packet). 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 school secretary to update any information.

The District is *not* responsible for medical costs associated with a student's injury or participation. The district can provide information on student insurance that a parent may choose to purchase.

### **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. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office 918-489-5638 for an appointment.

## **Electronic Devices / Chromebooks, Phones, Toys, Etc.**

Personal Cell Phones, electronic devices (Smart Watches, iPads, iPods, PSP, MP3, etc.) and toys (cars, dolls, cards, fidget spinners) are extremely distracting and disruptive to the learning environment if not used as directed by a teacher for educational purposes. If it is urgent that a student contact the parent, the student should contact the classroom teacher and report to the office. The school district will *not* take responsibility if lost, stolen or damaged. At the beginning of the school year all students and parents will sign an electronic agreement that will be followed by all students. (See <https://www.gorepublicschools.org/vimages/shared/vnews/stories/5fc58bc3c9ab8/Technology%20Equipment%20Use%20agreement.pdf>) The school district encourages use of these items only for educational purposes between the hours of 8:05 to 3:20. Students will be encouraged not to use devices during breaks, in the restroom lunch or recess so that they are able to have social interactions with peers. Students found to be using the devices for any inappropriate purpose may be subject to disciplinary action from the use of technology. This may include but not limited to device(s) taken away, ISS or suspension from school. More information about electronic devices may be found on the school website under school board policies pdf-FNG. Toys will not be allowed at school.

If a student has an electronic device or toy during the school hours of 8:05-3:20 without the direction of the classroom teacher, the following discipline may occur:

- First offense – cell phone will be confiscated; students must pick them up at the end of the school day and students are warned.
- Second offense – cell phone will be confiscated; parents must come to the office to retrieve them.
- Subsequent offenses will result in a school suspension.

*(For more information see Gore School Board Policy FNG)*

## **OFFICE TELEPHONE USE**

A school phone is a business phone and may not be used by students except in the case of an emergency or urgent matter. Phone calls from parents to teachers will **not** be forwarded during instructional periods. Parents may leave messages for the teacher by calling the office at 918-489-5638.

**It is important that students be informed of after-school activities and transportation before they leave home each morning. In case of an unexpected change in plans, a written message by parent/guardian must be sent to school. We prefer NO PHONE calls. Messages for students must be received in the office before 2:00pm so that the office may deliver them by the end of the school day. Every effort will be made to deliver these messages, but circumstances prevent it at times, so be mindful of that. You should make plans for your children in the morning before class begins**

Gore Elementary School encourages all parents to abide by this request: **“Regular routine will be changed IF a student brings a note to the teacher that morning. Otherwise, students will follow a routine. This is for the safety of our students.**

## **DRESS CODE**

The district’s dress code is established to teach grooming and hygiene, to prevent disruption, and minimize safety hazards. Students and parents may determine a student’s personal dress and grooming standards, if 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. Revealing or sexually provocative clothing may not be worn. Clothing displaying an alcoholic beverage, drugs, obscene or rude print will not be allowed. Good judgment should be displayed based on weather conditions; if it is cold outside, please do not wear shorts. If it is hot outside, please do not wear your new fall sweater. Remember: students are not always away from the elements; they may go outside to access certain classes.

**Students shall not wear:**

- \*No halter tops and spaghetti straps. (Tank tops should be "2 fingers width" about 1 1/2" in width)
- \*Boys are not allowed to wear muscle shirts/undershirts.
- \*Hats/Hoods are not to be worn inside the building.
- \*Overly tight or revealing clothing will not be permitted. Undergarments should not be seen.
- \*Shorts should be appropriate length (fingertip length is preferred) for the student.
- \*Pants sagging (must wear pants on waistline)
- \*No non-prescription glasses worn in buildings, no chains, hats/caps or distracting clothing will be permitted.

**SCHOOL SUPPLIES**

A supply list will be posted on the windows of the cafeteria (during summer hours) of the elementary school and the school website [www.gorepublicschools.org](http://www.gorepublicschools.org) prior to the first day of school. The list may be available at both Sallisaw and Muskogee Wal-Mart stores. JOM school supplies will be available throughout the year.

**SCHOOL PROPERTY**

Students are responsible for all school issued property to them during the school year. All lost or damaged items MUST be paid for. The student will be responsible for replacing this item. Parents/Guardians should discuss with students the importance of caring for school property. School officials have the right to withhold records until appropriate restitution is made for any damaged or unreturned books.

**TRANSPORTATION**

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 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 warrants 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. School bus policy (located in the back of the handbook) will be reviewed by parents and students and returned to the office signed within the first week of school.

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 and 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:**

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

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

- **1<sup>st</sup> offense: bus riding privileges revoked for one week.**
- **2<sup>nd</sup> offense: bus riding privileges revoked for remainder of nine weeks.**
- **3<sup>rd</sup> 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 most of the students. Safety and economy of time will also be used to determine bus stops.

**PARKING**

All parents are asked to park on the blacktop (gym parking). Parking spaces around the elementary buildings are very limited and everyone is encouraged to exercise patience and courtesy for others. Both visitor and handicapped parking spaces will be designated.

During drop-off and pick-up times, it is important that drivers maintain a slow and steady flow of traffic. Do not block the lines by leaving a vehicle unattended. Parents who escort their child into the building should park on the blacktop (gym parking) area and escort their child into the building.

**STUDENT DROP OFF/PICK UP**

Even though the streets will not be designated as one way, it is *suggested* that parents picking up their child after school travel east on Carlile Road (behind the cafeteria) during morning drop off and afternoon pickup. This is to provide a safer environment for your child and a smoother transition to the end of the school day for

everyone. Parents who escort their child to the building *should park in the blacktop (gym) parking area* and escort their child to the gate. It is suggested that during afternoon pickup for the safety of all students and teachers that the student be loaded only on the passenger side of the vehicle. Carlile Road is not designated as a one-way street, so loading on the passenger side should keep everyone out of harm's way.

**4<sup>th</sup> Street (street parallel to the bus barn and PE Room) is closed to public use during school hours 7:30 to 3:30**

### **EARLY CHECKOUT:**

Parents needing to sign their child out early should report to the office. Parents will complete the sign-out information. The student will be called to the office and be released from there to the authorized person. Students leaving school early will only be released to the parent/guardian or other authorized adult. This policy is for the safety of your child. Students leaving early will be tardy. ***3 tardies = 1 absence (Missing less than 25 minutes is considered tardy and the student will be counted as tardy).***

### **CHANGE IN STUDENT INFORMATION**

It is urgent that the school office be notified immediately of a change of address, home, work, and cell telephone numbers, and/or emergency contact information. Children frequently become ill during the day at school and a caregiver should be available by phone at all times.

### **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers nutritionally balanced meals daily to students. Free and reduced-price meals are available based on financial need and the application for free/reduced rates is in the enrollment packet. Weekly menus may be published in the local newspaper, and/or posted at school and on the school website. Breakfast is served between 7:45 and 8:00. Lunch will be served at varying times. Students may bring their own lunch. Extra milk is available for purchase. **Students will not be allowed to charge for meals.** (Exceptions will be made on an individual basis per circumstance; however, under NO circumstance is the charged amount to go over \$10.00!) Payments for meals can be made with the cafeteria cashier, CN director, or school treasure during business hours (7:45a.m. to 3:15 p.m.)

### **FOOD ALLERGY / OUTSIDE FOOD PRODUCT POLICY**

Gore Schools strives to protect all students and staff from situations that could cause them harm or affect their health in a negative manner. This includes food related allergies. Special events such as on campus/in room parties, activities where concessions are provided, and off campus events pose special challenges. While not all situations can be covered with a blanket policy, GPS strives to limit the exposure to known food agents during the instructional day to protect all staff, students and visitors. With these issues considered, the district adopts the following operational procedures and guidelines to reduce the exposure of students/staff to known allergic food items.

1. Only non-opened, factory sealed food items may be brought on campus for distribution to students. Home\_baked goods will not be allowed to be distributed to students. Staff may use staff work rooms for home baked products but shall make the office aware when any food items are to be brought onto the campus for consumption or use. Staff are required to keep all items in the workroom and practice safe handling procedures before leaving the work room.
2. Students or Staff with peanut allergies will have classroom(s) designated as "Peanut Free" at all times on both campuses. The high school and lower elementary campus allow peanuts/peanut products on campus but have several classrooms designated as "peanut free" These classrooms are clearly marked as "PEANUT FREE" outside their entrance.

Some food products are not designated as peanut free such as candy, chocolate, cookies and cakes. If such a product is opened, touched or consumed on either campus, the student/staff member that contacted the product is required to practice food allergy safety precautions. The minimum precautions include wiping down all contact areas including clothing if needed, and all surfaces that meet

the unsecured food products. Use of regular hand sanitizer is required for all persons that touch the product or the container (s) before leaving the area. The container is to be disposed of or sealed. Contact the office or nurse for wipes that are designated for surface wipe applications. These surface wipes should not be used on skin.

3. Food items that are not designated as “Peanut Free” by the manufacturer shall be restricted to areas where students/staff with allergies are not assigned. Notice will be given to the affected building so all students and staff are aware of the area (s) where these products may be accessible. If a food item brought into a building is a potential reactant or unknown, the office shall notify the affected persons of the unsecured food item (s) and areas.

**Basic rule** is when in doubt, contact the office or school nurse for advice. Use hand sanitizer after touching food items and before leaving an area. Use appropriate wipes for surface clean up but not to clean skin. Dispose of all containers appropriately. We want to provide the least restrictive environment for all students, parents and staff to enjoy their experiences on our campuses while providing a safe environment for all.

Board Adopted: November 11, 2013

## **REPORT CARDS**

A report card is issued for students to take home at the end of each nine-week period. Those students having no grade below an A will be on the Superintendent’s Honor Roll. Those having no grade below a B will be on the Principal’s Honor Roll. Students must have all fines/charges (if any) paid before the final report card of the school year is issued or promotion is declared. Parents may contact your school counselor or office to get a login and password for the online grade book to monitor your student’s academic progress.

## **WITHDRAWAL FROM SCHOOL**

A check-out sheet will be given to the student. All fines, fees must be paid, all school materials turned in as signed off on by all the student’s teachers, librarian, coaches, and cafeteria staff before records will be released.

## **LOCKERS**

Lockers are issued for the convenience of students, and the student is responsible for keeping his/her own locker neat and organized. Students must not do anything to deface or modify the locker in any way. Stickers must not be placed on the inside or outside of a locker. Students may bring their own locks but must give the combination to the homeroom teacher and office before using it. Money or valuable items should never be left in the lockers. No liquids that do not have a no leak container shall be kept inside lockers (disposable cups). The school is *not* responsible for lost or stolen items. Remember: lockers are school property and may be searched if deemed necessary. (*See Gore School Board Policy FNFA*)

## **RESPONSIBILITY FOR SCHOOL PROPERTY: LOCKERS**

Lockers are loaned to students during the school year but remain the property of the school and may be inspected periodically. If, at the end of the school year, the locker has not been maintained in good condition, a maintenance fee will be assessed. These rules should be followed: 1. All lockers should be cleaned weekly. 2. Under no circumstances should a student tamper with another’s locker. 3. Students should remain quiet while at lockers and refrain from banging the locker door or closing it by kicking it shut. 4. Students are not permitted to change locker partners unless special permission is given by the principal. (*See Gore School Board Policy FNFA-R*) Student contract for lockers *FNFA-E* (back of handbook) is to be signed by a student and returned to office within the first two weeks of school.

## **SEARCH OF STUDENTS**

The Gore Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, the policy of the board is that school personnel shall have the authority to search a

student and a student's property when there is reasonable suspicion for any searches. All searches will be conducted according to state law and limited to outer clothing and containers/bags. 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. *(See Gore School Board Policy FNF for more information). Search of Students (Regulation) see policy FNF-R*

## **STUDENT MISCONDUCT**

*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. 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. However, 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.*

Listed below are examples of various inappropriate behaviors by levels. This list is not all inclusive –the principal will determine offense level and punishment. Punishment shall range from a verbal reprimand to suspension.

### **Possible Offense Classification**

#### **Level 1:**

- Violations of rules or procedures established by teacher;
- Disrespect toward other students;
- Loitering in restrooms or hallways;
- Running through hallways or classrooms;
- Throwing objects;
- Minor defacing of school property or property of others
- Cheating or lying;
- Tardiness;
- No textbook for class materials.

#### **Level 2:**

- Disrespect towards teachers and staff;
- Insubordination;
- Excessive tardiness/absences;
- Theft/possession/sale of another person's property;
- Vulgar or profane language toward other students;

#### **Level 3:**

- Vulgar or profane language toward adults;
- Physical fighting on school campus and grounds;
- Excessive misbehavior at school-sponsored activities;
- Intentional bodily harm on a teacher or individual;
- Firearms, weapons, or explosives;
- Excessive defacing of school property and property of others;
- Bus disturbances where a referral is made by the driver.

## **CORPORAL PUNISHMENT**

Gore Elementary will *not* use corporal punishment.

## **DETENTION HALL**

Lunch detentions may be used; students will eat lunch in detention and spend the full lunch period (including recess) in detention. Students assigned to detention will be expected to be on time with paper, pencils, books, and other necessary materials.

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

## **SUSPENSION OF STUDENTS**

When a student has committed a serious infraction of a school policy, suspension from school may be in the best interest of the student and the school. If cooperation with parents is not achieved, suspension/home based placement may be used as a last resort.

In compliance with the law, students will be given notice of intention to suspend. Long term suspension (more than 10 days) will be granted an informal hearing before a Suspension Appeal Committee upon a written request by the parent. When suspended, the student will be advised of their right to appeal the decision, if long term, and their right to be represented. In all cases of suspension, the administrative staff will require a parent conference before suspension and before returning the student to class.

Students who have been suspended for disciplinary reasons are not to be present at any school-sponsored activities or on any school premises of Gore Public Schools. The superintendent, principals or administrative designee shall have the authority to order any person off school property when it appears that the presence of such person is a threat to the peaceful conduct of school business. (Sec. 402, School Laws of Oklahoma).

## **STUDENT ELIGIBILITY FOR SCHOOL SPONSORED ACTIVITIES**

Any student enrolled at Gore Elementary School who wants to participate in any school-sponsored activity, must be receiving a 60% or be passing in every class in which he/she is enrolled. This policy refers to all athletic and award/class trips. Teachers will calculate eligibility lists on the last day of class for the week by noon. The eligibility will be from Sunday to Sunday. Students will first be placed on probation before being ineligible. If a student is ineligible, he/she will *not* be permitted to participate in any extracurricular activities while ineligible. The student must be in attendance the day of the contest or activity to participate or be excused by administration. Physical education is a class that is essential to each child's healthy growth and development. Therefore, students must present a doctor's note to be excused from activities in physical education (PE) classes.

## **CLASS INCENTIVE / REWARD TRIPS**

Classes may take an incentive trip at the end of the semester. All students must meet the following guidelines to be eligible to attend the incentive trip.

A. The student must be receiving a 60% or be passing in every class in which he/she is enrolled.

- B. A student who has been referred to the office and disciplinary action was administered three or more times or any form of suspension (in-school, bus, home based, or out of school suspension) during the school year shall forfeit the right to attend school sponsored activities during the school day.
- C. A student who has missed more than ten absences for the semester, excused/unexcused.
- D. The student must be in attendance the day of the contest or activity to participate or be excused by the administration prior to the event.
- E. The student must ride school transportation to the event. Exceptions *may* be made by the principal for extraordinary circumstances.

Educational trips may not be included in this policy if the trip is a class project for a grade.

### **SCHOOL GROUPS/ORGANIZATIONS**

All students going on school-sponsored activities will need to have satisfactory grades (not on the ineligible list) and maintain 90% attendance. At least one school employee, adult sponsor (other than the driver) must accompany all activity trips. During the year, several 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 unless approved by BOE.
2. No student will be allowed to go by any other means of transportation except that provided by the school unless pre-approved by school administration. Exceptions may be made by the principal for extraordinary circumstances.
3. Each student who goes on an activity trip may participate directly or indirectly in the activity for which the trip is made. They will have a signed permission form and have pre approval by the sponsor and the administration. Pirate Partners may ride on school transportation if attending to help chaperone the trip and if room is available. Exceptions may be made by the principal for extraordinary circumstances.

### **PIRATE PARTNERS**

Any person wanting to volunteer for Gore Elementary may become a Pirate Partner. Further information is located on the elementary website [www.gorepublicschools.org](http://www.gorepublicschools.org) and office lobby.

### **SCHOOL TESTING**

The State of Oklahoma requires all students in grades 3 through 5 to administer the Oklahoma State Testing Program (OSTP) in the areas of ELA (English/Language Arts) and Mathematics. Fifth graders must also be tested in science. Scores earned in the Oklahoma State Testing Program are Advanced, Proficient, Basic and Below Basic. Advanced and Proficient are considered passing scores. If a passing score has not been achieved, students may be required to receive remediation in that core subject.

Gore Elementary School has built a rigorous curriculum around the Current Oklahoma Academic Standards. These objectives may be assessed online through the Oklahoma State Department of Education by visiting [www.sde.state.ok.us](http://www.sde.state.ok.us). In addition to these objectives, each grade level has specific benchmarks that have been designed to prepare students for the grade ahead. These benchmarks have been carefully aligned with each other so that each grade level builds on the one before. Students must master these benchmarks to be considered for promotion each year (exceptions will be addressed with a committee composed of teachers,

counselors and school administration). Students in grades kg-3<sup>rd</sup> will be assessed throughout the school year as required by the Reading Sufficiency Act. Students who do not perform will be placed on an Academic Progress Plan. This plan will be reevaluated throughout the school year. Beginning with the 2013 school year, students in the third grade who do not score satisfactory or above on the OSDE reading test may be retained by State Standards.

### **ACTIVITIES**

All school activities are to be placed on the “School District Calendar” in the high school office, with the approval of the school administration. No activities are to be scheduled for Wednesday evening or Sunday without special permission. ALL ACTIVITIES ARE TO BE SCHEDULED AT LEAST ONE MONTH IN ADVANCE OF THEIR OCCURRENCE. Athletic events are not to interfere with parent teacher conferences without prior approval. Weekly Activity Calendars may be posted on the lower elementary website <http://www.gorepublicschools.org> located under quick links.

### **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 must be made to the school administration and approved by the Gore School Board of Education before the fundraiser may take place. An exception as approved by the Superintendent or Board of Education, fundraising is not permitted on school property. This includes sales of products/services by staff or students.

### **COMPUTER RESOURCES**

Students and parents will be asked to sign a student agreement regarding appropriate use of these resources in the enrollment packet and in the back of the school handbook. Violations of this agreement may prompt termination of privileges and other disciplinary action.

### **LIBRARY POLICY**

The elementary library will be open daily but will be closed during lunch recess. The librarian will be glad to assist you in finding books and other materials you need for your class work and leisure reading.

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. Do not take books from the library until properly checked out by the librarian in charge.
- B. Regular books may be checked for two weeks and may be rechecked for one week. To recheck a book, it is necessary to bring the book to the checkout desk for the librarian to stamp.
- C. When returning a book, place it on the librarian desk; do not return it to the shelves.
- D. 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.
- E. A list of students who have overdue books will be posted weekly by the library. Please pay overdue charges promptly. Grade cards may be held until all overdue charges are paid.

### **ACCELERATED READER**

Accelerated Reader (AR) is a supplemental reward program not the reading curriculum for Gore Elementary. This program is designed to encourage students to become successful readers, encourage students to read more

frequently and establish a lifelong pattern of daily reading. For further information the AR policy is posted on the school website [www.gorepublicschools.org](http://www.gorepublicschools.org) and available in the elementary library.

### **COUNSELING/OUTSIDE 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. Outside counseling services may see students if prior approval is given, the counselor must have proper credentials and only if an office/room is available that does not interfere with school activities. The school requests that the counseling session not interfere with a student's core academic subject.

### **REFERRAL**

Students who are suspected of having disabilities which may require special services may be referred for screening and evaluation through the Special Education Department. Teachers are not qualified to make determinations on physical or mental deficiencies that may require special education services. Only qualified personnel may decide on a medical or physical condition of a student.

### **SCREENING**

No child shall be educationally screened without notice to the child's parents or legal guardian. Parents and guardians are always informed as to the results of the screening so that the proper action may be taken for the health and well being of the child.

### **STUDENTS WITH SPECIAL NEEDS**

No student will be denied access to any program due to accessibility of facility or the need for special or modified equipment. It is necessary to notify the administration at least two weeks in advance before attendance.

### **SNACKS / SNACK CART**

Birthday treats are allowed if they are store bought and meet certain requirements. Parents must communicate with their student's teacher to set up an appropriate time to bring treats for the class. Students will be allowed to purchase snacks from the elementary snack cart on the last school day of the week and slushies may be purchased daily. Money collected will be used to buy supplies for the elementary building. Students are not allowed to sell food items to other students.

***Gore Elementary is a GUM free environment!***

### **TOBACCO**

All forms of tobacco (including smokeless and vaping devices) are strictly prohibited on ALL school property 24 hours a day 7 day a week.

### **COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION**

Educational records containing personally identifiable information, location, screening, and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma.

## **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.

These asbestos inspection results and asbestos management plan are available for review during normal school hours (Monday through Friday, 8:00 am – 3:00 pm). The Asbestos Program Manager, Lucky McCrary, is available to answer and review these documents with you upon appointment at (918) 489-5587.

## **FIRE, TORNADO, LOCK DOWN, AND OTHER EMERGENCY DRILLS**

Students, teachers, and other district employees will participate in drill of emergency procedures as required by OSDE Standards and by district policy.

## **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:

- Remain alert to and promptly report safety hazards, such as intruders on campus, dangerous situations on the school grounds or on school transportation.
- Know emergency evacuation routes and signals.

## **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 report any harassment immediately to school employees. Confidentiality for the accused and the accuser will be a priority.

## **Anti-Bullying Policy**

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

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

### **I. Definitions**

A. "**Bullying**" means a pattern of harassment, intimidation, threatening behavior, physical acts verbal or directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical

results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

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

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

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

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

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

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

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

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

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

**H. “Victim”** is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by the district, who is reported to have been the target of an act of bullying during any educational program or activity conducted by Gore Public School.

## **II. Expectations**

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

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

1. During any educational program or activity conducted by GPS;
2. During any school-related or school-sponsored program or activity or on a GPS school bus;
3. Using 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 designers 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’ training 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 support as well as referral to community-based resources as needed.

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

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

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

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

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

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

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

3. Consequences and appropriate intervention for a visitor, volunteer, or parent/guardian found to have committed an act of bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials if appropriate.

4. These same actions will apply to persons, whether they are students, school employees, parents/guardians, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.

**VI. Reporting an act of bullying**

A. At each school, the principal/designee is responsible for receiving oral or written complaints alleging violations of this policy, as with all infractions from the Student Code of Conduct.

B. Students may report complaints of bullying to any school district employee, faculty or staff. All district employees, faculty and staff are required and must report, in writing, any allegations of bullying or violations of this Policy involving students to the principal/designee or appropriate area/district administrator. Failure to report will result in action(s) or discipline. Any district faculty or staff who suspects adult-on-adult bullying is strongly encouraged to report any concerns.

C. Any other members of the school community who have credible information that an act of bullying has taken place may file a report of bullying, whether a victim or witness.

D. Any student (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incident(s) involving bullying of students) is strongly encouraged to report the incident(s) in **writing** to a school official. Complaints should be filed as soon as possible after the alleged incident and noted on the specified data system but must be filed within ninety (90) school days after the alleged incident (i.e., within 90 school days of the last act of alleged bullying). Failure on the part of the victim to initiate and/or follow up on the complaint within this period may result in the complaint being deemed abandoned.

**E.** The principal of each building in the district shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and what actions may be taken.

**F.** A school district employee, school volunteer, contractor, student, parent/guardian or other persons who promptly reports in good faith an act of bullying to the appropriate school official, and who makes this report in compliance with the procedures set forth in this District Policy, is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments within the GPS.

**G.** Administrators/principal/designee(s) shall document in writing and/or via the specified data system all complaints regarding bullying, as with all infractions of the Student Handbook, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.

**H.** Anonymous reports may be made utilizing the GPS Anonymous Bullying Report Form. This reporting form can be found on the School District's website [www.gorepublicschools.org](http://www.gorepublicschools.org) 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 determines 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.gorepublicschools.org](http://www.gorepublicschools.org)

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. Everyone (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 decide 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 having made a bullying complaint and if it occurs, it shall be deemed an additional act of bullying as stated herein this Policy.

## **IX. Referral for Intervention**

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

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

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

**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. Police will be notified of all documented and verified acts of bullying which may constitute criminal activity or reasonably have the potential to endanger school safety.

**B.** While the District does not assume any liability for incidents 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 prohibit expressive activity protected by the First Amendment of the United State Constitution or Article I, Section 4 of the Florida Constitution.

#### **XVII. Preclusion**

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

#### **XVIII. Severability**

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

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

### **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.

### **WEAPONS FREE SCHOOL**

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

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. 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 in violation of this policy. **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."**

### **KINDERGARTEN GRADUATION**

All students participating in Kindergarten Graduation will wear the appropriate attire for the ceremony. The school will provide the gown, but it is the parents' responsibility to furnish the cap and tassel for the ceremony.

The uniform will not be altered in any manner. If a student is being retained, he/she will not participate in Kindergarten Graduation.

## **RETENTION PROCEDURE FOR GRADES K THROUGH 5**

### ***Gore Board of Education EIA-R2***

**Parents may request login information to track their student's grades online at the office.** After four weeks of each nine-week period, progress reports will be sent home or made available during P/T conferences. At the end of each nine weeks and semester, parents will be informed of their student's performance by grade cards. If the student is not progressing adequately, parents will be informed of the possibilities that their student will be retained (phone conferences, Parent/Teacher Conference, progress reports, and grade cards). The parent will have to be informed that retention is a possibility of significant progress not made by their student.

*Criteria for retention is as follows:*

- Student has a consistent grade average of 59.4% or lower in two or more major courses of study such as math, reading, writing, language, science, social studies
- The student may not be developmentally ready for the next grade level.
- The student has been absent from school more than 8 days which is allowed by state law (hardship reasons may be considered by the superintendent).
- A recommendation from the Retention Committee that the student is not educationally prepared to advance to the next grade level. Areas to consider will be grade; grade compositions, teacher recommendations, previous retention, and the age of the student.

*The Retention is a team decision. The team will consist of principal, teacher(s), and counselor.*

## **CURRICULUM and OBSERVANCE DAYS**

The pledge of allegiance to the United States Flag and the Oklahoma Flag salute, a moment of silence, will be observed daily. Curriculum may be taught in each grade in observance of these events; Constitution Day September 17, Celebrate Freedom Week (Veterans' Day November 11), third Monday in November Oklahoma Native American Day, Oklahoma Statehood Day November 16, Bill of Rights Day December 15, Martin Luther King Day in January, Prisoners of War Remembrance Day April 9, and Oklahoma City Bombing April 19.

### **Pre- Kindergarten Curriculum and Policy**

Pre School is provided to students who wish to take advantage of educational preparedness before the required Kindergarten Year. The purpose of this program is to help disadvantaged student populations get a "Head Start" on academics to foster future educational success. The program is provided to students who meet the following Admittance criteria:

- Must be four years old on or before September first of the enrolling school year. Students who are older or younger on or before September first may or may not be admitted to Pre-Kindergarten. Five year old students may enroll in Kindergarten and three old students may be placed on a waiting list to be considered upon their fourth birthday.

- Students must be “Potty Trained” before admittance to the program. Students who continue to have “accidents” may be terminated from the program and placed on the waiting list until they can control this situation.
- Students have a maximum of Ten (10) absences per semester based on ½ half days. Half days are: first half- first bell to lunch bell and second half: lunch bell to dismissal bell. Students who miss more than ten days or 20 – ½ days will be dropped from the program. They may be readmitted if there are no students on the waiting list. Three tardies shall count as an absence. Students may be considered for re-admission at the next semester based on the Admittance criteria for PreK.
- Students should enroll in Pre-Kindergarten for one school year only. However, each individual student’s performance will determine the placement of a second year of PreK or promotion. Students may be retained in Kindergarten if they are not ready for the first grade but not in Pre-K.
- The Pre-Kindergarten program shall comply with OSDE capacity and staffing ratios. For the 2015-2016, each class may have a maximum of twenty students with one certified teacher and one Paraprofessional. Admissions will be based on a first come/first serve list of district students. Any student who wishes to attend after the maximum number of students is reached shall be placed on a waiting list. Order of consideration:
  - Living in Gore School District
  - Living outside Gore School District with siblings attending GPS or parents working for GPS, and
  - Students who live outside the GPS school district.
- Students must be screened for hearing and vision along with speech before admittance. Up to date shot record, birth certificate and legal custodian signature are requirements to be admitted to Gore Public School.

September 1 shall be the cutoff date for any district new students to enroll before the waiting list students will be offered enrollment. Any student dropped shall create an opening that will be filled by the preceding waiting list criteria not to exceed the current OSDE staffing and student ratio.

It is our goal to provide the best educational opportunities for all students. If at any time we do not receive full cooperation from a parent in educational, disciplinary or other school related areas, the student may be released from the program. Students who cannot control their behavior or are a constant disruption to the class may be dropped from the program.

## **OKLAHOMA CURRENT STATE STANDARDS**

**Kindergarten – 5<sup>th</sup> grade:** Please refer to Oklahoma State Department of Education [www.ok.gov/sde](http://www.ok.gov/sde) for a complete breakdown of the standards for each grade level.

**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 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 school's co-curricular activities, clubs and organizations and general discipline policies are listed.

Please review this handbook with your son/daughter 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 information and/or packet. Must be completed by September 1.**

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

\*\*\*\*\*

I acknowledge that I have reviewed the procedures and guidelines including the school bus procedures as presented in the Gore Public Schools Student/Parent Handbook. I agree to abide by GPS Student Handbook Rules and GPS Policies.

**PLEASE PRINT FIRST & LAST NAME CLEARLY**

Student name: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_

Parent(s) Signature(s) Date \_\_\_\_\_

Student Signature \_\_\_\_\_

## Virtual School Days

Virtual Days have been incorporated into our school calendar. This day is an instructional day and students are required to complete assignments for this school day. In the case of inclement weather our school district may choose to have a virtual day. If this should occur this policy will apply.

### Assignments:

- Grades PK-2nd packets will be provided to the student on the day previous to a scheduled Virtual Day as well as accessible on Google Classroom. If needed for weather or other emergency school closing days, Google Classroom will have posted lessons.
- Grades 3rd -5th all assignments will be provided through Google Classroom. If a student does not have access to the internet at home. The parent will be responsible for notifying the elementary office so that the student may be provided with a packet. Non scheduled school closing that use a Virtual day, Google Classroom will have posted lessons.
- The student will be provided with an assignment that has been previously taught. No new curriculum will be assigned on a virtual day.
- All assignments will be completed and turned into the classroom teacher on the next in person school day. Google Classroom lessons will require logging onto the portal for completion.
- Assignments on virtual days are required to be completed to receive credit. If a student does not have access to the internet or a computer, the student will have the same number of days to complete the assignments by packet upon return to in person learning. Absences may be recorded for any virtual days where the assignments are not completed.

### Accommodations:

If a student requires accommodations the assignment will be modified prior to being assigned.

**Virtual Day due to weather:** The above will apply if GPS is dismissed due to inclement weather. In most cases we are able to watch the weather in advance and the school will send packets home with students.

### Teachers Responsibility

Teachers will be responsible for having all required assignments posted by 8am on Virtual Days. Teachers are to be available to students from 8am to 2pm on virtual school day. Teachers will provide email addresses to all students.

Parent Initial \_\_\_\_\_

## Homework Policy

At Gore Elementary we believe that homework should be assigned to students for a meaningful purpose. All homework should be appropriate and meet the standard that is being taught. Reasoning for homework is to reinforce skills taught during that school day, apply the skills, and encourage a study habit of independence. Also, students will learn that learning happens *everywhere*, not just in the school environment and provide parents with an insight of what their student is learning.

We will adopt this approach to homework:

- *A maximum of 40 minutes of homework each night.* The goal is to be able to focus on the core subjects of reading and math. This will allow students to have 15-20 minutes of each subject. Homework should be completed independently as much as possible.
- A minimum of 20 minutes spent on reading. This may be independent or with an adult to help guide the student depending on grade level.
- A maximum of 20 minutes spent on math. This may be independent or with an adult to help guide the student depending on grade level.
- Homework should be completed mostly independently.

### Student Responsibility

- We want to encourage students to become independent, so they are to ensure that all supplies for homework are taken home nightly and returned to school on the next school day.

### Parent/Guardian Responsibilities

- Provide a consistent learning environment and routine to complete homework.
- Encourage students to be independent and offer assistance without influencing the answers to the tough questions.
- Notify the classroom teacher if the homework is creating a problem at home.

### Teachers Responsibilities

- Provide purposeful assignments, no new content will be given for homework. Students should be able to complete independently.
- Communicate homework assignments directions clearly.

**Reading Homework** - Students will be required to complete reading passages, review vocabulary words, spelling words, and worksheets that may be sent home nightly.

**Math Homework** - Students may be required to complete the "My Homework" worksheet that is part of the math curriculum that is adopted by GPS. This may be a nightly assignment. If the student has other assignments please contact the teacher.

**Grades 4th and 5th** may also have Science homework which may include reading passages and comprehension questions or completing vocabulary.

Homework credit: There are two types of homework assigned. One is for a grade in the class and will be sent home and labeled as a "Graded homework". If no notation is made on the homework, the work is to inform the parent of the lesson taught that day and for review and practice. This homework will not be counted for a class grade.

Parent Initial \_\_\_\_\_

**ACKNOWLEDGMENT CONCERNING USE OF STUDENT LOCKERS**

I acknowledge and understand that:

Student lockers are the property of the school system and are subject to search without advanced notice or permission from a student or parent.

Student lockers remain at all times under the control of the school system.

I am expected to assume full responsibility for my school locker.

The school system retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

\_\_\_\_\_  
STUDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LOCKER NUMBER

## Gore Public Schools Transportation Information

Appropriate behavior on the school bus is vitally important for your student's safety. 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 to prevent accidents.** **RIDING SCHOOL TRANSPORTATION IS A PRIVILEGE – NOT A RIGHT.** This privilege is provided by the Gore Board of Education.

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

- Students shall arrive at the bus stop before the bus arrives.
- Students are to wait in a safe place, clear of traffic and away from where the bus stops.
- Students are to go directly to an available or assigned seat when entering the bus.
- Students are to remain seated, keep aisles and exits clear, and do not stand while the bus is moving.
- Students are to observe classroom conduct and obey the driver promptly and respectfully.
- Students are prohibited from using profane language.
- The use of tobacco, alcohol, or drugs and controlled substances is prohibited.
- Students are prohibited from having hazardous materials, objects, and animals on the bus.
- The throwing or passing of objects on, from, or into buses is prohibited.
- Students are to respect the rights and safety of others.
- 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.
- Putting head, arms or objects out of the bus windows is prohibited.
- Vandalism of any kind is prohibited. Damage caused by students will be billed to the parent and grades held until the damage is repaid.
- No fighting, pushing or tripping other students.

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 and 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.**
- **2<sup>nd</sup> offense: assigned seat for remainder of nine weeks**
- **3<sup>rd</sup> offense: bus riding privileges revoked for one week.**
- **4<sup>th</sup> offense: bus riding privileges revoked for remainder of nine weeks**
- **5<sup>th</sup> offense: bus riding privileges for remainder of semester**

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

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

**I have read and reviewed the transportation information regarding rules and consequences with my child.**

\_\_\_\_\_ Parent/Guardian's Signature

### Gore Elementary Computer Guidelines

Gore Lower Elementary students may have the use of the computer lab and Chromebooks as a part of their learning curriculum. The students and parents must have an understanding that the use of this technology is a privilege. All students must earn this privilege by respecting the equipment. The following guidelines but not limited to these guidelines have been created to keep our Chromebooks computer lab functioning at the highest standard so that learning can take place without distractions.

- Students will use the computer for schoolwork and to learn.
- Students will be a good “digital citizen” when using the computers by using good manners, using appropriate language, not using anyone else’s work without permission.
- Students will be careful with all hardware and software being used. Any items broken may result in lost of computer usage. *(See handbook page 12 on School Property if damage should occur)*
- Students will keep all passwords private. The use of another student’s password is prohibited and may result in disciplinary actions.
- Students will ask for help if they do not know how to use any or part of the computer.
- Students will not share personal information with anyone on the internet. Students may have class projects where photos may be published but a separate permission slip will be sent home to parent/guardian explaining the class project.
- Students will not write mean messages or use inappropriate “bad” words on the computer.
- Students will not take photos, recordings, etc. without permission of the classroom teacher. If this should occur, it may result in disciplinary actions.
- Students will only be on approved websites for learning activities. If this should occur, it may result in disciplinary actions.

I understand these rules and promise to follow them. If I do not follow these guidelines, I know that I may have my computer privileges restricted or taken away.

Student Signature \_\_\_\_\_

I have reviewed and discussed these guidelines with my student. I understand that if my student does not follow the guidelines and policies established by the Gore Board of Education that my student may be disciplined meaning that he/she may lose or be restricted to the use of computers to complete their learning assignment. I understand that if this should occur an alternative assignment will be given. Your student will **not** be able to participate in activities involving the use of computers in the school until signed and returned.

Parent Signature \_\_\_\_\_